1. Introduction

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

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

2. Directions to candidates

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

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

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

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

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>NATIONAL DEPARTMENT</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRICULTURE, FORESTRY AND FISHERIES</td>
<td>A</td>
<td>0 – 15</td>
</tr>
<tr>
<td>COOPERATIVE GOVERNANCE</td>
<td>B</td>
<td>16 – 18</td>
</tr>
<tr>
<td>DEFENCE</td>
<td>C</td>
<td>19 – 20</td>
</tr>
<tr>
<td>ECONOMIC DEVELOPMENT</td>
<td>D</td>
<td>20 – 22</td>
</tr>
<tr>
<td>ENVIRONMENTAL AFFAIRS</td>
<td>E</td>
<td>23 – 24</td>
</tr>
<tr>
<td>HEALTH</td>
<td>F</td>
<td>25 – 26</td>
</tr>
<tr>
<td>HIGHER EDUCATION AND TRAINING</td>
<td>G</td>
<td>27 – 39</td>
</tr>
<tr>
<td>HOME AFFAIRS</td>
<td>H</td>
<td>40 – 42</td>
</tr>
<tr>
<td>INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE</td>
<td>I</td>
<td>43</td>
</tr>
<tr>
<td>LABOUR</td>
<td>J</td>
<td>44 – 51</td>
</tr>
<tr>
<td>OFFICE OF THE PUBLIC SERVICE COMMISSION</td>
<td>K</td>
<td>52 – 53</td>
</tr>
<tr>
<td>OFFICE OF THE CHIEF JUSTICE</td>
<td>L</td>
<td>54 – 60</td>
</tr>
<tr>
<td>PLANING, MONITORING AND EVALUATION</td>
<td>M</td>
<td>61 – 63</td>
</tr>
<tr>
<td>PUBLIC SERVICE AND ADMINISTRATION</td>
<td>N</td>
<td>64</td>
</tr>
<tr>
<td>SCIENCE AND TECHNOLOGY</td>
<td>O</td>
<td>65</td>
</tr>
<tr>
<td>SOCIAL DEVELOPMENT</td>
<td>P</td>
<td>66 – 67</td>
</tr>
<tr>
<td>TOURISM</td>
<td>Q</td>
<td>68 – 69</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>R</td>
<td>70 – 76</td>
</tr>
<tr>
<td>GAUTENG</td>
<td>S</td>
<td>77 – 89</td>
</tr>
<tr>
<td>KWAZULU-NATAL</td>
<td>T</td>
<td>90 – 119</td>
</tr>
<tr>
<td>LIMPOPO</td>
<td>U</td>
<td>120 – 127</td>
</tr>
<tr>
<td>NORTHERN CAPE</td>
<td>V</td>
<td>128 – 129</td>
</tr>
<tr>
<td>WESTERN CAPE</td>
<td>W</td>
<td>130 – 131</td>
</tr>
</tbody>
</table>
ANNEXURE A

DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

APPLICATIONS

Human Communication has been retained to handle all responses. Please forward your application, quoting the relevant reference number, to PO Box 1305, Rivonia 2128 or hand deliver at 3 Autumn Street, Rivonia, or you can apply online at www.humanjobs.co.za. Applications can also be submitted electronically to Human Communications via e-mail: daff@humanjobs.co.za or via fax: 086 609 2116 or hand delivered at any one of the Department of Agriculture, Forestry and Fisheries offices as indicated below (please place in the blue box marked for applications). Enquiries: Chipo, tel. (011) 257-8012

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

CLOSING DATE: 31 July 2015

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

OTHER POSTS

POST 28/01: DEPUTY DIRECTOR: REGULATORY SERVICES REF NO: 144 /2015
Directorate: Animal Production

SALARY: R630 822 per annum (all-inclusive package)
CENTRE: Pretoria
REQUIREMENTS: Applicant must be in possession of a National Diploma or Bachelor’s degree in Animal Production/Animal Science, BAgri/BSc degree and relevant technical experience. The applicant must have the following skills: Good communication, interpersonal and management, planning and organising, creativity, mentoring and coaching, problem solving, interpretation, analytical, listening, report writing, computer literacy. Knowledge of Public Service Regulations, International
agreements, treaties, conventions and bilateral agreements relating to animal improvement, relevant animal production legislation, strategies and norms and standards, export and import programmes and their requirements, HR matters, quality of work and acceptance of responsibility. Willingness to work extended hours. A valid driver’s licence and the ability to drive.

**DUTIES**

The incumbent will be responsible to coordinate the application of all relevant Acts, policies, strategies, international agreements/protocols, treaties related to animal improvement. Develop and review policies, standards, guidelines and procedures for the regulation of animal improvement activities. Provide support to the Directorate with regard to the administration of the Animal Improvement Act (Act 62 of 1998). Provide advice and technical guidance to stakeholders with regard to animal improvement matters. Develop and implement action plans for regulatory operations with regard to animal improvement. Coordinate and manage the provision of technical advice and guidance to internal and external clients (as delegated by the Registrar). Provide technical inputs in animal production programs. Coordinate and monitor the enforcement of the relevant Act and applicable agreements. Manage and monitor the National Database (INTERGIS) regarding the registration of animal breed societies, registering authorities, breeds and breeding centres. Monitor and provide technical advice on the Animal Improvement Schemes. Provide advice and guidance to breed societies, breeders, reproduction operators, farmers and the general public. Liaise with national and international stakeholders, industry role-players, other departments and DAFF officials on technical matters related to animal improvement. Represent the Department on the relevant forums. Manage the resources of the Sub-directorate (physical, human and financial). Ensure proper utilisation of the budget by managing and reporting expenditure. Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

**ENQUIRIES**

Mr M.J. Mamabolo, tel. (012) 319-7493

**POST 28/02**

**REGIONAL MANAGER REF NO: 142/2015**

**Directorate: Inspection Services**

**SALARY**

R532 278 per annum (all-inclusive flexible remuneration package)

**CENTRE**

Durban

**REQUIREMENTS**

Applicants must be in possession of a National Diploma or Bachelor’s degree with at least one of the following subjects as a major: Horticulture, Agronomy, Plant Pathology, Entomology, Food Technology, Biotechnology or Plant Genetics (you are required to furnish a credit certificate and/or statement of results). Knowledge of technical experience with regard to global trade environment and Sanitary and Phytosanitary Measures (SPS), Technical Barrier to Trade (TBT), Convention on Bio-Diversity (CBD) principals, the Agricultural Pests Act, 1983 (Act 36 of 1983), the Animal Diseases Act, 1984 (Act 35 of 1984), the Meat Safety Act, 2000 (Act 40 of 2000), the Plant Improvement Act, 1976 (Act 53 of 1976), the Liquor Products Act, 1989 (Act 60 of 1989), the Genetically Modified Organisms Act, 1997 (Act 15 of 1997), the Agricultural Product Standards Act, 1990 (Act 119 of 1990) and management of generic administrative processes. A valid driver’s licence. Basic computer skills in MS Office software. Good communication, coordination, conflict management, problem-solving and negotiation skills.

**DUTIES**

The incumbent will be responsible to coordinate the provision of effective quality, sanitary and phytosanitary inspection services for regulated agricultural products in the region, in line with the relevant legislation. Ensure the application of all relevant international agreements. Develop and ensure the implementation and application of standard operating procedures for the inspection of regulated agricultural products in the region. Develop and implement action plans to ensure implementation of awareness programmes and activities. Ensure the promotion of agricultural trade through quality and sanitary assurance. Manage the issuing of phytosanitary and quality certificates, as well as export certificates as required for international trade. Participate in various internal and external forums. Conduct audits on the phytosanitary, quality and food safety management systems and report thereon. Conduct audits on assignees in terms of compliance with the relevant legislation. Liaise with national and international stakeholders, industry role-players and other departments. Represent the Department on various forums. Manage the resources of the Sub-directorate (physical, human and financial).

**ENQUIRIES**

Ms S.S. Maelane, tel. (012) 309-8703
POST 28/03: DEPUTY DIRECTOR: EDITORIAL AND INFORMATION SERVICES REF NO: 121/2015
Directorate: Communication Services

SALARY: R532 278 per annum (All-inclusive package)
CENTRE: Pretoria
REQUIREMENTS: Applicants must be in possession of a National Diploma or degree in Languages. Relevant post-qualification managerial experience. Knowledge of relevant policies, procedures and prescripts for Human Resources Management, finance and procurement. Good knowledge of compilation of documents/publications, language practices, editing and translation. Good communication (written and verbal), report-writing, interpersonal and project management skills. Computer literacy (MS Office software). A valid driver’s licence.

DUTIES: The incumbent will be responsible to manage editorial services, provide information on current affairs and render news services. Manage the compilation of high level and strategic documents of the department i.e. the Annual Report and Strategic Plan. Manage editing and proofreading of publication material. Manage the publishing process. Manage the translation of documents into other languages. Arrange/manage copyright approval for the re-use of departmental publication material. Manage daily media monitoring of national print and electronic media. Manage the development and implementation of media plans for departmental events. Manage the writing of media invites and statements. Manage media conferences. Manage the reporting of departmental news and publishing of DAFF news (newsletters) to staff and stakeholders. Provide leadership and manage staff members in the Sub-directorate. Give guidance and support/advice to staff members in the Sub-directorate.

ENQUIRIES: Mr S. Galane, tel. (012) 319-7312

POST 28/04: CONTROL RESOURCE AUDITOR 2 POSTS REF NO: 110/2015
Directorate: Land Use and Soil Management

SALARY: R337 998 per annum
CENTRE: Potchefstroom and Pretoria
REQUIREMENTS: Applicants must be in possession of a 4-year degree in Agriculture or Natural Resource Management. Proven technical postgraduate experience in agriculture or in the management of natural resource and managerial experience. Knowledge of the application of the Public Financial Management Act (PFMA), Act No 1 of 1999 and the Integrated Development Planning (IDP) process. Good understanding of budgets and sound budgeting and procurement systems. Good knowledge of sustainable agricultural resources use and the causes normally responsible for degradation. The ability to manage personnel in line with Human Resources prescripts and procedures. Excellent written and verbal skills to communicate with all authorities and sound application of Conservation of Agricultural Resources Act (CARA), Act 43 of 1983 and Subdivision of Agricultural Land Act (SALA), Act 70 of 1970, including other land use-related legislation. Knowledge of project monitoring and evaluation techniques. Computer literacy in MS Office software (Word, Excel, Outlook and PowerPoint). A valid driver’s licence and the willingness to travel extensively as well as be away from home in the execution of duties.

DUTIES: The incumbent must be an independent, analytical and strategic thinker who will be responsible to promote the application of sound management practices and audit compliance with national standards in order to obtain continual improvement of the country’s natural agricultural resources through Act 43 of 1983, Act 70 of 1970 and with due consideration to other concurrent legislation such as the Development Facilitation Act (DFA), Act 65 of 1995, National Environmental Management Act (NEMA), Act No 107 of 1998, National Environmental Management Biodiversity Act (NEMBA), Act No 10 of 2004, Land Acquisition Assistance Act, No 126 of 1993, National Water Act (NWA), Act No 36 of 1998 in promoting sustainable agricultural land use. Monitor and evaluate the state of natural agricultural resources. Conduct inspection and reporting on the application of Act 70 of 1970 and conduct enforcement for deviations to Act 43 of 1983 thereby regulating land use on agricultural land. Lead the office in the collaboration with other stakeholders regarding co-regulation of other legislation related to sustainable land use management and negotiation of service level agreements. Identify non-compliance in order to serve directives/notices on land users to rectify non-compliance. Audit the state of natural resources and advise the Department of Rural Development and Land Reform to ensure
implementation of sustainable land use management practices in land redistribution for Agricultural Development (LRAD) programme and establishment of new farmers to ensure compliance with CARA requirements. Manage the resources (human, finance and assets) of the office effectively and efficiently. Assist in the development and review of norms and standards. Develop, implement and review procedures and work instructions with regard to line functions.

ENQUIRIES : Ms N.C. Ntlokwana, tel. (012) 319-7567

POST 28/05 : SENIOR AGRICULTURAL ECONOMIST REF NO: 97/2015
Directorate: Marketing

SALARY : R337 998 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a 4-year Bachelor’s degree in Agricultural Economics or a 3-year Bachelor degree plus Honours in Agricultural Economics, with a subject in Agricultural Marketing (you are required to furnish a credit certificate and/or statement of results). The candidate must have appropriate experience in working with small-scale farmers/producers. Knowledge and understanding of the agricultural marketing environment, small-scale farming in South Africa and Public Service Regulations. Good interpersonal as well as report-writing, planning, organising and presentation skills. The ability to work independently and with minimal supervision and under pressure. Good communication skills (verbal and written) skills. Computer skills in MS Office software. A valid driver’s licence.

DUTIES : The incumbent will be responsible to provide leadership in managing the projects relating to the development/establishment and management of the agricultural marketing training (producer capacity building) portfolio in order to ensure the projects’ operational efficiency and effectiveness. Develop national norms and standards for the implementation of market access training programmes. Facilitate the development and implementation of market access capacity building programmes for producers, their commodity organisations and other value chain players e.g. develop marketing training materials and the training programme for main agricultural commodities. Facilitate the accreditation of the training materials by the relevant accreditation authorities. Identify and establish linkages with training institutions that provide market access training needs. Liaise with Agricultural Colleges, Universities and Research Institutions, donor organisations, commodity organisations, organised agriculture and other government departments to develop and offer/facilitate market access training modules required. Collaborate with provincial departments, industry organisations and farmers to develop a common understanding of farmers needs in terms of market access and develop remedial training programmes to correct barriers to market access. Source relevant NQF (National Qualification Framework) unit standards from relevant SETAs. Incorporate the material into the existing training manuals, revise the learner workbooks, finalise the facilitator’s guides and facilitate language editing. Write reports for all important conferences, meetings, workshops and visits.

ENQUIRIES : Ms L. Ntshephe, tel. (012) 319-8071
NOTE : Short-listed candidates will be required to undertake a computer proficiency assessment.

POST 28/06 : ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF: 102/2015
Directorate: Forestry: KwaZulu-Natal

SALARY : R270 804 per annum
CENTRE : Pietermaritzburg

REQUIREMENTS : Applicants must be in possession of a relevant National Diploma/degree with sufficient experience in Human Resource Management (HRM) which includes supervisory experience OR a Grade 12 Certificate and extensive experience in Human Resource Management which includes supervisory experience (you are required to submit a copy of your service record). Knowledge and application of the following legislative framework: Public Service Regulations, Public Service Act, HR Prescripts, Labour Relations Act, 1995 and the Employment Equity Act, 1998. The ability to communicate well (verbally and in writing) with people at various levels. Good telephone etiquette and creativity. Problem-solving, interpretation, analytical, listening, administrative, planning, organising, execution,
reliability and report-writing skills. Good interpersonal relations. Computer skills in MS Office software. A valid driver’s licence and the ability to drive.

**DUTIES**
The incumbent will be responsible for the provision of Human Resource Management with regard to recruitment and selection processes, which includes monitoring the filling of vacant posts within the set timeframes. Manage recruitment and selection (advertisements, transfer, verification of qualifications, secretariat functions at interviews, reporting the outcomes of recruitment and selection). Oversee personal suitability checks (criminal, credit, citizenship, etc). Compile submissions for approval of appointments. Provide advice to clients regarding recruitment and selection. Advise and train all members and staff within the regional offices regarding recruitment and selection policy, procedures and practices. Develop recruitment and selection policy, procedures and practices. Oversee administration service benefits in the Department, which involve the management/overseeing of human resource administration transactions regarding conditions of service and include the appointment of personnel, termination of service, promotions, secondments and transfers, appointments and retirements e.g. obtaining interim accommodation and transportation of personal belongings. Be responsible for salary progression, leave, housing allowance, long service awards, allowances in general e.g. danger allowance and acting allowance. Manage, maintain and implement standard procedures which involve ensuring general compliance with collective agreements and other statutory matters and regulations. Resolve human resource administration matters that are not covered by policy and standard operating procedure. Manage the Division: Training and Development, Performance Management and Disciplinary.

**ENQUIRIES**
Mr K.J. Weir, tel. (033) 392-7700

**POST 28/07**
CHIEF FORESTER REF NO: 103/2015
Directorate: Forestry Management (KZN)

**SALARY**
R270 804 per annum

**CENTRE**
Dlinza

**REQUIREMENTS**
Applicants must be in possession of a National Diploma in Forestry. Extensive supervisory experience. Understanding of policy and legislation framework, sectoral legislation and the regulatory framework of Forestry and labour in South Africa. Knowledge of best management practices in Forestry. Knowledge of environmental management systems. Documenting/recording information skills. Organising and planning skills and the ability to prioritise work. The ability to make decisions and solve workers’ problems. The ability to monitor processes. The ability to communicate with supervisors, peers and subordinates. The ability to provide information to supervisors, co-workers and subordinates. The ability to schedule work and activities. The ability to think creatively. Presentation and negotiation skills. Computer literacy 2 A valid driver’s licence. Willingness to work long hours and work overtime during the fire season and to do standby duty.

**DUTIES**
The incumbent will be responsible for implementing short- and long-term plans for management of estate and forest resources. Monitor and evaluate the compliance and services rendered by service providers. Develop and manage the implementation of Annual Plan of Operations (APOs), business plans and the protection plan. Review annual operational plans and ensure the implementation thereof. Develop forest-fire suppression strategies and fire management plans to prevent and combat veld and forest fires. Ensure the implementation, enforcement and promotion of the National Forest Act (NFA) and the National Veld Forest Fire Act (NVFFA). Ensure the protection of the estate for economic and conservation purposes. Oversee monitoring and reporting on the use of State resources and ensure financial control. Manage estate revenue collection services. Ensure the adherence of norms, standards and operational practices and procedures. Ensure the implementation of Principle Criteria Indicators and Standards for sustainable Forestry Management. Provide technical advice to stakeholders. Attend to enquiries. Coordinate awareness campaigns (Fire, Participatory Forest Management). Coordinate the development of integrated local fire management plan. Advise the local communities on business opportunities in Forestry. Manage steam flow reduction activities under the Water Act. Plan and implement pest/disease control initiatives. Develop rehabilitation plans for degraded sites. Ensure maintenance of conservation zones. Plan and supervise removal of alien species. Mentoring and coaching. Training and development of staff. Compile work plans and assessment reports for the subordinates.

**ENQUIRIES**
Mr K.J. Weir, tel. (033) 392-7700
POST 28/08 : ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 87/2015
Directorate: Supply Chain Management

SALARY : R270 804 per annum
CENTRE : Limpopo

DUTIES : The incumbent will be responsible to implement supply chain management policies, guidelines and procedures. Review and analyse policies to identify gaps in the implementation of supply chain management process in the regions. Conduct research in order to improve supply chain management processes. Provide advice in terms of supply chain management processes. Attend to queries relating to supply chain management. Provide support to Regional Heads with regard to procurement planning for the regions. Ensure the placing of orders. Verify and process requisitions. Verify the invoices and ensure that they are paid. Oversee stores/warehouse management. Control ledger and posting. Manage the disposal of redundant stock. Render system controller duties. Administer and manage the Pro-quote system. Ensure that information is updated on LOGIS. Ensure that outstanding transactions are cleared. Identify analyses and report risks. Identify, pre-investigate and report all fraudulent procurement-related cases. Supervise staff. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilisation of equipment. Assess staff performance and apply discipline.

ENQUIRIES : Ms. G. Shange, tel. (012) 319-7893

POST 28/09 : ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS REF NO: 107/2015
Directorate: Americas, Australasia, Europe and Middle East Relations

SALARY : R270 804 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a degree or diploma in Public Administration, International Relations or Political Science or Public Management as well as relevant experience in the field of international relations. Knowledge of the principles that guide our international relations and foreign policy; and Government priorities and public service policies. Knowledge of diplomacy and protocol procedures. Knowledge of the processes involved in concluding agreements. Good communication (verbal and written), report-writing, interpersonal and problem-solving skills. Good managerial, organisational and analytical skills. Computer literacy (MS Excel, Word and PowerPoint). A valid driver’s licence.

DUTIES : The incumbent will be responsible to establish, promote and coordinate the Department’s engagement with multilateral organisations or bilateral countries. Facilitate and coordinate the process of concluding and implementing international agreements. Coordinate visits, make arrangements and draft briefing notes for both technical and ministerial delegations. Identify training and technical assistance opportunities for agriculture, forestry and fisheries within the multilateral organisations or bilateral countries.

ENQUIRIES : Mr B. Sithole, tel. (012) 319-7838

POST 28/10 : ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 85/2015
Directorate: Asset Management

SALARY : R270 804 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of appropriate B degree or a National Diploma in Supply Chain Management or Asset Management. Extensive experience in the Logistical Information System (LOGIS) and Basic Accounting System (BAS). Knowledge of Public Service Regulations, PFMA, Asset Management policies and prescripts, Supply Chain Management policies and prescripts, and financial reporting. The ability to manage Asset Registers. Good communication (written and verbal), management and interpersonal skills. Successful completion of LOGIS 1 and/or 2. Computer literacy (MS Office). A valid driver’s licence.
Willingness to work independently, under pressure, extended hours and to travel to provinces.

**DUTIES**

The incumbent will be responsible for coordinating the administration of the asset management process. Implement and monitor the departmental asset management, asset maintenance and disposal plans. Monitor and ensure the continuous maintenance of the Departmental Assets Register and relevant asset management database and system. Conduct audits to verify information captured on asset management databases and systems. Conduct audits of the Asset Register against physical assets. Facilitate the stock taking, bar-coding, asset verification and disposal processes. Ensure compliance with Asset Management policies, standards and prescripts. Conduct the reconciliation between Departmental Asset Register, BAS and LOGIS and prepare reports in this regard. Consolidate disclosure notes and information relating to financial reporting in the interim Financial Statement (IFS) and Annual Financial Statement (AFS). Coordinate the transfer, movement, replacement and the disposal/auction of assets. Facilitate the identification and reporting of obsolete and redundant assets for possible replacement or disposal. Ensure the proper storage of obsolete and redundant assets at the identified disposal sites. Ensure the disposal of all obsolete and redundant assets according to the approved asset disposal methods, policies and procedures manuals. Coordinate the transfer and/or movement of departmental assets. Ensure the collection of revenue from the auction of departmental assets. Supervise staff. Allocate and ensure quality work. Ensure capacity and development of staff. Ensure proper utilisation of equipment. Assess staff performance. Apply discipline.

**ENQUIRIES**

Ms A. le Roux, tel. (012) 319-7399

**POST 28/11**

**ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT 2 POSTS REF NO: 88/2015**

Directorate: Supply Chain Management

**SALARY**

R270 804 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicants must be in possession of an appropriate B degree or a National Diploma in Public Administration, Public Management, Purchasing Management, and Logistic Management with extensive experience in Supply Chain Management. Good communication, organising, interpersonal, problem-solving, report-writing and planning skills. Computer literacy. Knowledge of Public Service policies and Regulations, PFMA, PPPFA, Supply Chain Management processes, National Treasury Regulations and interpretation of policies. Willingness to work extended hours.

**DUTIES**

The incumbent will be responsible to coordinate and manage the section’s acquisition management process and provide administrative support during the bid process. Receive and analyse documentations (requests and specifications) from line functionaries. Verify specifications in line with Supply Chain Management principles and policies. Prepare bid documents for advertisement. Advertise the bids on all required forums. Schedule bids on the closing dates. Evaluate bids and recommendations of line functionaries to ensure that prescripts are adhered to. Verify bids submitted by the evaluation panel. Draft reports to the Bid Adjudication Committee (BIDCO). Provide support and advice to bid specification and evaluation committees. Coordinate and manage the quotation process and provide administrative support during the invitation of quotations. Verify specifications in line with Supply Chain Management principles and policies. Compile quotation documents. Oversee the invitation quotations. Request quotations from suppliers. Attend briefing/site inspection sessions between advert and closing date of quotation request. Recommend a supplier/service provider to the Directorate. Receive requisitions from the Directorate and submit all documents to LOGIS for the order to be issued. Oversee the maintenance of the Department’s database. Facilitate the registration and accreditation of service providers on the departmental database. Ensure continuous updating of information on the database. Ensure that the drafting and sending of confirmation letters to suppliers is done. Supervise staff. Mentoring and coaching. Training and development of subordinates. Coordinate performance assessment.

**ENQUIRIES**

Ms S. Tshelane, tel. (012) 319-7125
POST 28/12 : SENIOR FORESTRY REGULATION OFFICER REF NO: 55/2015
Directorate: Forestry Management (Limpopo/Mpumalanga)

SALARY : R227 802 per annum
CENTRE : Nelspruit
REQUIREMENTS : Applicants must be in possession of a degree or National Diploma in Forestry or Environmental Science. Experience in and knowledge of Forestry and/or biodiversity field. Knowledge of National Forest Act, 1998 (Act 84 of 1998) (NFA) and National Veld and Forest Fire Act, 1998 (Act 101 of 1998) (NVFFA) as well as other environmental legislation and its practical application. Computer skills in MS Office Software, Good communication (verbal and written) and interpersonal skills. Good presentation, analytical planning and problem-solving skills. The ability to act with tact and discretion. A valid driver’s licence.

DUTIES : The incumbent will be responsible for administration of all forms of forest resources and protected trees. Monitor compliance and ensure enforcement of Acts. Implement activities to ensure concurrence management. Conduct the evaluation of Environmental Impact Assessment (EIA). Establish Fire Protection Association (FPA). Provide advice on veld fire issues in terms of the National Veld and Forest Fire Act, 1998 (Act 101 of 1998) (NVFFA). Plan, design and implement an Integrated Veld Fire Management Plan for each Fire Protection Association using a participatory planning approach that will build capacity within the management structure of the Fire Protection Association. Support the municipalities with the integration of veld fire management issues into their integrated development plan. Monitor compliance and enforcement by analysing annual reports from the Fire Protection Association and recommend corrective actions. Implement business plan and awareness campaigns for the province directed towards the general public and other stakeholders. Render general administration.

ENQUIRIES : Mr S.M. Kobese, tel. (013) 754-0758

POST 28/13 : SENIOR FORESTER REF NO: 117/2015
Directorate: Forestry Management (Mpumalanga/Limpopo)

SALARY : R227 802 per annum
CENTRE : Rossbach Plantation
REQUIREMENTS : Applicants must be in possession of a National Diploma/degree in Forestry with relevant experience in forestry operations. Good presentation and communication skills. Knowledge of Annual Plan of Operation and experience in compiling forestry budget. The ability to organise work and timber processing. A valid driver’s licence.

DUTIES : The incumbent will be responsible to oversee and render commercial activities in the plantations. Implement operational plans for the plantation. Quality assure the work rendered by service providers. Assist in updating annual plans of operations. Prepare for planting and other silvicultural (planting, weeding, harvesting, etc) operations as well as routine management of the plantation. Render forestry protection activities. Ensure protection of plantation from fires, livestock and pests. Assist with the implementation, enforcement and promotion of the National Forest Act and National Veld Forest Fires Act. Implement plans to prevent and combat veld and forest fires. Maintain state resources. Implement standards and operational practices. Liaise with stakeholders. Provide technical advice and attend to queries. Conduct awareness campaigns. Render environmental protection activities. Manage steam flow reduction activities under the Water Act. Plan and implement pest/disease control initiatives. Staff management. Mentoring and coaching. Development of staff. Compile job descriptions, work plans and assessment reports for subordinates. Administer revenue collection services.

ENQUIRIES : Mr K.N. Nemukula, tel. (015) 519-3324.
NOTE : The Department encourages persons with physical disabilities to apply. Short-listed candidates will be subjected to a skills/knowledge test.

POST 28/14 : SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: 89/2015
Directorate: Supply Chain Management

SALARY : R227 802 per annum
CENTRE : Stellenbosch
REQUIREMENTS : Applicants must be in possession of a National Diploma or a Bachelor’s degree in one of the following fields: Public Administration, Public Management, Purchasing Management, Logistics Management with extensive experience in Supply Chain
Management. In depth knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) and the Treasury Regulations. Knowledge of LOGIS and the Basic Accounting System (BAS), contract administration, Pro-Quote system (invitation of quotations) and Standard Chart of Accounts (SCOA). Excellent communication (written and verbal) and problem-solving skills. The ability to plan and organise tasks, motivate people and work under pressure. Computer literacy in MS Office software.

**DUTIES**

The successful candidate will be responsible to maintain and exercise control over the logistic management section. Implement the Supply Chain Management policy and ensure that procurement of goods and services is in accordance with the delegations and directives. Verify and authorise transactions on the LOGIS system, apply the SCOA in Supply Chain Management and the verification of invited quotations on the Pro-Quote system. Plan, coordinate and facilitate stock taking. Identify redundant stock. Manage inventory and consumable reporting. Ensure that payments to all creditors are made within 30 days of receipt of the invoice. Manage financial and other resources of the Directorate. Assist with compilation of financial statements regarding accruals, commitments, finance leases and contracts. Identify and monitor risks. Attend to queries relating to supply chain management. Ensure supervision and evaluation of staff through the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES**

Ms A. de Nobrega, tel. (021) 809-1700

**POST 28/15**

**PROJECT COORDINATOR REF NO: 128/2015**

Subsistence Farming

**SALARY**

R227 802 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicants must be in possession of a Bachelor’s degree in Agricultural Sciences. Experience in drafting and editing concise reports, programme planning and management within the three spheres of government. Experience in coordination, facilitation, evaluation and assessment of subsistence producer projects. Relevant experience in rural development, food security, socio-economic and development issues as well as knowledge of and experience in research approaches, methods and tools. Good communication skills (verbal and written). Planning and organising, interpersonal relations, report-writing and problem-solving skills. Computer literacy in MS Office software (Word, Excel, PowerPoint) and the Internet. A valid driver’s licence.

**DUTIES**

The incumbent will be responsible to provide support to the programme and coordinate Subsistence Producers at National, Provincial and Municipal levels. Coordinate Household Food Production and subsistence farming activities. Promote and support community-based food security and Nutrition on programmes, which encourages self-reliance. Generate database for Subsistence Farmers. Monitoring and evaluation of subsistence producer projects.

**ENQUIRIES**

Mr Q.E. Nyoka, tel. (012) 319-7272

**POST 28/16**

**EDITORIAL ASSISTANT 2 POSTS REF NO: 130/2015**

Directorate: Communication Services

**SALARY**

R227 802 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicants must be in possession of a National Diploma or degree in Languages. Relevant experience in editing, translation, proofreading and compilation of publication material. Excellent language, editing and writing skills. Good communication (written and verbal), report-writing, interpersonal and project management skills. The ability to work under pressure, adhere to deadlines and work independently and within a team. Computer literacy (MS Office software).

**DUTIES**

The incumbent will be responsible to edit, translate and proofread departmental publication material. Provide documented information to the internal and external public. Edit and rewrite original copy to improve readability. Liaise with client to discuss the content and due dates. Proofread and conduct technical editing according to the publication’s style, editorial policy and publishing requirements. Condense and paraphrase information. Verify facts, dates and statistics, using standard reference sources. Implement government language policies. Compile publication materials and provide a service to clients. Collect inputs from the various sources. Analyse and consolidate the information. Plan and execute tasks based on client requirements. Translate departmental publication materials. Analyse original material and determine the target language. Check translation for
internal terms and terminology to ensure accuracy and consistency throughout translation materials/documents.

**ENQUIRIES**
Ms L. Mofokeng, tel. (012) 319-7927

**POST 28/17**
**SENIOR POLICY PRACTITIONER; SECTOR EDUCATION REF NO: 114/2015**
Directorate: Sector Education and Training

**SALARY**
R227 802 per annum

**CENTRE**
Pretoria

**REQUIREMENTS**
Applicants must be in possession of a National Diploma/degree in Education/Agriculture Management/Public Administration and relevant experience that will enable the person to perform the work satisfactorily. Experience in the agricultural, forestry and fisheries education and training field or education. Knowledge of Public Service and departmental prescripts/policies. The ability to understand and follow/practice the departmental policies, practices and prescripts. Telephone etiquette. Relevant computer training. Report-writing, presentation, interpersonal, negotiation, communication and coordination skills. Computer literacy. A valid driver's licence.

**DUTIES**
The incumbent will be responsible to implement agricultural, forestry and fisheries education and training strategies (policies) in the General Education and Training, Further Education and Training and Higher Education and Training bands. Facilitate the implementation of Agricultural, Forestry and Fisheries Education and Training (AFFET)'s strategy of the department. Coordinate the implementation or vocational education and training strategy for agriculture, forestry and fisheries. Generate agricultural, forestry and fisheries education and training report. Coordinate the implementation of policies and strategies to enhance and transform Agriculture, Forestry and Fisheries tertiary education. Compile monthly, quarterly and annual reports on key deliverables.

**ENQUIRIES**
Mr G. Mathye, tel. (012) 319-7902

**POST 28/18**
**SENIOR POLICY PRACTITIONER; SECTOR EDUCATION REF NO: 113/2015**
Directorate: Sector Education and Training

**SALARY**
R227 802 per annum

**CENTRE**
Pretoria

**REQUIREMENTS**
Applicants must be in possession of a degree or diploma in Education/Agriculture Management/Public Administration and experience that will enable the person to perform the work satisfactorily as well as relevant experience in education policies including agricultural, forestry and fisheries and strategies. Knowledge of Public Service and departmental policies, practices and prescripts. Good communication (written and verbal), organising and planning skills. Good demonstration of stakeholder management skills. Computer literacy. A valid driver’s licence.

**DUTIES**
The incumbent will be responsible to implement agricultural, forestry and fisheries education and training strategies (policies) in the General Education and Training, Further Education and Training and Higher Education and Training bands. Collect data and execute surveys on agriculture, forestry and fisheries as well as Agriculture, Forestry and Fisheries enrolments, graduate outputs and throughput rates. Perform the administration of database of agricultural, forestry and fisheries education and training information. Coordinate the implementation of transversal national policies and strategies relevant to agricultural, forestry and fisheries tertiary education. Coordinate the implementation of policies and strategies to enhance and transform Agriculture, Forestry and Fisheries tertiary education. Generate agricultural, forestry and fisheries education and training report. Facilitate and coordinate the implementation of Adult Education and Training (AET) and Learnership programmes. Compile monthly, quarterly and annual reports on key deliverables.

**ENQUIRIES**
Mr G. Mathye, tel. (012) 319-7902

**POST 28/19**
**SENIOR FORESTER 2 POSTS REF NO: 75/2015**
Directorate: KwaZulu-Natal Forestry Management

**SALARY**
R227 802 per annum

**CENTRE**
Kwagubeshe Plantation and Hlokozi Plantation

**REQUIREMENTS**
Applicants must be in possession of a National Diploma/degree in Forestry. Knowledge of and experience in commercial forestry, the National Forest Act, 1998 (Act 84 of 1998) (NFA), the National Veld and Forest Fire Act, 1998 (Act 101 of 1998) (NVFFA) and other environmental legislation. Good leadership, report-
writing and communication skills (verbal and written). Computer skills in MS Office software. A valid driver’s licence.

**DUTIES**

The incumbent will be responsible for providing leadership to the plantation by developing and sharing a vision and mission for the Plantation. Implement operational plans for the Plantation. Quality assure the work rendered by service providers. Assist in updating annual plans of operations. Prepare for planting and other silvicultural operations as well as routine management of the Plantation. Ensure protection of Plantation from fires, livestock and pests. Assist with the implementation, enforcement and promotion of the National Forestry Act (NFA) and National Veld Forest Fire Act (NVFFA). Implement plans to prevent and combat veld and forest fires. Maintain state resources. Implement standard and operational practices. Provide technical advice to stakeholders. Attend to enquiries. Provide awareness campaigns. Manage stream flow reduction activities under the Water Act. Plan and implement pest/disease control initiatives. Develop rehabilitation plans for degraded sites. Ensure maintenance of conservation zones. Plan and supervise removal of alien species. Mentoring, coaching and development of staff. Compile job descriptions, work plans and assessment reports for the subordinates. Administer revenue collection services.

**ENQUIRIES**

Ms M.E. Diphare, tel. (033) 392-7744

**POST 28/20**

**SENIOR FARM MANAGER**

REF NO: 66/2015

Directorate: Inspection Services

**SALARY**

R227 802 per annum

**CENTRE**

Buffelspoort

**REQUIREMENTS**

Applicants must be in possession of a 3-year National Diploma with Horticulture or Plant Production as a major subject (you are required to furnish a credit certificate and/or statement of results). Extensive working experience in greenhouse management and pest and disease control, plant propagation techniques and management of vineyards, orchards and nurseries. Proven supervisory skills. Good interpersonal relations, initiative, problem-solving and decision-making qualities. Computer literacy in MS Office software. A valid Code B driver’s licence.

**DUTIES**

The incumbent will be responsible to manage the day-to-day agricultural activities at Buffelspoort Quarantine Station, e.g. propagation of plants, pest management, weed management, soil preparation, production, harvesting, waste management, arrangement of material and facilities, maintenance of plants in the facilities, monitoring quarantine plants, etc. Liaise with clients and stakeholders. Manage natural resources at Buffelspoort Quarantine Station. Implement new infrastructure projects and maintain existing infrastructure at Buffelspoort Quarantine Station. Provide support for research/training purposes. Perform administrative and related functions. Manage the equipment and farm implements at the Buffelspoort Quarantine Station. Manage an effective administration system with regard to data records, quarantine databases, reports and personnel files. Manage personnel with regard to daily activities, performance and discipline. Procure goods and services within the financial prescripts and budget.

**ENQUIRIES**

Mr T. Pongolo, tel. (021) 809-1600/40

**POST 28/21**

**SCIENTIFIC TECHNICIAN**

PRODUCTION GRADE A-C (OSD) REF NO: 122/2015

Directorate: Genetic Resources

**SALARY**

R222 150 – R340 539 per annum (salary to be determined according to experience in line with the OSD dispensation)

**CENTRE**

Roodeplaat

**REQUIREMENTS**

Applicants must be in possession of an appropriate recognised 3-year BSc degree in Agriculture/Natural Sciences with Botany/Horticulture as a major subject and Genetics/Statistics/Biometry as a secondary subject (you are required to furnish a credit certificate and/or statement of results). Compulsory registration (or proof of your application for registration) with the South African Council for Natural Scientific Professions (SACNASP) as a Certificated Natural Scientist. 3 years’ post-qualification experience in the field of plant breeding, plant variety evaluations and botanical systematics. Knowledge and understanding of the Plant Breeder's Rights Act, 1976 (Act 15 of 1976) and its relation to the International Union for the Protection of New Varieties of Plants (UPOV) as well as the Plant Improvement Act, 1976 (Act 53 of 1976). 3 years’ relevant experience in the execution and management of plant variety evaluation trials.
Planning and organising skills. Good communication (verbal and written) skills. Good interpersonal skills. Computer skills in MS Office software. A valid driver’s licence and the ability to drive are essential. The candidate must be prepared to travel countrywide and internationally in the execution of his/her duties.

**DUTIES**

The incumbent will be responsible for the DUS evaluations for variety listing and plant breeders rights in terms of the Plant Breeder’s Rights Act, 1976 (Act 15 of 1976) and the Plant Improvement Act, 1976 (Act 53 of 1976). Develop and implement methodologies, policies, systems and procedures for the DUS examinations of trials for the granting of Plant Breeder’s Rights (PBR) and Variety Listing. Perform technical scientific functions and tasks that require interpretation in the presence of an established framework: Planning of trials. Develop working relations with client base. Prepare for and participate in research activities: Establish trials. Ensure data collection through field surveys. Provide technical support and advice to SANSOR and Registrar (PIA). Collect and provide technical/scientific data, information and advice to Registrars and SANSOR. Perform technical scientific analysis and regulatory functions for the granting of PBR and VL. Prepare data and routine interpretation. Oversee database and data management. Conduct analysis of technical scientific data. Apply the appropriate scientific and technical procedure/skills to generate information and knowledge. Formulate proposals and compile reports. Carry out research and development. Contribute towards UPOV and national templates. Ensure continuous professional development to keep up with new technologies and procedures. Liaise with UPOV on technology-related matters.

**ENQUIRIES**

Ms N.N. Netnou-Nkoana, tel. (012) 319-6024

**POST 28/22**

SCIENTIFIC TECHNICIAN PRODUCTION GRADE A-C (OSD) REF NO: 124/2015

**SALARY**

R222 150 – R340 539 per annum (salary to be determined according to experience in line with the OSD dispensation)

**CENTRE**

Roodeplaat

**REQUIREMENTS**

Applicants must be in possession of a National Diploma in Sciences, Agriculture/Botany or Genetics. Compulsory registration (or proof of your application for registration) with the South African Council for Natural Scientific Professions (SACNASP) as a Certificated Natural Scientist. 3 years’ post-qualification technical scientific experience. Knowledge of in-situ conservation, population genetic, conservation methods, seed storage, behaviour, germination testing, pollination mechanisms, plant morphology, biotechnology, documentation system, eco-geographic surveys, global plan of action, convention on biological diversity, international treaty on plant genetic resources for food and agriculture and indigenous knowledge systems policy. Good technical report-writing skills. The ability to analyse various datasets from crop characterisation and evaluation trials. Planning and organising skills. Good communication (verbal and written) skills. Computer skills in MS Office software. A valid driver’s licence and the ability to drive are essential. The candidate must be prepared to travel countrywide to rural communities in carrying out his/her duties.

**DUTIES**

The incumbent will be responsible for implementing in-situ conservation methodologies, policies, systems and procedures for long-term conservation of landraces. Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions in implementing in situ conservation strategy. Prepare for and participate in research activities. Ensure data collection through field surveys. Provide technical support and advice for in situ projects. Develop working relations with Scientists and Production and Plant Collections Officers to facilitate exchange and conservation of plant genetic resources for food and agriculture and prevent social losses. Promote public awareness on in situ conservation management. Assist the in situ Conservation Specialist (Production Scientist) with maintaining an in situ database for crop species and other mandate species in existing reserves as well as wild crop relatives. Provide technical data, information and advice for collection of plant genetic resources for food and agriculture and maintaining a database on the status of on-farm conservation projects of crop species as well as activities that promote their cultivation. Perform technical scientific analysis and regulatory functions. Prepare and interpret in situ conservation data to generate information and knowledge. Manage database and data. Disseminate information. Formulate proposals and compile reports. Conduct basic research to develop and
strengthen effectiveness of in situ conservation programmes. Research literature to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies/councils on in situ conservation-related matters.

**ENQUIRIES**
Mr T. Tjikana, tel. (012) 808-5392

**POST 28/23**
**FORESTER REF NO: 118/2015**
Directorate: Forestry Management Mpumalanga Limpopo

**SALARY**
R183 438 per annum

**CENTRE**
Phiphidi

**REQUIREMENTS**
Applicants must be in possession of a National Diploma in Forestry and knowledge of a management environment. Good presentation and communication skills. Knowledge of Annual Plan of Operation and experience in compiling a forestry budget. The ability to organise work and timber processing.

**DUTIES**
The incumbent will be responsible to render silviculture activities in the plantation. Manage commercial forestry activities in group plantations to optimise equitable economic benefit. Compile annual plan of operations for silviculture and harvesting activities. Ensure fire protection management. Implement policies such as NFA, PCIS, SABS, OHS and NVFFA and strategic planning of the estate. Approve/recommend permits and licences to utilise State forests. Eradicate alien species and pests. Perform standby duty during fire season. Prepare fire belt. Staff supervision: Mentoring, evaluating and developing staff. Manage all resources in the estates such as human and financial resources. Perform daily and monthly checks on equipment and labour matters.

**NOTE**
Short-listed candidates will be subjected to a skills/knowledge test.

**ENQUIRIES**
Mr K.N. Nemukula, tel. (015) 519-3324

**POST 28/24**
**PRINCIPAL HUMAN RESOURCES OFFICER REF NO: 129/2015**
Directorate: Human Resources Management

**SALARY**
R183 438 per annum

**CENTRE**
Pretoria

**REQUIREMENTS**
Applicants must be in possession of a Grade 12 Certificate plus extensive experience in and knowledge of dealing with termination of service, leave administration, overtime and related matters. Sufficient experience in and knowledge of Human Resources Administration dealing with, inter alia, performance management, conditions of service, service benefits and related matters. In-depth knowledge of the relevant prescripts and legislation such as the Public Service Act, Public Service Regulations, relevant PSCBC Resolutions and other Human Resources prescripts and legislation related to the above functions. Good organising, numerical and computer skills. Good verbal and written communication skills. Sound interpersonal relations. The ability to interpret Human Resources prescripts and procedures. The ability to work under pressure with several different issues simultaneously. The ability to identify urgent and/or important matters. Receptive to ideas and suggestions from supervisors, colleagues and clients. An innovative thinker and be able to express creativity.

**DUTIES**
The incumbent will be responsible for the supervision and handling of the activities of the sub-division, such as termination of service, leave administration, overtime, performance management, conditions of service, service benefits and related matters. Give inputs for the improvement of Human Resources Administration procedures, guidelines and policies. Supervise, evaluate and develop employees that are reporting to this position. Ensure that proper control measures are put in place to administer and monitor the activities and resources in the sub-division effectively. Render professional human resources administrative advice to and liaise with staff in the Department. Promote human resources care and improve service delivery. Provide human resources management information support e.g. PERSAL/database as well as statistics. Travel from time to time as and when required.

**ENQUIRIES**
Ms E. Lepart, tel. (012) 319-7824
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 post. Candidature of persons whose appointment/ transfer/ promotion will promote representivity (especially people with disability) will therefore receive preference.

APPLICATIONS:
Please forward your application via post to P.O. BOX 27768 Sunnyside or fax to 086 633 1809 or e-mail to: admin@olocas.co.za (quoting the relevant reference in the subject line). Enquiries for applications: Mpho 012 770 3055 or Nomso 012 998 9957

CLOSING DATE:
7 August 2015

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. We thank you for the interest shown in our Department.

OTHER POST

POST 28/25:
GISC TECHNOLOGIST
Branch: Intergovernmental Policy, Planning And Research

SALARY:
Salary notch will be determined in accordance with experience in terms of Occupational Specific Dispensation

CENTRE:
PRETORIA

REQUIREMENTS:
A three year Bachelor’s Degree or equivalent qualification in Geo-Informatics, GIS, Geography and Information Technology. Meeting requirements as prescribed by Plato for registration as a GISc Technologist. Appropriate experience based on the OSD category. Core Competencies: Creativity, self-management, communication literacy, planning, organising and execution and an understanding of legislation governing geographic Information management and Technology. Process Competencies: Continuous improvement, problem-solving and analysis, client orientation and customer focus, communication and Information Management. Technical Competencies: Computer literacy, systems maintenance and administration, knowledge of administrating a SQL database and other geodatabase, knowledge of process flows, LAN/WAN and web-based GIS applications, related RDBMS skills, Geodesy, advanced spatial analytical skills, strong GIS skills with two or more GIS software packages (Including ESRI product) statistical and mathematical skills, programme and project management and networking.

DUTIES:
The successful candidate will be responsible for the following duties: Collect and capture local government data from various formats and sources and capturing of metadata records. Participate in the design and implementation of spatial database. Perform analysis and manipulation of data including quality assurance. Create and maintain spatial data topology and attributes, format manipulation. Oversee the process of advance spatial analysis and modelling for institutional strategic guidance. Maintain GISc unit effectiveness through dissemination of spatial information to stakeholders and document GISc processes. Manage provision, maintenance and communication of key IDP information, thereby supporting ease of access and use by stakeholders across government.

ENQUIRIES:
Ms N Ntshabele Tel: (012) 395 4646

POST 28/26:
SENIOR RESEARCHER: POLICY AND RESEARCH METHODS (SALARY LEVEL 11)

SALARY:
An all-inclusive remuneration package of R 532 278 per annum

CENTRE:
Pretoria

REQUIREMENTS:
An Honours Degree or equivalent qualification in Political Science/Development Studies/Public Administration or Social Sciences. An advanced degree such as a
Master's Degree in Political Science/Development Studies/Public Administration or Social Sciences would be an added advantage. Three to five years experience in policy analysis and research methodology. Core Competencies: Applied strategic thinking, people management and empowerment, project management and change management. Process Competencies: Knowledge management, service delivery innovation, problem solving and analysis, client orientation and customer focus, and communication. Technical Competencies: Research methodology, policy analysis and methods to analyze issues and trends pertinent to the mandate of COGTA.

DUTIES: The successful candidate will be responsible for the following duties: Manage, design and execute policy analysis and policy development projects. Conduct appropriate policy research using a variety of analytical methods and analysis techniques. Provide research as identified on the Departmental Annual Performance Plan. Provide support in the conceptualization, development, and refinement of memoranda, issue papers, policy papers or draft legislation. Prepare written reports, presentations and/or short study-briefs for non-research audiences. Dissemination of policy analysis and research results, through reports, publications, and presentations including those at professional conferences. Reviewing of relevant research literature.

ENQUIRIES: Mr A Donkers Tel: (012) 334 4956

POST 28/27: DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT (SALARY LEVEL 11)
Branch: Corporate And Financial Services

SALARY: An all-inclusive remuneration package of R532 278 per annum
CENTRE: Pretoria
REQUIREMENTS: An appropriate three year Diploma/ Degree or equivalent qualification. A qualification in Information Science and Knowledge Management will be an added advantage. Three to five years experience in a related field. Core Competencies: Applied strategic thinking, developing others, planning and organizing, project management, diversity management and knowledge management. Technical Competencies: Research, data analysis, system development, business analysis, database management skills, content management skills and stakeholder relations skills.

DUTIES: The successful candidate will be responsible for the following duties: Implement knowledge management (KM) strategy for CoGTA. Champion development of knowledge management systems and solutions for local government. Provide ongoing knowledge management support to CoGTA, provinces and municipalities. Develop and monitor knowledge management frameworks, guidelines and tools for CoGTA, provinces and municipalities. Implement knowledge sharing programmes for CoGTA, provinces and municipalities. Update and manage content of the Local Government Resource Centre (LGRC).

ENQUIRIES: Ms M Leta Tel: (012) 334 0556

POST 28/28: ASSISTANT DIRECTOR: COUNCIL INSTITUTIONAL SUPPORT (SALARY LEVEL 9)
Branch: Provincial And Municipal Government Support

SALARY: R270 804 per annum
CENTRE: Pretoria
REQUIREMENTS: A three year Degree/ Diploma or equivalent qualification and at least three years work experience. A qualification in Political Science / Public Management and Administration and experience in the public service and/or local government environment will be an added advantage. Core Competencies: Programme and project management, self-motivated and performance driven, problem solving and analysis, communication (verbal and written) skills and the ability to work independently and as a team member. Technical Competencies: Policy analysis and formulation, knowledge of local government legislative and policy environment, municipal governance and political institutional systems, interpretation and application of legislation and intergovernmental relations.

DUTIES: The successful candidate will be responsible for the following duties: Conduct policy analysis, identify policy gaps and recommend appropriate policy proposals. Advise management in municipalities to review standing rules and orders of council, systems of delegations and monitor compliance. Develop programmes to assist municipal office bearers on their roles and responsibilities including political and administrative interface. Develop frameworks for municipal councillors and monitor adherence to the Code of Conduct. Monitor and report on the implementation of local government legislation in respect of municipal
governance in municipalities. Compile memoranda, reports and responses to enquiries relating to municipal governance. Advise management in municipalities on the development and implementation of By-Laws.

**ENQUIRIES**

Mr L Ncoko Tel: 012 334 0741

**POST 28/29**

ASSISTANT DIRECTOR: INVESTIGATIONS AND COORDINATION (SALARY LEVEL 9)

**SALARY**

R270 804 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

A three year Degree/ Diploma or equivalent qualification with understanding of the relevant anti-corruption legislations and at least three years work experience in the anti-corruption field from public or private sector. A qualification in Social Science will be an added advantage. Core Competencies: Planning and organising, problem solving and analysis and Information System/ Management. Process Competencies: Service delivery innovation, client orientation and customer focus, communication (verbal or written) as well as Computer Literacy. Technical Competencies: Knowledge of the justice system processes, local government, policies and systems and anti-corruption legislations.

**DUTIES**

The successful candidate will be responsible for the following duties: Record corruption allegations and provide support in conducting preliminary investigations in municipalities. Follow up on allegations referred to law enforcement agencies and provincial department. Update the information management system on anti-corruption cases. Produce quarterly reports on the outcome of the investigations.

**ENQUIRIES**

Mr E Ndou Tel: 012 334 4953
DEPARTMENT OF DEFENCE

CLOSING DATE : 14 August 2015 (Applications received after the closing date and faxed copies will not be considered).

NOTE : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants’ training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver’s license (where applicable). Must be a South African citizen. 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 application form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only.

For more information on the job description(s) please contact the person indicated in the post details. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

OTHER POSTS

POST 28/30 : SENIOR SECRETARY GR II. REF NO: USAGE 523

This post is advertised in the DOD, Broader Public Service as well as the media (internet only)

SALARY : R123 738 per annum

CENTRE : SAMHS HQ, Directorate Pharmacy, Kasteelpark

REQUIREMENTS : Grade 12 preferable. 3 to 5 years relevant experience will be an advantage. Special requirements: Knowledge and experience in executing secretarial duties. Computer literate. Knowledge of Word, Excel and Power point. Language proficiency in English (written and verbal). Analytical and innovative thinking ability as well as problem solving skills and interpersonal skills. Organizing and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good office administration and interpersonal skills, good filing and organisational skills. Ability to do research and analyse documents and situations. A typing test will be required of all listed candidates interviewed.

DUTIES : Provide a secretarial/receptionist support service. Type routine notes, memos, letters and reports. Receive telephone calls and refer to the relevant role players. Finalise telephone queries. Operate office equipment and ensure that they are in a good working order. Record engagements of the Director and assist in the management of his/her diary. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel and accommodation and processing subsequent travel claims and currency reconciliation. Handle procurement of stationary refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes.

ENQUIRIES : Ms M. Smit  Tel (012) 671 5097

APPLICATIONS : Department of Defence, Office of the SG, Directorate Pharmacy, Private Bag X102, Centurion, 0046, or may be hand delivered to LEW Building, cnr Selborne and Trichard Ave, Lyttelton.
POST 28/31 : CLEANER 3 POSTS
These posts are advertised in the DOD, broader Public Service as well as the media (internet only)

SALARY : R73 044 per annum
CENTRE : 2 Military Hospital (usage 701)
          AMHU WC HQ, Wynberg (usage 702)
          Health Centre South Coast (usage 708)

REQUIREMENTS : ABET (LEVEL 1 – 4), Special requirements (skills needed): Communicate effectively (verbal and written). Must be physically healthy. Must be an RSA citizen with cleaning experience in a hospital or hospitality environment. Ability to work under minimum supervision and operate basic cleaning equipment.

DUTIES : To ensure a high standard of cleaning and hygiene service. Duties include dust of surfaces, polish furniture, vacuum carpets, wash windows, clean ablution facilities. Clean and check the general condition of cleaning machinery regularly and report where equipment is not up to standard. Report all fault or damages in working environment. Order cleaning tools, equipment and solution.

ENQUIRIES : WO2 Matanda, (021) 799-6893
APPLICATIONS : Department of Defence, SAMHS, Area Military Health Unit Western Cape, Private Bag X10, Wynberg, 7824
APPLICATIONS: Economic Development Department, Private Bag X149, Pretoria, 0001 or Hand deliver to the dti Campus, 77 Meintjies Street, Sunnyside, Pretoria, Block G, Ground Floor
FOR ATTENTION: Ms Lethabo Gwangwa
CLOSING DATE: 24 July 2015 @ 16H00
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants who do not comply with the above-mentioned requirements including the inherent requirements of the post, as well as applications received late, faxed and emailed will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 12 months.

OTHER POSTS

POST 28/32: DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: EDD/2015/07/05

SALARY: R566 343 to R667 128 per annum, all-inclusive flexible remuneration package, Salary (Level 11)
CENTRE: Pretoria
REQUIREMENTS: A three-year degree/diploma in Financial Accounting and Reporting Management or a relevant equivalent NQF Level 6, with at least six years’ relevant Managerial experience in Financial Accounting experience (of which three years should have been at management level). Proven management experience. In-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Accountant General Annual Reporting Framework and related prescripts. In-depth knowledge of the BAS and PERSAL system, coupled with a proven work record. Computer literacy including proficiency in writing and excel. Supervisory skills. Good planning and organisational skills. Good interpersonal relations. The ability to work under pressure and preparedness to work overtime, when required.
DUTIES: Management and control the processing of Salary and travel and subsistence claims. Management and control of the recordkeeping of salary claims. Management and control of payroll management of all staff. Management and control of the investigation of balances in relevant ledger accounts and ensure that these balances are cleared monthly. Liaise with the Auditor-General on the audit of the Department and respond to audit queries for the Department, and Management of staff. Requesting of BAS and PERSAL reports when required. Timely preparation and reporting of Financial Accounting

POST 28/33: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: EDD/2015/07/06

SALARY: R566 343 to R 667 128 per annum, all-inclusive flexible remuneration package, Salary (Level 11):
CENTRE: Pretoria
REQUIREMENTS: A three-year degree/diploma in Supply Chain Management or Accounting or a relevant equivalent NQF Level 6, with at least six years’ relevant Supply Chain Management experience (of which three years should have been at management level). Proven management experience. In-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, PPPFA and related prescripts. In-depth knowledge of the Logis system, coupled with a proven work record. Computer literacy including proficiency in writing and excel. Supervisory skills. Good planning and organisational skills. Good interpersonal relations.
Good communication skills (written and verbal). The ability to work under pressure and preparedness to work overtime, when required.

**DUTIES**

Formulation and customisation of SCM policies and procedures to suit the needs of the Department. Responsible for the full supply chain management processes of the Department, demand management through to monitoring and reporting. Responsible for receiving of all invoices and ensuring payment is done within 30 days. Responsible for the full implementation of the Asset Management Framework and inventory, including the quarterly asset verification processes and reports. Compilation, implementation and reporting on the operational and risk plans related to supply chain management and asset management. Monthly management reports including but not limited to relevant disclosure notes. Responding to Parliamentary questions within the required timeframes. Attending to audit related to Supply Chain Management. Ensuring a well-coordinated and capacitated Supply Chain Management unit. Provision of after hour travel services to internal clients.

**ENQUIRIES**

Ms Lethabo Gwangwa (012) 398 5028 OR Ms Maggy Mokhine (012) 394 3426
The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.

CLOSING DATE: 03 August 2015

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

OTHER POSTS

POST 28/34: BIODIVERSITY OFFICER PRODUCTION GRADE B: TRANSFRONTIER CONSERVATION AREAS (TFCAs) REF NO: BC09/2015

SALARY: Appropriate salary will be determined according to the Public Service regulatory framework (based on OSD)

CENTRE: Pretoria

REQUIREMENTS: An appropriate 3 year Bachelor’s degree or equivalent qualification in Natural Sciences. Good interpersonal and communication skills. Ability to interpret and apply policies. Knowledge and skills in formulating and writing reports. General administrative skills, organisational skills, diplomacy skills and knowledge of project management and scientific principles that govern the conservation of the ecosystems and habitats. Ability to work under pressure and represent the unit at meetings. Person should be willing to travel extensively. Computer literacy with experience in Microsoft Office, Internet and Email. International relations will be an added advantage. A valid code 8 or B driver’s licence.

DUTIES: Render an all inclusive administrative support to the Directorate: Transfrontier Conservation Areas. Provide support in ensuring effective conservation management through development and implementation of a conservation framework as well as conservation plans for each TFCA. Provide support in strengthening creation of ecological networks, and wildlife corridors and migratory routes. Assist in the implementation of conservation projects in six Transfrontier Conservation Areas. Assist in the organisation of meetings/workshops, take minutes, write reports, supervise, train and evaluate subordinates. Assist international, national and other stakeholders in the implementation of TFCAs.

ENQUIRIES: Mr R. Mudau Tel(012) 395 8825

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

FOR ATTENTION: Mr R Mashele
POST 28/35 : SENIOR PROVISIONING ADMIN CLERK: SUPPLY CHAIN MANAGEMENT
REF NO: CFO 03/2015

SALARY : R158 094 per annum (Total package R 235 741 per annum/ conditions Apply)
CENTRE : Cape Town
REQUIREMENTS : A National Diploma in Public Admin or relevant qualification / Grade 12 plus extensive relevant experience. Experience in LOGIS, administration and document management. Good understanding of procurement procedures. Good communication and Interpersonal skills. Computer literacy (excel, Ms Word, LOGIS). Ability to work under extreme pressure, sense of responsibility and loyalty. Ability to work individually and in a team.

DUTIES : The successful applicant will be responsible for the following aspects regarding supply chain management: Distribution of generated orders. Compiling and updating the diary of deliveries and 0-9. Compiling 0-9 monthly reports. Compiling orders above R1 million. Updating of procurement plan. Communicate with suppliers and other stakeholders.

ENQUIRIES : Ms. Ncumisa Mabece 021-819 2511
APPLICATIONS : Director-General, Department of Environmental Affairs, Private Bag x 4390, Cape Town, 8000 or hand-delivered to 14 Loop Street, Cape Town. No faxed, e-mailed and late applications will be considered.

FOR ATTENTION : Human Resources

POST 28/36 : SENIOR ADMINISTRATION CLERK REF NO: EP9013/2015

SALARY : R158 094 per annum (Total package of R 235 741 per annum/ conditions Apply)
CENTRE : Gauteng
REQUIREMENTS : A Grade 12 Certificate and relevant experience in Administration. Relevant proven experience in Supply Chain and Asset management processes, procedures and practices will be an added advantage. Knowledge of Public Service policies and procedures. Understanding of public service regulations, budget and expenditure. Sound knowledge of financial reporting and administrative procedures Computer literate in all MS Office suites. Excellent communication, organizational, interpersonal and planning skills. Experience in Logis and BAS. Sound verbal and written communication skills. Ability to work under pressure and adhere to deadlines. Willingness to travel and valid driver’s license.

DUTIES : Responsible for SCM administration and budget in the Northern Programmes Directorate with regard to processing of payment of financial transactions. Processing of all Log2 and order numbers and communicate with suppliers and end-users. Drawing of Logis and BAS reports. Co-ordination of Training needs of the Section. Ensuring effective administration of filing and the maintenance of files for the Section. Perform inventory controls for the Section and attends various meetings. Maintain an updated record of all SCM and finance transactions in the Northern Programmes Directorate.

ENQUIRIES : Ms Linda Mabuza: (012) 3921459
APPLICATIONS : Director-General, Department of Environmental Affairs, Private Bag x 4390, Cape Town, 8000 or hand-delivered to 14 Loop Street, Cape Town. No faxed, e-mailed and late applications will be considered.

FOR ATTENTION : Human Resources
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: 27 July 2015

NOTE: All shortlisted candidates for SMS posts will be subject to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications should be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 Certificate regardless of the qualification requirements indicated in the advert), service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the 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.

MANAGEMENT ECHELON

POST 28/37: DIRECTOR: COMPREHENSIVE CARE MANAGEMENT AND TREATMENT (CCMT) REFERENCE NO: NDOH 121/2015

Contract Ending 31 July 2017

SALARY: An all inclusive remuneration package of R819 126 per annum [basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.


REQUIREMENTS: An appropriate recognised degree/NQF 7 in Health Sciences, A Diploma in HIV and AIDS Management will be an advantage, Registration with the Health Professions Council of South Africa would be preferred, At least five (5) years experience in HIV and AIDS, STI’s and TB programme management, Experience in monitoring HIV, STIs and TB guidelines implementation in provinces to both internal and external stakeholders, Expertise in strengthening Clinical Mentorship, Experience in working with development partners and the private sector, Knowledge of Financial and Human Resources management, Good communication (verbal and written), negotiation, strategic planning, interpersonal, organisational and computer skills, Must be prepared to travel regularly to provinces and work irregular hours, Ability to work well under pressure, A valid driver's licence.

DUTIES: Facilitate the training, clinical mentorship, monitoring and support of clinicians in districts and sub districts, Implement the ART guidelines, comprehensive TB and HIV prevention, care and support, Lead the process of developing and updating ART guidelines as and when new evidence emerges “Work collaboratively with Pharmaceutical services Directorate to monitor ARV’s and INH stock levels,
strengthen and support the Central Chronic Medical Dispensing and Distribution (CCMDD) initiative, Liaise regularly with other Directors in the HIV/AIDS and TB Clusters to ensure integration of all aspects related to implementation of all comprehensive activities, Provide support to provincial co-ordinators in strengthening managerial and technical capacity of districts to implement ART guidelines and strengthen TB and HIV collaborative activities in partnership with civil society, Provide support to clinicians at district and sub district to monitor NHLS results and making sure that these are used for managing clients on ART as per guidelines, Develop national CCMT operational plan that is in line with the annual performance plan to implement expansion of integrated HIV clinical services including TB and HIV collaborative activities, Facilitate the implementation of the NSP for HIV and AIDS, STI's and TB and the ART guidelines, Write progress reports (monthly, quarterly and annual reports) as required by DORA, PFMA and other statutory bodies.

ENQUIRIES          : Dr. Z. Pinini at tel no (012) 395 9157
DEPARTMENT OF HIGHER EDUCATION AND TRAINING

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

APPLICATIONS: Please Forward Your Application, Quoting The Reference Number To: The 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: 31 July 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 28/38: CHIEF DIRECTOR: INSTITUTIONAL GOVERNANCE AND MANAGEMENT
SUPPORT REF NO: DHET 101/07/2015
Branch: University Education

SALARY: All inclusive remuneration package R988 152 per annum (Level 14)
CENTRE: Pretoria
REQUIREMENTS: The minimum requirement is a Master's degree in a relevant field coupled with at least 5 - 10 years' experience in a higher education or related sector, of which at least 3 years should be in a management position. A legal qualification would be a distinct advantage. This is a senior management position that requires a dynamic individual with deep knowledge of the South African higher education landscape, and specifically the legislative frameworks, policies and regulations that govern the sector. The candidate must have proven strategic management and leadership capabilities, and be a strong communicator with the ability to interact with the leadership of universities, student bodies, and various Higher Education Sector Boards and Councils, as well as various government departments. Further requirements are excellent project management, problem solving, report writing and communication skills. The incumbent should be able to perform in a team environment. Good computer skills are a requirement. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector budgeting etc. will be an added advantage.

DUTIES: The scope of the Chief Director's work will include but not be limited to: Providing governance and management support to Councils, Boards and management structures in public higher education institutions (universities and higher education colleges), national institutes and relevant public entities; Developing, implementing and monitoring financial and governance reporting requirements of higher education institutions; Providing governance and management support for the establishment of new institutions as required; Developing, maintaining and managing the implementation of the Annual Reporting Regulations for universities; Developing institutional and system-wide performance indicators for monitoring and evaluating the financial health, good governance and transformation of the HE system; Developing and implementing capacity building programmes for higher education governance structures including Councils, Boards, Student Representative Councils, and Institutional forums; Managing the transfer of subsidies and earmarked funds to Universities and public entities and associated financial monitoring and accounting; Liaising with the Council on Higher Education; the National Student Financial Aid Scheme and National Institutes for Higher Education particularly in relation to their budgets and financial reporting; Managing all aspects related it the appointment of independent assessors, administrators, to higher education institutions, institutes and relevant public entities; Managing the promulgation of statutes of universities and appointments of Ministerial Appointees to Councils, Boards and other governance structures; Providing development support to student leadership structures, and
student support services, including registration support and mediation with management as necessary; Developing and implementing policy to ensure equitable access to student funding through effective oversight of the National Student Financial Aid Scheme (NSFAS) and other student funding mechanisms; Managing all complaints and queries related to the public higher education sector and Strategic Planning and managing of resources allocated to the Chief Directorate in line with the Senior Management Service in line with the CMC framework.

ENQUIRIES : Dr D Parker, Tel 012 312 6215
POST 28/39 : CHIEF DIRECTOR: TEACHING AND LEARNING DEVELOPMENT REF NO: DHET 102/07/2015

SALARY : All-inclusive remuneration package of R988 152 per annum (Level 14)
CENTRE : Pretoria
REQUIREMENTS : The minimum educational requirement for this post is a Master's Degree or equivalent in an appropriate field plus 5-10 years relevant experience in a higher education or related context, of which at least 3 years must be in a management position. An extensive knowledge of, and insight into higher education practitioner, teacher and lecturer education policies, qualifications and programmes; and teaching and learning in universities; extensive knowledge of quality assurance processes and mechanisms in Higher Education; highly developed research and information management skills; excellent project management and communication skills, including proposal and report writing; the ability lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in collaboration with other government departments, with quality councils, universities and with other relevant role-players; good computer skills; a valid driver’s license.

DUTIES : The scope of work of the Chief-Director: Teaching and Learning Development will include, but not be limited to leading and managing the Department of Higher Education and Training’s responsibilities with respect to: developing, supporting and monitoring the implementation of policies and programmes to ensure that a suitable range of quality initial professional, post-professional and postgraduate teacher education qualifications are available at universities that enable sufficient production and further development of professionals working in the range of education sub-sectors including ECD (birth-4 years); schooling, technical and vocational education and training, community education and training and university education; developing, supporting and monitoring the implementation of policies and programmes to strengthen teaching and learning at universities towards improved learning outcomes, including oversight on the qualitative use of government funds, and earmarked grants allocated to enhance teaching; learning and staff development at universities; developing, supporting and monitoring the implementation of policies and programmes on the evaluation and recognition of qualifications for employment in the range of public education sub-sectors, including providing a service to other government departments in this regard, overseeing the establishment and ongoing management of a coordinated postgraduate scholarships management system within the Department of Higher Education and Training.

ENQUIRIES : Dr D Parker, Tel 012 312 6215
POST 28/40 : DIRECTOR: TEACHING AND LEARNING DEVELOPMENT IN UNIVERSITIES REF NO: DHET 103/07/2015

SALARY : All-inclusive remuneration package of R819 126 per annum (Level 13)
CENTRE : Pretoria
REQUIREMENTS : The minimum educational requirement for this post is a Master’s Degree or equivalent in an appropriate field plus 5-10 years of relevant experience within a higher education or related context. Consideration will be given to candidates with: an extensive knowledge of, and insight into teaching and learning in universities; extensive knowledge of quality assurance processes and mechanisms in Higher Education; highly developed research and information management skills; excellent project management and communication skills, including proposal and report writing; the ability lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in collaboration with academics at universities and with other government departments and relevant role-players; good computer skills; a valid driver’s license.
DUTIES:
The scope of the Director’s work will include but not be limited to: developing, supporting and monitoring the implementation of policies to guide the qualitative use of government funds, including earmarked grants allocated to enhance teaching; learning and staff development in universities; collaboration with Quality Councils, Professional Councils, relevant government departments and other stakeholders to ensure improved learning outcomes and success in higher education qualifications; qualitatively supporting and monitoring the implementation of open and distance learning (ODL) policy for the delivery of higher education programmes in relation to its impact on quality teaching and learning outcomes; qualitatively monitoring and supporting the work-integrated learning component of higher education programmes in relation to its impact on quality teaching and learning outcomes. Develop and implement a programme focused on staffing South African universities, including the development of the next generation of academics. overseeing the establishment and ongoing management of a coordinated postgraduate scholarships management system within the Department of Higher Education and Training.

ENQUIRIES: Dr D Parker, Tel 012 312 6215

POST 28/41: PROJECT MANAGER REF NO: DHET 107/07/2015

SALARY: All inclusive remuneration package R819 126 per annum (Level 13)
CENTRE: Pretoria
REQUIREMENTS: An appropriate Bachelor’s Degree/National Diploma (formal project management qualification will be an advantage); At least 5 to 10 years’ experience in the development and management of learning programmes and learning materials, preferably in an open/online/distance mode. Good understanding of the post-school education and training sector including university education, skills development, adult education and technical and vocational training issues; Demonstrated knowledge of open learning and open educational resource issues in the country, including copyright issues; Strong ability to work independently, as well as manage, coordinate and engage in research outputs; Excellent communication skills, both written and oral; Strong organisational and problem solving skills; Ability to develop and maintain positive relationships with stakeholders, both internal and external. A valid driver’s license.

DUTIES: Coordinate and facilitate the implementation of all the activities to be carried out under the Open Learning System for Post School Education and Training Project; Manage the day-to-day operations (including finances) of the Open Learning System for Post School Education and Training Project; Prepare reports and presentations on the project outputs for the Director-General, Ministers, and other relevant stakeholders as needed; Prepare project progress reports including financial reports; Organise and lead meetings, workshops, advocacy activities and campaign events as determined by the Open Learning System for Post School Education and Training Project; and Manage the project steering committee activities.

ENQUIRIES: Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027
NOTE: These positions will be contract based from the date of appointment until 31 March 2017 Open Learning System for Post School Education and Training Project. Post are contract appointments subject to satisfactory performance and a 6 month probationary period.

POST 28/42: DIRECTOR: GLOBAL PARTNERSHIPS REF NO: DHET 109/07/2015

SALARY: All-inclusive remuneration package of R819 126 per annum (Level 13)
CENTRE: Pretoria
REQUIREMENTS: An appropriate Bachelor’s degree and experience in the conduct of international relations. At least 5 to 10 year’s relevant work experience. Sound understanding of Official Development Assistance issues and trends will be an added advantage. The following competencies are essential: A clear understanding of the role of education in development and international relations and well-versed with the Government’s foreign policies, Excellent written and verbal communication skills Financial management, Strong interpersonal relations. A valid driver’s license.

DUTIES: The scope of the Director’s work will include but not be limited to: developing, supporting and monitoring the implementation of policies to guide the qualitative use of government funds, including earmarked grants allocated to enhance teaching; learning and staff development in universities; collaboration with Quality Councils, Professional Councils, relevant government departments and other stakeholders to ensure improved learning outcomes and success in higher
education qualifications; qualitatively supporting and monitoring the implementation of open and distance learning (ODL) policy for the delivery of higher education programmes in relation to its impact on quality teaching and learning outcomes; qualitatively monitoring and supporting the work-integrated learning component of higher education programmes in relation to its impact on quality teaching and learning outcomes. Develop and implement a programme focused on staffing south African universities, including the development of the next generation of academics. oversee the establishment and ongoing management of a coordinated postgraduate scholarships management system within the Department of Higher Education and Training.

ENQUIRIES: Dr D Parker, Tel 012 312 6215

POST 28/43: PRINCIPALS POSTS (DIRECTOR LEVEL) TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGES: CENTRAL JOHANNESBURG

COLLEGE REF NO: DHET 87/07/2015, MOPANI REF NO: DHET 88/07/2015, ETHEKWINI REF NO: DHET 89/07/2015, NKANGALA REF NO: DHET 90/07/2015

SALARY: All inclusive remuneration package R819 126 per annum (Level 13)

CENTRE: These posts are based in TVET Colleges

REQUIREMENTS: An appropriate B Degree or 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 post school education and training sector. 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 drivers’ licence.

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 fulfil 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 translates 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
DEPUTY PRINCIPAL: CORPORATE SERVICES (DEPUTY DIRECTOR LEVEL)
TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGES:
SEKHUKHUNE REF NO: DHET 91/07/2015, COLLEGE OF CAPE TOWN REF NO: DHET 92/07/2015, MTHASHANA REF NO: DHET 93/07/2015

SALARY: All inclusive remuneration package R566 343 per annum (Level 11)
CENTRE: These posts are based in TVET Colleges
REQUIREMENTS: An appropriate Bachelor’s degree or equivalent qualification. A post-graduate degree/qualification will be an added advantage. Five (5) years’ relevant working experience with broad exposure in corporate management. 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). An understanding of the Department of Higher Education and Training’s strategic vision and priorities. A valid drivers’ license.

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. Oversee 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

DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL)
TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE:
WESTERN COLLEGE REF NO: DHET 94/07/2015, PORT ELIZABETH REF NO: DHET 95/07/2015, MTHASHANA REF NO: DHET 96/07/2015, COLLEGE OF CAPE TOWN REF NO: DHET 97/07/2015

SALARY: All inclusive remuneration package R566 343 per annum (Level 11)
CENTRE: These posts are based in TVET Colleges
REQUIREMENTS: An appropriate Bachelor’s degree or equivalent qualification. A post-graduate degree/qualification will be an added advantage. Five (5) years’ relevant working experience with broad exposure in corporate management. 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 literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). 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. A valid driver’s license.

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 28/46: DEPUTY DIRECTOR: MANAGEMENT SUPPORT REF NO: DHET 104/07/2015

SALARY: All inclusive remuneration package R671 196 per annum (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s degree or equivalent qualification or equivalent. At least 5 years relevant work experience, and experience in management and administration. Prior experience in a similar position and postgraduate qualifications will be an added advantage. A successful candidate will work closely with universities, other state departments and agencies and other sections within the Department of Higher Education and Training. This is a middle management level position that requires a dynamic individual with strong administrative, office management, writing skills and communication skills. The successful candidate should have sound knowledge and understanding of the Public Sector, as well as extensive knowledge of MS Word and Excel. Strong report and speech writing, project management, and the ability to pay attention to detail are additional requirements for the position. A valid driver’s license.

DUTIES: The scope of the Deputy Director’s work will include but not be limited to: Assisting with management oversight and support to universities, the Council on Higher Education (CHE), South African Qualifications Authority (SAQA), National Student Financial Aid Scheme (NSFAS) Board, and the National Institute for Humanities and Social Sciences (NIHSS); Alienation of immovable property of higher education institutions; Coordinating the activities related to appointing and work of independent assessors, administrators and task teams at higher education institutions; Assisting with specific technical support to HE institutions in respect of higher education financial and reporting matters; Assessment of reports of higher education institutions to ensure financial health and sustainability, including the monitoring of student debt; Administrative, financial assessment and monitoring related to the CHE, SAQA, NSFAS, and NIHSS (budget reviews, review of strategic plans, quarterly reports and annual reports); Processing of applications (financial borrowings and long-term lease of immovable property) from HE institutions. The incumbent should be able to perform in a team environment. Experience in the field of monitoring and evaluation will be a strong recommendation. He/she must also be able to innovatively identify and explore areas of synergy with other components of Higher Education organizations. Good management and supervisory skills are a requirement.

ENQUIRIES: Dr D Parker, Tel 012 312 6215

POST 28/47: DEPUTY DIRECTOR: PRIVATE HIGHER EDUCATION REF NO: DHET 105/07/2015

Directorate: Private Higher Education

SALARY: All inclusive remuneration package R671 196 per annum (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s Degree or equivalent qualification. At least 5 years relevant work experience in a higher education environment or in government. Prior experience in a similar position and a post-graduate qualification will be an added advantage. The appointee will work closely with private higher education institutions; public institutions as well as other stakeholders and other sections within the Department of Higher Education and Training. This is a middle management level position that requires a dynamic individual with strong administrative, office management, writing skills and communication skills. The successful candidate must be able to write clearly, work independently and responsively, be able to use qualitative and quantitative databases and where necessary be able to create one, be strategic, pay attention detail, be able to multitask in a pressurize environment, be innovative, assertive, and creative. The successful candidate should have a good knowledge and understanding of the policy and legal framework regulating the higher education system and specifically the private higher education sector. In this regard, a legal qualification and legal experience may be an added advantage. Strong report writing, project management, people management, presentation, facilitation, interpersonal, and liaison skills are necessary. A valid driver’s license.
DUTIES: The scope of the Deputy Director’s work will include but not be limited to: Liaising between the Department and higher education constituencies, primarily private higher education institutions and other stakeholders in the sector; Ensuring efficiency of the Departmental service in dealing with sector queries and complaints received by the Directorate; Overseeing part of the monitoring and evaluation functions with respect to annual reports and amendment of registration.; Creative design and implementation of a cost-effective strategy to market the work of the Directorate and inform the public on how they should go about in identifying complying private higher education institutions; Liaising with the CHE and SAQA in the verification of qualifications and quality assurance; Review of current policy and Regulations; Compile quarterly reports.

ENQUIRIES: Dr D Parker, Tel 012 312 6215


SALARY: All inclusive remuneration package R671 196 per annum (Level 12)
CENTRE: Pretoria
REQUIREMENTS: The minimum educational requirement for this post is a Master’s degree or equivalent in a relevant field. The candidate must have at least 5 years of relevant work experience linked to the implementation of research policies and/or HE policies in general. The candidate must be prepared to work odd hours as the job involves travelling from time to time. This is a middle management position that requires strong administrative and operational management competency. Envisaged for appointment in this position is an individual with sound organizational and administrative skills. The individual should have strong computer skills and knowledge of large databases. Furthermore, the position requires excellent analytical skills, especially interpretation of statistical data; project management; strong writing skills, communication skills and sound interpersonal skills. Knowledge of local and international trends in HE generally and HE policy in particular will be an advantage, as will knowledge of the sector and stakeholders concerned. The appointee must be able to proactively identify and explore areas of synergy with other components of the Department, statutory bodies and non-government organizations.

DUTIES: The scope of the position includes, but is not be limited to: Maintenance of the evaluation system for measuring research outputs of HE institutions, and the analysis of related data; Receiving research outputs from institutions and verifying to ensure compliance with the policy; Preparing spreadsheets of publications for evaluation by the research outputs panel; Convening the research outputs panel meetings to evaluate publications from HEIs; Analysing panel decisions and developing an annual report on the results of the research outputs evaluation process; Development and management of relevant policies in various areas of HE; Support of research development and initiatives at HE institutions; Management and implementation of bilateral and multi-lateral education agreements. The successful candidate will also be expected: to provide support to various programmes promoting HE including the Higher Education and Training HIV and AIDS (HEAIDS) programme; Participate in departmental, inter-departmental and various other HE stakeholders’ committees/forums; and provide general administrative support to the Directorate to ensure efficient delivery on goals and targets.

ENQUIRIES: Dr D Parker, Tel 012 312 6215

POST 28/49: PROJECT COORDINATOR REF NO: DHET 108/ 07/2015

SALARY: All inclusive remuneration package R566 343 per annum (Level 12)
CENTRE: Pretoria
REQUIREMENTS: An appropriate Bachelor’s Degree/National Diploma. At least 5 years’ experience in the delivery of high quality education and training in an post school education and training sector; Demonstrated knowledge of open learning and open educational resource issues in the country, including copyright issues; Good understanding of the post-school education and training sector including university education, skills development, adult education and vocational training issues; Experience in the development of open/online/distance learning programmes, courses and materials; Strong ability to work independently, as well as manage, coordinate and engage in research outputs; Excellent communication skills, both written and oral; Strong organisational and problem solving skills. A valid driver’s license.
DUTIES: Implementation of all the activities to be carried out under the Open Learning System for Post School Education and Training Project; Perform the day-to-day operations of the Open Learning System for Post School Education and Training Project; Assist the Project Manager in preparing reports and presentations on the project outputs for the Director-General, Ministers, and other relevant stakeholders as needed; Assist the Project Manager in preparing project progress reports including financial reports; Organise and participate in meetings, workshops, advocacy activities and campaign events as determined by the Open Learning System for Post School Education and Training Project; and Perform secretariat functions for the project steering committee.

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

NOTE: These Positions Will Be Fixed Term Contract from The Date Of Appointment Until 31 March 2017 Open Learning System for Post School Education and Training Project. Post are contract appointments subject to satisfactory performance and a 6 month probationary period.

POST 28/50: DEPUTY DIRECTOR: SETA PERFORMANCE MANAGEMENT REF NO: DHET 98/07/2015
Branch: skills development
Directorate: SETA performance Management (Cluster IV)

SALARY: All inclusive remuneration package R671 196 per annum (Level 12)
CENTRE: Pretoria


DUTIES: Manage Sector Education and Training Authorities (SETA’s) performance to achieve the National Skills Development Strategy III (NSDS III) goals and targets, Manage SETA Corporate Governance, Manage SETA Strategic Planning processes, Conduct high level research related to Skills Development and Sector Skills Planning matters, Conduct investigations on complaints and enquiries relating to SETA’s as required by the Minister, Deputy Minister, Director-General, National Skills Authority, Portfolio Committee on Higher Education and other stakeholders. Prepare and provide reports on SETA Performance, Provide high level professional advice to the Minister on all SETA performance related matters, Manage development and implementation all Skills Development policies, Liaise and collaborate with all stakeholders in various sectors on behalf of the department regarding implementation of learning programs, learnership, internship, artisanship’s, quality assurance, bursaries etc., Manage resources (Human, Financial, Information and Assets).

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

POST 28/51: DEPUTY DIRECTOR: TRADE TEST APPLICATION AND REGISTRATION REF NO: DHET 99/07/2015

SALARY: All inclusive remuneration package R671 196 per annum
CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor of Commerce Degree in Accounting or equivalent qualification. At least 5 years relevant work experience. Good knowledge of Public Finance Management Act (PFMA), Treasury Regulations and related act. Skills Development Act. Good knowledge in Performance Information Management, Stakeholder Management, Strategic Planning, Good knowledge of Departmental policies and prescripts. Project management skills, good communication skills and ability to facilitate workshops and present policies. Planning and organizing skills. Negotiation, analytical and sound interpersonal skills. Ability to work under pressure. Good analyzing and interpersonal skills.
Problem solving skills. Management/leadership and supervisory skills. Computer literacy and a valid driver’s license.

**DUTIES:**
Manage the trade testing and application function in terms of the Trade Test Regulations. Monitor the application of trade testing. Manage the screening of candidates. Monitor registration of candidates to ensure that minimum requirements are met. Administer the trade testing and registration functions in terms of the Trade Test Registrations. Monitor the administration of the fee structure; verify certificates with QCTO sent by different companies. Sustain and continuously improve efficiencies of the interface between INDLELA and corporate services centralized functions. Coordinate platform for goods and service delivery at INDLELA and supply chain. Reporting and Administration. Ensure accuracy and validity on non-financial information reported on a monthly and quarterly. Administer audit inquiries and ensure compliance of recommendations thereof.

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

**POST 28/52:**
BRANCH COORDINATOR: EXECUTIVE SUPPORT OFFICE OF THE DEPUTY DIRECTOR-GENERAL: VOCATIONAL AND CONTINUING EDUCATION AND TRAINING

**SALARY:**
All inclusive remuneration package R671 196 per annum (Level 12)

**CENTRE:**
Pretoria

**REQUIREMENTS:**
Objective: To provide coordination services to the Deputy Director-General, An appropriate Bachelor’s Degree or equivalent qualification with five (5) years’ relevant work experience; Knowledge of relevant legislative frameworks, policies and procedures pertaining to Corporate Services including and not limited to Public Service Act and Regulations, PFMA etc; Knowledge of the PSET sector and its strategic objectives, ability to work as part of a team in a multi-cultural environment. Advanced technical knowledge in office management and administration; Analytical and problem solving skills. Willingness and ability to work under pressure. Computer literacy and a valid driver’s license.

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

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

**POST 28/53:**
ASSISTANT DIRECTOR: INSTITUTIONAL SUPPORT AND SECTOR LIAISON

**REF NO:**
DHET 110/07/2015

**SALARY:**
R288 135 per annum (Level 9)

**CENTRE:**
Pretoria

**REQUIREMENTS:**
An appropriate Bachelor degree /National Diploma or an equivalent qualification as well as 5 year relevant work experience. The candidate must be in possession of a valid driver’s license; have an ability to work under pressure and must be willing to travel and work over time when required; be able to think strategically; and communicate well (written and verbal) with both internal and external stakeholders. Computer literacy, analytical, administrative and information management skills are key requirements. Knowledge and understanding of the policy and legal framework regulating the South African higher education system, as well as some management skills will be added advantages.
DUTIES: The responsibilities of this position, to be undertaken within the context of a team will include, but not be limited to: Liaise with and manage higher education constituencies and stakeholders in the sector; Compile and Manage stakeholders’ databases; Coordinate SAUS and SRC-related activities; Coordinate the participation of stakeholders in higher education policy development; Facilitate dialogue and meetings between student leadership and the University Management with regard to challenges experienced by student bodies; Facilitate the update and implementation of student governance framework; Respond to university sector queries and complaints received by the Department; Provide general administrative support to the Directorate to ensure efficient delivery on goals and targets.

ENQUIRIES: Dr D Parker, Tel 012 312 6215

POST 28/54: SENIOR ADMINISTRATIVE OFFICER: UNIVERSITY FINANCIAL AND PHYSICAL PLANNING REF NO: DHET 111/07/2015

SALARY: R242 382 per annum (Level 8)
CENTRE: Pretoria
REQUIREMENTS: An appropriate Bachelor’s Degree/National Diploma and 3 years relevant work experience. The position requires a person who has organisational and administrative skills as well as the ability to arrange and systematise information. A sound knowledge of computer applications, including MS Word, MS Excel and MS Outlook is required. Written and verbal communication skills; report writing skills; analytical and logistical skills; events planning and administration skills; and information management skills are important for this position.

DUTIES: The successful candidate will be expected to execute various administrative tasks including but not limited to: Assisting in preparing submissions and memorandums; Collecting and updating quarterly reports for the Directorate; Maintaining a central registry of contact details of higher education planning offices and other offices within higher education institutions as may be required; Making travel and accommodation arrangements for task teams, working groups etc.; Organizing meetings and minute taking at meetings; Preparing supporting documents and data for meetings;

ENQUIRIES: Dr D Parker, Tel 012 312 6215

POST 28/55: SENIOR ADMINISTRATIVE OFFICER: TEACHING AND LEARNING DEVELOPMENT REF NO: DHET 112/07/2015

SALARY: R242 382 per annum (Level 8)
CENTRE: Pretoria
REQUIREMENTS: An appropriate Bachelor’s Degree/National Diploma and at least three years proven experience in administration together with thorough knowledge of financial management systems. A good understanding and working knowledge of the work flow coordination and events or project management. Knowledge of Treasury Regulations and the Public Finance Management Act and experience in the management of monthly cash flow statements is essential, including an understanding of procurement policies, risk and fraud management, management of leave, etc. The candidate must have above average computer skills (MS Office), excellent report writing skills, minutes taking, presentation and general communication (written and verbal), good general office management skills and excellent interpersonal skills.

DUTIES: The successful candidate will be responsible for: Managing the MTEF budget process and monthly cash flow statement for the Chief Directorate, Providing administrative, logistical and financial support to the Chief Directorate, Providing general office support, including filing, tracking and processing of documents and correspondence, Compiling, managing and updating monthly, quarterly and annual financial and progress reports, Setting up meetings, compiling and distributing accurate minutes of meetings, Preparation of submissions, Coordinate work flow and manage progress reports in the Chief Directorate, and Assuming secretarial functions when required.

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

POST 28/56: SENIOR ADMINISTRATIVE OFFICER: TEACHING QUALIFICATIONS AND POLICY OFFICER REF NO: DHET 113/07/2015

SALARY: R242 382 per annum (Level 8)
CENTRE: Pretoria
**REQUIREMENTS**: An appropriate Bachelor’s Degree/National Diploma and must have at least three years experience in administration. Consideration will be given to candidates with a thorough knowledge of, and experience in financial management systems; office management; work flow coordination; events and project management; management of monthly cash flow statements, procurement policies and practices and risk and fraud management. Knowledge of Treasury Regulations and the Public Finance Management Act, an above average computer skills (MS Office) and excellent report writing skills, minutes taking skills, presentation skills, written and verbal communication skills and interpersonal skills.

**DUTIES**: The incumbent will be responsible for: Providing administrative, logistical and financial management support to the Directorate; Providing general office support, including filing, tracking and processing of documents and correspondence; Compiling, managing and updating monthly, quarterly and annual financial and progress reports; Coordinating workflow and managing progress reports in the Directorate; Handling of telephone enquiries. Receiving of incoming qualifications for evaluation. Capturing of personal information on the system, allocate reference numbers of each applications and creating an evaluation template. Preparing for the monthly evaluation committee meetings. Support the evaluators with general office administrative duties such as preparation of evaluation certificate, typing of evaluation letters, making copies, faxing of documents and posting of evaluation letters and certificates. Bookings of meeting venues and arranging training workshops for provincial, TVET college and higher education institutions officials.

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

**POST**: PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL: UNIVERSITY EDUCATION REF NO: DHET 114/07/2015

**SALARY**: R242 382 per annum (Level 8)

**CENTRE**: Pretoria

**REQUIREMENTS**: A minimum requirement is a Senior Certificate/Grade 12 or NCV certificate, including computer training. A more advanced office management qualification will be a distinct advantage. A minimum of 3 years employment experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint and Outlook. Good organizational and basic events management skills. Ability to create and manage databases, presentations and financial matters will be added advantages.

**DUTIES**: The scope of work of the Personal Assistant will include but not be limited to: Providing administrative support in the DDG’s office; Manage and administer the DDG’s diary and itinerary; Type and prepare all the necessary documentation for the DDG; Ensure the safe keeping and filing of all documentation and records in the office of the DDG in line with the relevant legislation and policies; Ensure the smooth running of the DDG’s office by handling all correspondence and queries requiring attention; Respond to enquiries received from internal and external stakeholders; Obtain inputs, collate and compile reports, e.g. progress, monthly and management reports; Scrutinize routine submissions/reports and make notes and/or recommendations for the manager; Respond to enquiries received from internal and external stakeholders. Clarify instructions and notes on behalf of the manager; Handle and manage cash flow in the office of the manager including petty cash; Perform routine duties in the office of the manager including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders; Interface with internal and external clients.

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

**POST**: PERSONAL ASSISTANT TO DIRECTOR ACADEMIC PLANNING REF NO: DHET 115/07/2015

**SALARY**: R195 177 per annum (Level 7)

**CENTRE**: Pretoria

**REQUIREMENTS**: A relevant Senior Certificate/ Grade 12 or NCV certificate, A minimum of 3 years employment experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint and Outlook. Good organizational and basic events management skills. Ability to create and manage databases, presentations and financial matters will be added advantages.
**DUTIES**: Provide administrative support in the managers’ office. Manage and administer the managers’ diary and itinerary. Type and prepare all the necessary documentation for the manager. Ensure the safe keeping and filing of all documentation and records in the office of the manager in line with the relevant legislation and policies. Ensure the smooth running of the managers’ office by handling all correspondence and queries requiring the attention of the manager. Respond to enquiries received from internal and external stakeholders. Obtain inputs, collates and compile reports, e.g. progress, monthly and management reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Clarify instructions and notes on behalf of the manager. Handle and manage cash flow in the office of the manager including petty cash. Perform routine duties in the office of the manager including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders. Interface with internal and external clients.

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

**POST 28/59**: PERSONAL ASSISTANT TO THE DIRECTOR PRIVATE HIGHER EDUCATION

**REF NO**: DHET 116/07/2015

**SALARY**: R195 177 per annum (Level 7)

**CENTRE**: Pretoria

**REQUIREMENTS**: A relevant Senior Certificate/ Grade 12 or NCV certificate. Office management equivalent qualification will be an advantage A minimum of 3 years employment experience in rendering administrative and secretarial support. Knowledge of filing systems, document tracking, storage and retrieval. Competencies needed: Planning and organizing skills. Ability to work independently and in a team, Interpersonal skills, Problem-solving skills, typing skills. Communication (written, verbal and liaising) skills. MS Office, telephone etiquette, Attributes: Confident, Accurate, Independent, take initiatives. Ability to work under pressure and be able to cope with a high workload. Be able to work long hours when required.

**DUTIES**: Provide secretarial support to the Director. Answering and screening calls. Receive clients or visitors. Arrange meetings, workshops and appointments and provide administrative support. Manage the Director’s diary; arrange travelling and accommodation for the Director. Compile and submit travel claims, cell phone claims, subsistence and travel claims. Scan, Fax, Copy, manage and draft correspondence. Take notes; keep minutes of the meetings and do typing for the Director. File copies of all documentation. Track documents, Type letters, submissions, memos, reports. Manage the filing system of the Directorate and retrieval of documents as and when required. Render general support to the Chief Directorate.

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

**POST 28/60**: PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: TVET COLLEGES PLANNING INSTITUTIONAL SUPPORT

**REF NO**: DHET 117/07/2015

**SALARY**: R195 177 per annum (Level 7)

**CENTRE**: Pretoria

**REQUIREMENTS**: A National Senior Certificate (Vocational) (NCV) Level; a certificate/diploma in secretariat or office administration qualification will be an added advantage; three years’ experience in experience general office administration, workflow management and client service. The ideal candidate should be proficient in MS Office; typing and written and verbal communication. Organizational and prioritization skills; telephone etiquette and document management are some of the skills required for this job.

**DUTIES**: Manage the Chief Director’s diary, schedule meetings and set realistic appointments on behalf of the Chief Director. Receive clients in the office of the Chief-Director; answering and screening all calls, directing or attending to those not required to be attended to by the Chief-Director; check in-tray on daily basis and make sure the Chief-Director attends to urgent issues; file copies of all documentation. Tracking submissions/memo’s routed via Chief-Director office; arranging meetings manage diary, logistical arrangements as required; type letters, submissions/memos, reports and open mail; render a general secretarial and office auxiliary service. Arrange air, rail and road bookings and accommodation for the Chief-Director; Monitor resolutions taken at management meetings and inform the director on progress made; Manage the filing system of the Chief-Directorate and retrieval of documents as when required.

**ENQUIRIES**: Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027
POST 28/61 : SENIOR HOUSEKEEPING SUPERVISOR: HOSTEL REF NO: DHET 118/07/2015

SALARY : R158 094 per annum
CENTRE : Pretoria

DUTIES : General supervisor of food and accommodation, ordering stock from stores/ suppliers, control booking of meetings, supervise the preparation of meals for candidates, supervise serving of meals for candidates, assess the performance of staff, arrange training for staff, ensure that hygiene standards are maintained.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027
DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of positions. Candidates whose appointment/transfer/promotion will further the objective of representivity and people with disabilities will receive preference. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a modern world-class service. If you committed on delivering on the National Development Plan’s (NDP’s) priorities, ascribe the Department’s shared value set, have what it takes to serve the needs of South Africa’s citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - kindly respond before the closing date.

APPLICATIONS : Quoting the relevant reference number, direct your CV, certified copies of qualifications and ID, together with a completed Z83 application form which can be downloaded from our website, by the closing date to: Postal Address: Private Bag X114, Pretoria, 0001, Physical Address: 232 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries), Pretoria, 0002

FOR ATTENTION : Director-General

CLOSING DATE : 22 July 2015

NOTE : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document (with an original certification stamp). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver’s licence is a requirement, applicants must attach certified copies of such licences. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Successful candidates will be required to enter into a performance agreement and be subjected to security clearance procedures. Successful candidates may be required to undergo a competency assessment. Candidates who possess a tertiary qualification, as well as those who promote representivity (especially People with Disability), are encouraged to apply. Note that the Departments’ working arrangements for all posts within the Civic Services Local Offices includes Saturdays and posts based at the Ports of Entry requires shift work.

Erratum: Kindly note that these are re-advert, they were advertised with the closing date of the 17th July 2015, now the closing date is extended to the 22nd of July 2015.

OTHER POSTS

POST 28/62 : EXECUTIVE PERSONAL ASSISTANT REF NO: HRMC 58/15/1

SALARY : An all-inclusive salary package of R630 822 to R743 076 per annum (Level 12).

CENTRE : Head Office, Pretoria, Branch: Director- General, Office of the Director-General.

REQUIREMENTS : Representivity: Coloured, Indian, White Male/Female candidates are encouraged to apply. A Degree or 3 year National Diploma in Office Management and Technology or related Social Sciences or an equivalent NQF level 6 qualification with 3-5 years’ experience in Office Administration environment of which 2-3 years must be in Office Management. Ability to communicate with all levels of management. Knowledge of Minimum Information Security Standards (MISS) Act. Knowledge of all Departmental legislation policies and regulations. Knowledge of Office support and administration. Knowledge of the Departmental legislation and prescripts. Knowledge of the Public Service Regulatory Framework. Knowledge of Public Finance Management Act (PFMA). Operational capability and leadership, decision making, client orientation and customer focus. Financial management, people management and empowerment. Knowledge management. Program and project management. Change management. Presentation skills, strong understanding of Accounting standards and principles for tracing and modeling software expenditures. Ability to grasp modern technology quickly. Effective communication with end users. Strong asset management background, including tool sets. General office management and organizational skills. A valid driver’s license, willingness to travel and working long hours are essential.
**DUTIES**

The successful candidate will be responsible for amongst others the following specific tasks: Provide administrative support to the Director-General. Manage the diary of the Director-General. Prepare agenda and documentation for the Director-General’s meeting. Liaise with Ministry regarding the Director-General’s activity and diary. Attend meetings and perform secretariat functions of the Director-General’s meetings. Facilitate the preparation of the Director-Generals presentation materials and speeches. Make logistical arrangements for the Director-General’s travel and accommodation. Accompany the Director-General on official visits. Ensure the sourcing of information on topics that needs the Director-General’s attention. Compile and manage the Director-General’s year planner and calendar. Receive and scrutinize correspondences for the Director-General’s attention. The interaction with stakeholders involved with the office of the Director-General. Oversee review and comment on all Cabinet documents to the Minister. Serve as interface between the Director-General and various stakeholders. Oversee compilation of Director-General Cabinet. Manage the data base of all stakeholders and facilitate information sharing via website and intranet. Liaise with Communication and ensure that the Director-General’s media programme are organized according to the Director-General’s programme of work and time frame. Manage all administrative activities related to the Director-General. Perform any other duties required by the Director-General and/or the post. Manage resources (Financial, Physical and Human). Manage leave and other HR administration requirements within the Unit. Ensure compliance to PFMA and National Treasury Regulations.

**ENQUIRIES**

Ms A Aphane, Tel No: (012) 406 2507

**POST 28/63**

ASSISTANT DIRECTOR: HOME AFFAIRS CONTACT CENTRE REF NO: HRMC58/15/1

**SALARY**

A basic salary of R337 998 to R398 139 per annum (Level 10). In addition, a range of competitive benefits are offered.

**CENTRE**


**REQUIREMENTS**

Representivity: Coloured, Indian, White Male/Female candidates are encouraged to apply. A 3 year Diploma/Degree or an equivalent NQF level 6 qualification in Social Science, Public Administration or Public Management with 3-4 years' experience in a Customer Service environment of which 2 years must be at a supervisory level and for a Grade 12 qualification with 5 years' experience in a Customer Service environment of which 2 years must be at a supervisory level. Extensive experience in either Immigration Services or Civic Services environment. Knowledge and understanding of Departmental policies and procedures. Good written and verbal communication skills • Policy, data and trend analysis. Report writing skills. Computer literacy (may be tested during interview). Customer management skills. Proven ability and experience in leading a team. Experience in coaching and mentoring staff. A valid driver's license and willingness to travel is essential.

**DUTIES**

The successful candidate will be responsible for, among others, the following specific tasks: Coordinate and monitor the flow of resolved or investigated cases in order to meet the agreed service levels. Ensure adherence to and enhancement of processes and quality of work. Conduct root cause, trend analysis and case studies. Build and manage relationships with internal and external stakeholders and make recommendations on trends identified. Compile regular progress reports and statistics related to the activities of the Home Affairs Contact Centre. Monitor adherence to service level agreements and report on exceptions. Manage performance management and development system and provide advice on training interventions needed to maximize team performance. Coach and mentor staff. Come up with initiatives to improve service delivery.

**ENQUIRIES**

Mr S Mashile, Tel No: (012) 300 8602

**POST 28/64**

ASSISTANT DIRECTOR: INVESTIGATIONS REF NO: HRMC 58/15/2

This is a re-advertisement, candidates who previously applied are requested to re-apply

**SALARY**

A basic salary of R337 998 to R398 139 per annum (Level 10). In addition, a range of competitive benefits are offered.

**CENTRE**

Limpopo: Provincial Manager's Office

**REQUIREMENTS**

Representivity: Coloured, Indian, White Male / Female candidates are encouraged to apply. A 3 year Diploma /Degree in Law or Public Management /Administration or equivalent NQF level 6 qualification in a relevant field, with 5

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate various investigation functions and services. Coordinate information and monitor statistics with regards to investigations. Support the monitoring of all investigations functions and proactively report and implement safety measures. Review quality management reports and take corrective action where required. Support the development of quality assurance and data quality strategies and actions regarding investigations. Liaise with Office of the Auditor General, SAPS, NIA and SITA on investigations. Ensure adherence to policy and legislation regarding investigations. Manage the turn-around times of all investigations. Implement the reporting and governance framework within the sub-directorate. Build and maintain an effective team to ensure the processing/administering of all financial investigations functions. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business Unit.

**ENQUIRIES**

Mr M Nendauni, Tel No: (012) 406 4325
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

APPLICATIONS: Post to Independent Police Investigative Directorate, Private Bag X 43, Bellville, 7535 or, hand deliver to Fintrust Building, 1st Floor, C/O Petrusa & Mazzur Streets, Bellville, 7530.

FOR ATTENTION: Ms Estelle Pietersen

CLOSING DATE: 31 July 2015

NOTE: Applications should be submitted on a Z83 obtained from any Public Service Department accompanied by a comprehensive CV, certified copies of Qualifications, Drivers Licence and ID. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with short listed candidates only. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment. Faxed and late applications will not be considered.

OTHER POSTS

POST 28/65: DEPUTY DIRECTOR: CORPORATE SERVICES (PROVINCIAL SUPPORT)

REF NO: Q9/2015/62

NOTE: Those who previously applied for ref Q9/2014/37 need to re-apply.

SALARY: R532 278 per annum (All-Inclusive package which includes a basic salary (70% of package) and a flexible portion that may be structured in terms of applicable guidelines. The successful candidate will be required to sign a performance agreement.

CENTRE: Western Cape Office

REQUIREMENTS: A three year tertiary qualification in Human Resource Management or Public Management or relevant equivalent qualification. Four years’ experience in Human Resources and Auxiliary Services at Assistant Director Level or equivalent level from private sector, thorough Knowledge and understanding of policy and administrative processes and procedures of Government, Sound understanding of the Accommodation manual procedure, National Archives Act and Transport Policies. Ability to work under pressure, A valid driver’s license and computer literacy are essential. Knowledge and understanding of Public Finance Management Act, Treasury Regulations, PERSAL, Public Service Regulations, prescripts from the Department of Public Service and Administration and White Papers. Thorough understanding and implementation of legislatures governing Human Resource Management.

DUTIES: Provide integrated Human Resources Management support in provinces and ensure the implementation of all HR Policies and procedures. Manage and coordinate the implementation of an integrated performance management system in the province. Manage the administration of service benefits, recruitment and selection for provincial offices. Monitor the implementation of Employee Health and Wellness Programme in the Province. Manage the coordination of Human Resource Development for provincial offices. Control, management and oversight of Auxiliary Services functions at provincial offices. Facilitate the development, implementation and maintenance of office accommodation lease management for provincial offices and district offices, effective and efficient fleet management. Oversee effective records management for provincial offices. Liaise with Department of Public Works and Provinces on office accommodation. Compile and present performance reports.

ENQUIRIES: Ms E Pietersen @ 0219414800

NOTE: African Males/Females, Coloured Females, Indian Females and White Female are encouraged to apply.
DEPARTMENT OF LABOUR

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

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

Erratum: Kindly be informed that the post of Deputy Director: Planning, Monitoring and Evaluation Ref No: HR 4/15/7/02HO published on PSVC No: 27 of 2015 was incorrectly advertised. The salary level of the post is SR11 R 532 278 per annum (all inclusive) and the minimum qualification is Three year relevant tertiary qualification or equivalent with Five years Management experience.

MANAGEMENT ECHELON


SALARY : R819 126 per annum (all inclusive)
CENTRE : Unemployment Insurance Fund: Pretoria
DUTIES : Manage the effective implementation of Human Resources Management including human resource administration, human resource planning, leave management, recruitment and selection, Oversee the management and promotion of fair and sound Labour Relations, Strategically manage special programmes including Employee Health and Wellness (EHWP), Gender, Disability and Youth (GDY) and Occupational Health and Safety Programmes (OHS), Manage resources (Human, Finance, Equipment, Assets) in the Directorate

ENQUIRIES : Ms HD Mhlongo Tel: 012 337 1984
APPLICATIONS : Chief Director: Human Resources Management: PO Box 1851, Pretoria, 0001
EMAIL: UIFRecruitment@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resource Management, UIF
CLOSING DATE : 27 July 2015
OTHER POSTS


SALARY : R630 822 per annum (All inclusive)
CENTRE : Labour Centre: Phuthaditjaba
DUTIES : Manage the service delivery objectives as per the mandate of DOL. Manage the budget of the Labour Centre. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.
ENQUIRIES : Ms MS Bronkhorst, Tel: (051) 5056 203
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hands deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
FOR ATTENTION : Sub-directorate: Human Resources Management, Bloemfontein
CLOSING DATE : 03 August 2015

POST 28/68 : DEPUTY DIRECTOR: BOARD SERVICES AND CASE MANAGEMENT REF NO: HR 4/4/3/2DBBSM/UIF

Re-advertisement applicants who previously applied for the post should not re-apply
SALARY : R532 278 per annum (all inclusive)
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : Three years relevant tertiary qualification. A legal qualification will be an added advantage. Three to five years managerial experience in Board Services or related field. Knowledge: Public Finance Management Act (PFMA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Promotion of Access to Information Act (PAIA), Public Service Regulations (PSR) Public Service Act (PSA), All Labour Legislations, King III report. Skills: Negotiation, Communication, Analytical, Interpersonal, Project Management, Financial Management, People Management, Time Management.
DUTIES : Develop and formulate policies and procedures with regards to Board Services and it's governance, Implement Board Service's business and work plans, Coordinate the Management Meetings (MC) and Board Meetings, Provide administrative support and secretarial services during Management Committee (MC) and Board Meetings, Manage resources (Assets, Human and Financial) within the Sub-Directorate.
ENQUIRIES : Ms HD Mhlongo Tel: 012 337 1984
APPLICATIONS : Chief Director: Human Resources Management: PO Box 1851, Pretoria, 0001 EMAIL: UIFRecruitment@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resource Management, UIF
CLOSING DATE : 27 July 2015

POST 28/69 : DEPUTY DIRECTOR: EMPLOYER REGISTRATION AND COMPLIANCE REF NO: HR 5/1/2/3/13

SALARY : R532 278 per annum (all inclusive)
CENTRE : Compensation Fund: Pretoria
REQUIREMENTS : Three-year tertiary qualification in Public Administration/Management/Social Security Three to five years' experience in employer registration and assessment at Management level. Knowledge: Public Service, Department of labour and Compensation Fund business strategies and goals. Extensive knowledge and understanding of treasury regulations and audits, Customer Service principles (Batho Pele Principles), Compensation Fund values, Understanding of risk management and audit practices, Corporate governance guidelines and strategies Required Information technology knowledge, Compensation Fund...
Information technology operating systems, DPSA guidelines on COIDA, Knowledge of Financial Accounting, Good knowledge of Financial legislation (GAAP and GRAP), Understanding of public sector revenue collection processes, Knowledge of internal controls and auditing principles and Knowledge of revenue and income function. Skills: Strategic execution, Client orientation and customer focus, Communication (verbal and written), Billing administration, Revenue generation strategies, Employer assessment, Financial compliance and reporting, Campaign management, People and performance management, Problem solving and analysis, Planning and organising, Knowledge management, Negotiation, Decision making, Diversity Management, Computer literacy, Conflict management, Research skills.

DUTIES: Manage the process of employer registration. Manage the allocation of tariffs within the Fund. Manage the efficient indexing of all employer forms and documents. Manage the sub-directorate.

ENQUIRIES: Ms ES Ntshabele, Tel: (012) 3199274

APPLICATIONS: Chief Director: Human Resources Management: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.

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

CLOSING DATE: 03 August 2015 at 16:00

POST 28/70: ASSISTANT DIRECTOR: COMMERCIAL AND DOMESTIC DEBTO

ACCOUNTS REFER NO: HR 4/4/3/2ASDCDDA/UIF

SALARY: R 270 804.00 per annum

CENTRE: Unemployment Insurance Fund: Pretoria

REQUIREMENTS: Three years relevant tertiary qualification in Finance with Financial Accounting as a major subject. Two to three years working experience in the field of Financial Management with two years supervisory experience. Knowledge: Public Finance Management Act (PFMA), Basic Condition of Employment Act (BCEA), Labour Relations Act (LRA), Financial Management, Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP). Skills: Accounting, Communication, Computer literacy, Time Management, Interpersonal, Report writing, Planning and Organizing, Analytical.

DUTIES: Monitor and provide effective follow up on outstanding contributions, Maintain non SARS debtor's accounts, Consolidate and reconcile monthly debtor’s accounts against sub-module, Manage resources (Human, Financial, Equipment / Assets) in the section.

ENQUIRIES: Mr SPA Mathibe Tel: 012 337 1953

APPLICATIONS: Chief Director: Human Resources Management: PO Box 1851, Pretoria, 0001 EMAIL: UIFRecruitment@labour.gov.za

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

CLOSING DATE: 27 July 2015

POST 28/71: ASSISTANT DIRECTOR: COIDA REFER NO: HR 4/4/5/08

Re-advertisement, applicants who previously applied may apply again

SALARY: R 270 804 per annum.

CENTRE: Labour Centre: Durban

REQUIREMENTS: Three year tertiary qualification degree / diploma in Public Management / Administration / Social Science / OHS / Finance and HRM is required. A medical background will be an added advantage e.g. Professional nurse. Eight to ten years experience in claims processing environment of compensation or medical claims is highly desirable. Valid drivers licence. Knowledge: Public Services, DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirement, Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, DoL and COID Act, regulations, policies and procedures, PFMA and Treasury Regulations, Relevant stakeholders, Customer Service( Batho Pele Principles), Fund Values, Fund IT Operating System Required IT, DPSA guidelines on COIDA. Skills: Required Technical Proficiency, Business writing, Strategic Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge management, Service Delivery Innovation, Planning and Organizing, Problem Solving and Analysis, Decision Making, Accountability, People Management and Empowerment, Communication, Client orientation, Work Ethics and self management, Risk Management and Corporate Governance.
DUTIES: Work scheduling. Provide oversight and control to claims processing and employer assessment processes as required in terms of segregation of duties. Manage the resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.

ENQUIRIES: Mr C Dlamini, Tel: (031) 336 1800

APPLICATIONS: Chief Director: Provincial Operations, P O Box 940, Durban, 4000 or hands deliver at 267, Anton Lambede Street, Royal Hotel Building, Durban


CLOSING DATE: 03 August 2015 at 16:00

POST 28/72: ASSISTANT DIRECTOR: EMPLOYER ASSESSMENTS 2 POSTS REF NO: HR 5/1/2/3/15

SALARY: R 270 804 per annum.

CENTRE: Compensation Fund: Pretoria

REQUIREMENTS: A BCom / equivalent degree in Financial Accounting or Finance is required. Three to five years experience in debt collection / management and supervisory experience. Knowledge: Public Service, Department of labour and Compensation Fund business strategies and goals, Extensive knowledge and understanding of treasury regulations and audits, Customer Service principles (Batho Pele Principles), DPSA guidelines on COIDA, Understanding of public sector revenue collection processes, Knowledge of internal controls and auditing principles, Knowledge of revenue and income function. Skills: Strategic execution, Client orientation and customer focus, Communication (verbal and written), Financial compliance and reporting, People and performance management, Problem solving and analysis, Planning and organising, Knowledge management, Negotiation, Decision making, Diversity Management, Computer literacy, Conflict management.

DUTIES: Coordinate the assessment function of the Fund. Monitor that all contributing employers are fairly assessed before amounts are collected. Provide input to the management of assessments. Assist in the management of the sub-directorate.

ENQUIRIES: Ms ES Ntshabele, Tel: (012) 3199274

APPLICATIONS: Chief Director: Human Resources Management: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.

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

CLOSING DATE: 03 August 2015 at 16:00

POST 28/73: ASSISTANT DIRECTOR: ACCOUNTS RECEIVABLE REF NO: HR 5/1/2/3/14

SALARY: R 270 804 per annum.

CENTRE: Compensation Fund: Pretoria

REQUIREMENTS: A BCom / equivalent degree in Financial Accounting or Finance is required. Three to five years’ experience in Accounts Receivable and supervisory experience. Knowledge: Public Service, Department of labour and Compensation Fund business strategies and goals, Extensive knowledge and understanding of treasury regulations and audits, Customer Service principles (Batho Pele Principles), DPSA guidelines on COIDA, Understanding of public sector revenue collection processes, Knowledge of internal controls and auditing principles, Knowledge of revenue and income function. Skills: Strategic execution, Client orientation and customer focus, Communication (verbal and written), Bad debt management, Debt collection, Financial compliance and reporting, Campaign management, People and performance management, Problem solving and analysis, Planning and organising, Knowledge management, Negotiation, Decision making, Diversity Management, Computer literacy, Conflict management.

DUTIES: Manage the collection of revenue for employers. Manage implementation and compliance to policies and procedures within the directorate. Develop financial strategies to enhance accounts receivable processes. Assist in the management of the sub-directorate.

ENQUIRIES: Ms ES Ntshabele, Tel: (012) 3199274

APPLICATIONS: Chief Director: Human Resources Management: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.

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

CLOSING DATE: 03 August 2015 at 16:00
POST 28/74 : ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN AND CHANGE MANAGEMENT REF NO: HR 5/1/2/3/22

SALARY : R270 804 per annum
CENTRE : Compensation Fund: Pretoria

DUTIES : Develop and Maintain Organisational Structure of the Fund. Analyse, evaluate and grade jobs using the approved job evaluation instruments. Provide input to the in the implementation of Change Management initiatives. Assist in the management of the sub-directorate.

ENQUIRIES : Mr MJ Ledwaba, Tel: (012) 3136345
APPLICATIONS : Chief Director: Human Resources Management: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.

FOR ATTENTION : Sub-directorate: Human Resource Operations, Compensation Fund
CLOSING DATE : 03 August 2015 at 16:00

POST 28/75 : RISK CO-ORDINATOR: RISK MANAGEMENT 2 POSTS REF NO: HR 5/1/2/3/32

SALARY : R227 802 per annum
CENTRE : Compensation Fund: Pretoria
REQUIREMENTS : Bcom degree with majors in Accounting or Auditing or Financial Management or Management Accounting or National Diploma in Auditing or Financial Management. A driver’s licence is optional. One to two years experience in Risk Management. Knowledge: Department of Labour and Compensation Fund objectives and business functions, Risk Management and audit practices, Customer Service (Batho Pele Principles), Public Finance Management Act (PFMA), Compensation for Occupational Injuries and Diseases Act (COIDA), Public Service Act, Public Service Regulations, National Treasury Regulations. Skills: Service delivery innovation, Client orientation and customer focus, Knowledge management, Excellent communication (Verbal and written), Planning and organising, Negotiation, Problem solving and analysis, Computer literacy, Research analysis, Report Writing.

DUTIES : Follow instructions on the execution of organisation wide risk management strategies, policies and frameworks. Provide input to the development and implementation of a risk assessment process and risk profile for the Fund. Provide input to the monitoring and evaluating of risk management processes to ensure the pro-active assessment of the current state of controls. Conduct risk assessments and provide input to the improvement of risk management in the Fund. Promote and co-facilitate risk awareness and education campaigns to inculcate a culture of risk management. Implement risk management policies and procedures for the unit. Maintain a risk register for utilisation for analysis and decision making measures. Implement Batho Pele Principles within the unit in all interactions with internal and external customers Follow up on audit findings to ensure that they are resolved.

ENQUIRIES : Ms K Mocwiri, Tel: (012) 3199147
APPLICATIONS : Chief Director: Human Resources Management: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.

FOR ATTENTION : Sub-directorate: Human Resource Operations, Compensation Fund
CLOSING DATE : 03 August 2015 at 16:00

POST 28/76 : FRAUD INVESTIGATORS: RISK MANAGEMENT 2 POSTS REF NO: HR 5/1/2/3/33

SALARY : R227 802 per annum
CENTRE : Compensation Fund: Pretoria
REQUIREMENTS : A National Diploma / Degree in LLB / Criminal Justice and Forensic Investigations is required. A valid driver’s licence is required. One to two years experience in anti-corruption and fraud or organised crime area Knowledge; Department of Labour and Compensation Fund policies, procedures and processes, Knowledge and understanding of investigation process, National Anti Fraud and Corruption Strategy. Skills: Client orientation and customer focus, Communication (verbal and written) Quality and excellence orientation, Conducting an inquiry and investigations, Problem solving and analysis, Extensive research, Attention to details, Planning and organising, Knowledge management, Negotiation, Decision making, Proactivity and initiative, Computer literacy, Conflict management, Diversity Management, Self management, Time management, Teamwork and collaboration.

DUTIES : Implement Anti Fraud and Corruption Strategies and plan. Log and register allocated investigations for processing. Conduct various investigations concerning acts of fraud and corruption. Conduct investigations relating to the whistle-blowing hotline. Provide advice and support on investigative procedures, aspects and matters to other directorates/sub-directorates. Collate statistics on trends, risk and tendencies for reporting to the Manager. Collate case files and reports before prosecution and/or disciplinary action is considered. Maintain a corruption/case file information database and registers for utilisation of relevant statistical data. Keep complainants/whistle blowers and other relevant stakeholders abreast of the progress of investigations. Provide support on certain high-profile investigations referred by the Commissioner. Investigate all fraud and corruption cases on the database and apply the investigation principles/ methodology. Compile an investigation report on every case investigated and submit for quality assurance before it can be submitted to the relevant authority for decision making. Provide inputs on the development of preventive measures in line with CF Fraud Prevention Plans. Compile a comprehensive progress report of all cases investigated/finalised, in progress and outstanding. Report criminal cases to authorities (SAPS). Promote anti-fraud and corruption policies, reporting mechanisms, strategies and initiatives. Facilitate anti-fraud and corruption awareness campaigns, training and education programmes to ensure fraud is capped. Assist in developing annual risk management awareness plan. Coordinate the sessions of risk management awareness campaigns, training and education programmes. Develop awareness presentations. Evaluate the effectiveness of the awareness sessions provided.

ENQUIRIES : Ms K Mocwiri, Tel: (012) 3199147
APPLICATIONS : Chief Director: Human Resources Management: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.
FOR ATTENTION : Sub-directorate: Human Resource Operations, Compensation Fund
CLOSING DATE : 03 August 2015 at 16:00
POST 28/77 : SENIOR EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/8/27


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

ENQUIRIES : Ms NP Douw-Jack, Tel: (051) 5056 350
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hands deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
FOR ATTENTION : Sub-directorate: Human Resources Management, Bloemfontein
CLOSING DATE : 03 August 2015
EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/8/26

**SALARY**
R183 433 per annum

**CENTRE**
Provincial Office: Free State

**REQUIREMENTS**

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

**ENQUIRIES**
Ms NP Douw-Jack, Tel: (051) 5056 350

**APPLICATIONS**
Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hands deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein

**FOR ATTENTION**
Sub-directorate: Human Resources Management, Bloemfontein

**CLOSING DATE**
03 August 2015

FINANCE ADMIN OFFICER: ESTATE REF NO: HR 5/1/2/3/117

**SALARY**
R183 438 per annum.

**CENTRE**
Compensation Fund: Pretoria

**REQUIREMENTS**
A Qualification in Financial Accounting or Finance is required. One year experience in Finance. Experience in dealing with BAS, PFMA and Treasury regulations Knowledge: Public Service, Department of labour and Compensation Fund business strategies and goals, Public Service, Department of labour and Compensation Fund regulations, policies and procedures, Directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Customer Service principles (Batho Pele Principles), Compensation Fund values, Extensive knowledge and understanding of treasury regulations and audits, Corporate governance guidelines and the development of policies and strategies, Risk management and audit practices, Compensation Fund Information technology operating systems, Understanding of public sector revenue collection processes, Knowledge of internal controls and auditing principles Knowledge of revenue and income function. Skills: Strategic leadership and capability, Service delivery innovation, Client orientation and customer focus, Knowledge management, Excellent communication (Verbal and written), Bad debt management, Debt collection, Financial compliance and reporting, Planning and organising, Negotiation, Programme and project management, Problem solving and analysis, Conflict management, Research analysis and methodology, Required IT Skills, Decision making, Self Management, Budgeting and Financial Management Continuous improvement, Risk Management and Fund Governance.

**DUTIES**
Comply with the funds policies and procedures. Perform accounts receivable financial administration duties. Perform the collection of revenue from employers.

**ENQUIRIES**
Ms ES Ntshabele, Tel: (012) 3199274

**APPLICATIONS**
Chief Director: Human Resources Management: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.

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

**CLOSING DATE**
03 August 2015 at 16:00

STATE ACCOUNTANT: DEBT COLLECTION 2 POSTS REF NO: HR 5/1/2/3/16

**SALARY**
R183 438 per annum.

**CENTRE**
Compensation Fund: Pretoria

**REQUIREMENTS**
National Diploma in Finance / Financial accounting or equivalent. Two to three years experience in debt collection and/or insurance environment. Supervisory experience. Experience in dealing with BAS, PFMA and Treasury regulations, Knowledge: Public Service, Department of labour and Compensation Fund business strategies and goals, Public Service, Department of labour and Compensation Fund regulations, policies and procedures, Directorate goals and
performance requirements, Extensive knowledge and understanding of treasury regulations and audits, Compensation, Fund Services, Compensation Fund Value Chain and business processes, Customer Service principles (Batho Pele Principles), Compensation Fund values, Understanding of risk management and audit practices, Corporate governance guidelines and strategies, Required Information technology knowledge, Compensation Fund Information technology operating systems, DPSA guidelines on COIDA, Understanding of public sector revenue collection processes, Knowledge of internal controls and auditing principles, Knowledge of revenue and income function, Skills: Strategic execution, Client orientation and customer focus, Communication (verbal and written), Bad debt management, Debt collection, Financial compliance and reporting, Campaign management, People and performance management, Problem solving and analysis, Planning and organising, Knowledge management, Negotiation, Decision making, Diversity Management, Self Management Developing others, Computer literacy, Conflict management, Research skills, External Environmental Awareness.

DUTIES: Attend to the collection of debt. Attend to financial administration duties. Conduct debtor administration. Recover funds from insolvent/deceased estates.

ENQUIRIES: Ms ES Ntshabele, Tel: (012) 3199274
APPLICATIONS: Chief Director: Human Resources Management: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.
FOR ATTENTION: Sub-directorate: Human Resource Operations, Compensation Fund
CLOSING DATE: 03 August 2015 at 16:00
POST 28/81: CHIEF PROVISIONING ADMINISTRATION CLERK REF NO: HR4/4/8/20

SALARY: R183 438 per annum
CENTRE: Provincial Office: Free State

DUTIES: Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and closed tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts in the Province. Provide inventory management support to ensure effectiveness and efficiency in the Province. Render assets management support to comply with Departmental policies.

ENQUIRIES: Ms BF Sekhonyane, Tel: (051) 5056 300
APPLICATIONS: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hands deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
FOR ATTENTION: Sub-directorate: Human Resources Management, Bloemfontein
CLOSING DATE: 03 August 2015
ANNEXURE K

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity profile by applicants will expedite the processing of applications.

APPLICATIONS: Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, corner Hamilton and Ziervogel Streets, Arcadia, those who are to submit after the 17th July 2015 hand-deliver at ABSA Towers, 19th floor corner Pretorius and Lillian Ngoyi Street for attention Ms A West.

CLOSING DATE: 7 August 2015 at 15H45

NOTE: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver’s license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a security clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Please take note that faxed, emailed and late applications will not be considered. 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. The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. Short-listed candidates will be required to undergo a competency assessment to determine their suitability for the post.

MANAGEMENT ECHELON

POST 28/82: PROVINCIAL DIRECTOR: KWAZULU-NATAL REF NO: PDKZN/06/2015

SALARY: All inclusive remuneration package of R819 126 per annum. The package includes a basic salary, State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: PROVINCIAL OFFICE: KWAZULU-NATAL

REQUIREMENTS: A SAQA recognized Bachelor's Degree or equivalent qualification (new NQF level 7) one of the following: Human Resources Management, Public Management and Administration Law Social Sciences 5 years relevant experience in a middle/senior management post A Valid Driver's License and willingness to travel. Key Competencies And Skills: Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service Proficiency in collecting and analyzing data on public service performance indicators Ability to analyze, summarize and comment on current debates in public administration. Appropriate experience in project management Good communication and Presentation skills. Financial Management skills. Supervisory and appropriate People management experience Stakeholder engagement skills. Proven managerial record. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint.

DUTIES: As Provincial Director will: Conduct Research, Monitoring, Evaluation and Investigation in All areas covered by the values governing Public Administration Promote a high standard of Professional Ethics in the Public Service Investigate grievances and complaints and make recommendations to the Public Service Commission Manage the evaluations of HoDs in the Province, which includes quality assurance of the performance agreements and the evaluation process Advise the PSC on any matter regarding the execution of its mandate and performance of its functions in the KZN Province Provide corporate support services in the Provincial Office of the PSC Liaise with the Head Office of the PSC and Provincial Commissioner in carrying out the roles and functions of the PSC in the KZN Province Submit contributions on the PSC’s work in the KZN Provincial Office for inclusion in the Annual Report.

ENQUIRIES: Mr JP Van der Merwe Tel No: 012 352 1018
NOTE: All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency base assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POST

POST 28/83: DEPUTY DIRECTOR: LABOUR RELATIONS IMPROVEMENT - NORTH WEST PROVINCIAL OFFICE REF NO: DD/LRI/NW/07/2015

SALARY: All inclusive remuneration package of R671 196 per annum per annum. (This remuneration package consists of a basic salary, the state’s contribution to the Government Employee Pension Fund.

CENTRE: Provincial Office: North West

REQUIREMENTS: A recognized three year Bachelor’s degree/ Diploma (NQF Level 6/7) in Labour Relations/ Law/ Public Administration/ Management or equivalent qualification. 3 to 5 years’ supervisory experience at Junior Management level, experience in Labour Relations experience in grievance investigation and public administration investigations; Legal Interpretation and Investigative Research. Knowledge of handling Public Management, Administration and Human Resource Practices and Financial Management. Essential knowledge of the Public Service Act, Public Service Commission Act, Senior Management Service Handbook, Performance Management and Develop System and other related Public Service prescripts; experience in project management, research and monitoring and evaluation; experience in case management; Computer skills in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook) . Excellent report writing, verbal communication, as well as presentation skills. Commitment to working under sustained pressure and be self-motivated, results oriented and show initiative. Ability to work independently and in matrix teams Knowledge of people management. Possess a valid code EB driver’s license and be willing to travel extensively and ability to relate well with all levels of stakeholders.

DUTIES: Key performance areas: Investigate grievances submitted to the PSC. Draft submissions with reasoning, findings and recommendations. Compile bi-annual grievance statistics on department grievance resolution in the Province. Maintain a database of grievances received, status of completion of grievances received and status of completion of grievances inappropriately lodged. Conduct research projects in assigned areas Conduct Labour Relations research projects in the North-West Province. Conduct Labour Relations promotional events or the Commission’s work in general in the Province. Coordinate the sitting of Grievance Panels in the Province Perform all tasks relating to Public Administration Investigations, Professional Ethics and Research assigned by the Provincial Director. Take responsibility for Asset Management and the management of Government Fleet.

ENQUIRIES: Mr KGB Sedibe Tel No: (018) 348 1000
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:

CLOSING DATE: 24 July 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(s) 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 28/84: DIRECTOR: COURT OPERATIONS REF NO: 2015/109/LP/OCJ

SALARY: R819 126 – R 964 902 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE: Limpopo Service Centre: Polokwane

REQUIREMENTS: A 3 year bachelor’s degree or applicable equivalent qualification in Administration; At least 6 – 10 years’ experience of which 6 years must be on management level; Experience in court management will be an added advantage; A valid driver’s licence. Attributes: positive and Innovative; Confidence and the ability to communicate at higher levels; professional; hard working; Proactive and creative; ability to work under pressure. Competencies: Strategic capability and leadership; Project Management; Planning and Organizing; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Decision making; People Management and Empowerment; Client Orientation and customer focus; Communication; Honesty and integrity; Presentation and facilitation; Research; Analytic; Risk management.

DUTIES: 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 Shamilla Nakool (011) 838 2010

APPLICATIONS: Quoting the relevant reference number, direct your application to: Integrated Human Resource Management, Office of the Chief Justice, Private Bagx10, Marshalltown 2000, Applications can also be hand delivered to the Office of Human Resource Management, 13th floor, Edura House 41 Fox Street, Johannesburg

OTHER POSTS

POST 28/85: DEPUTY DIRECTOR: HUMAN RESOURCES REF NO: 2015/111/LP/OCJ

SALARY: R566 343 – R 667 128 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE: Limpopo Service Centre: Polokwane

REQUIREMENTS: A relevant Bachelor’s Degree or National Diploma in Human Resources/Business Management. Five (5) years’ experience of which three (3) years should be on junior/ middle management level. Sound knowledge of public service policies, prescripts, procedures and all other relevant legislation. Knowledge of the Persal System. A valid driver’s license. 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.
DUTIES: The incumbent will render Generalist HR coordination services to the Director Court Operations and staff members; Provide HR interventions in the following fields: Recruitment and selection, HR Administration, Performance Management, Learning and Development, Employment Relations, Organisational Development, Employee Wellness 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.

ENQUIRIES: QUOTING THE RELEVANT REFERENCE NUMBER, DIRECT YOUR APPLICATIONS TO: Mr. M.J Molekoa at (015) 287 2000. The Acting Provincial Head, Private Bag X9526, Polokwane, 0700 or Physical Address: Office of the Chief Justice Service Centre, No. 93 Bok Street, Polokwane 0699.

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Acting Provincial Head, Private Bag X9526, Polokwane, 0700 or Physical Address: Office of the Chief Justice Service Centre, No. 93 Bok Street, Polokwane 0699.

POST 28/86: DEPUTY DIRECTOR: HUMAN RESOURCES REF NO: 2015/112/FS/OCJ
(Re-Advert)

SALARY: R566 343 – R 667 128 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE: Free State Service Centre: Bloemfontein

REQUIREMENTS: A relevant Bachelor’s Degree or National Diploma in Human Resources/Business Management. Five (5) years’ experience of which three (3) should be on junior/middle management level. Sound knowledge of public service policies, prescripts, procedures and all other relevant legislation. Knowledge of the Persal System. A valid driver’s license. 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.

DUTIES: The incumbent will render Generalist HR coordination services to the Director Court Operations and staff members; Provide HR interventions in the following fields: Recruitment and selection, HR Administration, Performance Management, Learning and Development, Employment Relations, Organisational Development, Employee Wellness 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.

ENQUIRIES: QUOTING THE RELEVANT REFERENCE NUMBER, DIRECT YOUR APPLICATIONS TO: Ms C Gideon (011) 838 2010. The Acting Provincial Head, Private Bag X9526, Polokwane, 0700 or Physical Address: Office of the Chief Justice Service Centre, No. 93 Bok Street, Polokwane 0699.


POST 28/87: DEPUTY DIRECTOR: FINANCE REF NO: 2015/113/KZN/OCJ

SALARY: R566 343 – R 667 128 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE: KwaZulu Natal Service Centre: Durban

REQUIREMENTS: Bachelor’s Degree in Finance / B Com Degree or an equivalent qualification in Public Finance and / or Auditing. Five (5) years’ experience of which three (3) should be on junior/middle management level and Financial Management and Accounting. Knowledge of GRAP/ GAAP. Sound track record in Financial Accounting in the Public Service or entities. Knowledge of Public Finance Management Act (PFMA), National Treasury Regulations. Knowledge of financial and operational prescripts that governs the department and public sector. Knowledge of transversal systems used in the department e.g. BAS, PERSAL and JYP. Knowledge of budgeting of Vote Account. Must have budgeting knowledge and skills. Must have payroll and basic conditions of service knowledge. A valid driver’s license. SKILLS AND COMPETENCIES: Communication skills (written and verbal). Problem solving and decision making. Ability to work under pressure and meet deadlines. Computer literacy (MS Word, Excel, Power Point and outlook). Numerical, analytical, reporting, financial skills. Assertiveness, accuracy and attention to detail.

DUTIES: Advice and assist the Director Court Operations in the exercise of powers, functions assigned and delegations. Ensure the effective implementation of the Public Finance Management Act (PFMA) and Treasury Regulations. Ensure compliance with the best practice accounting norms and standards. Manage, monitor and implement financial systems and accounts control. Prepare financial statements. Facilitate internal and external audits. Manage bookkeeping and...
financial quality control services. Establish and maintain effective, efficient and transparent system and internal control. Determine the long term direction of court finance services and relate these to present and future strategic goals. Manage and direct the finance Directorate staff and budgets.

ENQUIRIES: Ms L Marrie (031) 372 3109
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Acting Provincial Head, Private Bag X54372, Durban, 4000 OR Physical Address: Office of the Chief Justice Service Centre, 2 Devonshire Place, Smith Street, Devonshire, DURBAN, 4001

POST 28/88: ASSISTANT DIRECTOR: HUMAN RESOURCES REF NO: 2015/114/KZN/OCJ

SALARY: R288 135 – R 348 063 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: KwaZulu Natal Service Centre: Durban


DUTIES: Manage and co-ordinate HR administration matter within the Province to contribute to the rendering of a professional human resource management services. Conditions of Service and service benefit( Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, relocation, Pension, allowance etc) HR Provisioning (Recruitment and Selection, Appointment, Transfer, verification of qualifications secretariat functions at interviews, absorptions, probationary period etc.) Performance Management. Address human resource administration enquiries t ensure the correct implementation of human resource management practices. Ensure the successful implementation of departmental/public services policies on matter related to human resource management to adhere to the relevant prescripts/legislation. Prepare and consolidate reports on personnel administration issues, Inform, guide and advice department/personnel on human resource administration matters to enhance the correct implementation of personnel administration practice/policies.

ENQUIRIES: Ms L Marrie (031) 372 3109
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Acting Provincial Head, Private Bag X54372, Durban, 4000 OR Physical Address: Office of the Chief Justice Service Centre, 2 Devonshire Place, Smith Street, Devonshire, DURBAN, 4001

POST 28/89: ASSISTANT DIRECTOR: FINANCE REF NO: 2015/115/LP/OCJ

SALARY: R288 135 – R 348 063 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Limpopo Service Centre: Polokwane

REQUIREMENTS: Bachelor’s or National Diploma in Financial or Commercial field. Three to Five (3-5) years working experience in Financial Administration. Two years’ experience at a supervisory level in financial and related fields. Valid driver’s license. Good knowledge of BAS and Supply Chain Management (SCM), incl. Asset Management and; Operational knowledge and practical experience of JYP and JDAS would be an added advantage. SKILLS AND COMPETENCIES: Sound financial management. Computer literacy (MS Office- with focus on Excel). Good communication skills (written and verbal). General office- and project management. Exceptional report writing. Good people skills/ interpersonal relations. Ability to work long hours under pressure and be self-motivated and; Attention to detail.

DUTIES: Confirm availability of funds before goods and services are procured; Distribution of sundry and creditor payments advice to clerks; Ensure correct SCOA allocations are used on payment packs; Verification and authorization of BAS payment; Checking monthly document control reports; Monitor regional
outstanding credits lists; Ensure all processed documents are audit compliant; Assist with costing of operational budget requirements needs of Region within actual expenditure trend; Assist and balancing of final budget allocation on BAS; Request budget/expenditure input to quarterly reviews; Request budgetary needs of offices (Annual budget and MTEF); Identify erroneous allocations and authorize journal entries; Alert OM to over and under expenditure trends; Monthly checking of Regional Office control reports; Follow up of regional bank exceptions; Tracing of incorrect data captured by sub offices; Follow up outstanding creditor payments directly with suppliers or sub-offices; Monitoring of private telephone debt; Complete accurate and updated report as per prescribed time frames; Provide training to finance functionaries in the Region; Request and monitor updates of Annexure for Annual Financial Statements; Checking of receipts with cash on hand; Confirmation of deposit on BAS; Banking and Cash Management; audit facilitator etc.

ENQUIRIES: Mr. M.J Molekoa at (015) 287 2000
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Acting Provincial Head, Private Bag X9526, Polokwane, 0700 OR Physical Address: Office of the Chief Justice Service Centre, No. 93 Bok Street, Polokwane 0699

POST 28/91: CLUSTER MANAGER: INTERPRETING REF NO: 2015/116/LP/OCJ

SALARY: R288 135 – R 348 063 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Limpopo High Court: Polokwane

REQUIREMENTS: NQF 4 FET qualification/ Grade 12 with 5 years’ experience in interpreting OR a three-year relevant Degree/Diploma at NQF 6 or equivalent qualification with 6 years’ experience in interpreting. Atleast three years at supervisory level. Proficiency in at least two or more indigenous languages and English. Knowledge of the new corporate identity guidelines for government; A valid driver’s license. 

Skills and Competencies: Good communication skills (written and verbal). Listening skills. Interpersonal skills. Time Management. Computer literacy (MS Office- with focus on Excel) Analytical thinking. Problem Solving. Planning and Organising. Ability to work long hours under pressure and be self-motivated and Attention to detail. LANGUAGES: English, Afrikaans, N. Sotho, Tsonga and Venda; Fluency in Zulu, Swazi or Shona would be an added advantage.

DUTIES: Manage the legal interpreting and language services stakeholder relation in the cluster. Develop the legal interpreting and language service business plan for the cluster. Manage both human and physical resources. Manage special projects. Coordinate the interpreting and language services activities in the cluster. Manage training and development of court interpreters. Manage operational efficiency of the language service cluster. Manage compliance of the code of conduct. Render translation- and editing services to the Department; Promote equitable use of all 11 languages; Ensure redress of the previously marginalized languages; Monitor language policy implementation and adherence.

ENQUIRIES: Mr. M.J Molekoa at (015) 287 2000
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Acting Provincial Head, Private Bag X9526, Polokwane, 0700 OR Physical Address: Office of the Chief Justice Service Centre, No. 93 Bok Street, Polokwane 0699

POST 28/91: ASSISTANT DIRECTOR: SALARY ADMINISTRATION REF NO: 2015/117/OCJ

SALARY: R288 135 – R 348 063 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Head Office: Johannesburg

REQUIREMENTS: Appropriate 3 year degree or diploma in Accounting/Finance/Financial Management or at least 3 years’ experience in Financial/Salaries Management; Good knowledge of and experience in PERSAL and Government financial system. (PERSAL Administration courses certificate must be attached) Good knowledge of Public Service Regulations, risk management and the Public Finance Management Act. Good communication (verbal and written), report writing, interpersonal and problem solving skills. Computer literacy (MS Excel, Word and PowerPoint.

DUTIES: The incumbent will be responsible to manage the activities of personnel remuneration and subsistence and travel functions in the Department by providing inputs in the development/review of policies procedures and frameworks. Verify and check correspondence documents and submissions (salaries). Compile correspondence

ENQUIRIES: Ms Paula Morapedi (011) 838 2010

POST 28/92: LAW RESEARCHER 2 POSTS REF NO: 2015/120/FS/OCJ

SALARY: R288 135 – R 348 063 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Free State High Court: Bloemfontein

REQUIREMENTS: An LLB degree or four year recognize legal qualification; 0-3 year’s relevant experience. Skills And Competencies: Computer Literacy. Language Skills (Oral &Written). Legal administration skills. Loyal, honest, ability to work under pressure, etc Court Skills. Literacy. Ability to conduct research using electronic research engines/tools. Ability to conduct research manually using text books; statutes; journals etc. Attention to detail. Diligence and ability to work under pressure.

DUTIES: Research and retrieve material from the library accessible at the court physically and electronically. Participate in sub-committee of researches at the court. Attend training programs and orientation program or seminars of the court. Proofreading and side checking of all draft judgment. Convey all documents and criticisms to the Judiciary. Retrieve and analyze pertinent information in order to prepare draft speech and papers for local and international conferences. Provide updating services to ensure the Judges are alerted to the impact of recent local and foreign policies on the previous judgment. Conduct research for the judges of the Division. Write competent research memorandums. Keep judges abreast with new developments in law. Compile summaries of judgments delivered. Assist the Law Librarian to retrieve certain information required by the judges.

ENQUIRIES: Ms MA Luthuli (051) 407 1800

APPLICATIONS: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Private Bag X20578, Bloemfontein, 9300, Applications can also be hand delivered to the Office of The Chief Justice Service Centre, 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.

POST 28/93: LAW RESEARCHER REF NO: 2015/121/SCA

Re-Advert

SALARY: R288 135 – R 348 063 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Supreme Court of Appeal

REQUIREMENTS: An LLB degree or four year recognize legal qualification; 0-3 year’s relevant experience. Skills And Competencies: Computer Literacy. Language Skills (Oral &Written). Legal administration skills. Loyal, honest, ability to work under pressure, etc Court Skills. Literacy. Ability to conduct research using electronic research engines/tools. Ability to conduct research manually using text books; statutes; journals etc. Attention to detail. Diligence and ability to work under pressure. NOTE: Applicants must provide evidence of skills listed under requirements by providing university result transcripts, or other proof of research and analytical ability, with their applications. The applicant must show also that he or she has experience in performing work with accuracy and attention to details.

DUTIES: Research and retrieve material from the library accessible at the court physically and electronically. Participate in sub-committee of researches at the court. Attend training programs and orientation program or seminars of the court. Proofreading and side checking of all draft judgment. Convey all documents and criticisms to the Judiciary. Retrieve and analyze pertinent information in order to prepare draft speech and papers for local and international conferences. Provide updating services to ensure the Judges are alerted to the impact of recent local and foreign policies on the previous judgment. Conduct research for the judges of the Division. Write competent research memorandums. Keep judges abreast with new developments in law. Compile summaries of judgments delivered. Assist the Law Librarian to retrieve certain information required by the judges.

ENQUIRIES: Ms CA Martin (051) 412 7423

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Director, Supreme Court of Appeal, Private Bag X258, Bloemfontein, 9300, Applications can also be hand delivered to the Supreme Court of Appeal, Corner President Brand and Elizabeth Street, Bloemfontein, 9301.
**POST 28/94**

**REGISTRAR REF NO: 2015/110/OCJ**

(Re-Advert)

**SALARY**

MR 3 -5 (R 194 847 – R704 790) (OSD- Salary to be determined in accordance with experience). The successful candidate will be required to sign a performance agreement.

**CENTRE**

Constitutional Court

**REQUIREMENTS**

LLB degree or four year recognized legal qualification. At least three (5) years appropriate post qualification legal experience. Self-driven. Display of initiative. Ability to meet strict deadlines and to work under pressure. Sense for attention to detail. Competencies: 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

**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 subordinates, Safeguarding of court records, Attend to office management, planning and organization. Manage the Staff Component and performance assessments

**ENQUIRIES**

Ms C Gideon (011) 838 2010

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Integrated Human Resource Management, Office of the Chief Justice, Private Bagx10, Marshalltown 2000, Applications can also be hand delivered to the Office of Human Resource Management, 13th floor, Edura House 41 Fox Street, Johannesburg

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**POST 28/95**

**ASSISTANT LIBRARIAN REF NO: 2015/122/FS/OCJ**

**SALARY**

R110 118 – R129 714 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Free State High Court: Bloemfontein

**REQUIREMENTS**

Grade 12 or equivalent qualification, relevant experience, knowledge of Library and information science matters, prescripts and legislation procedures and processes and library services. Skills and Competencies: Organizing, Problem solving, Customer care, Interpersonal relations, Computer proficiency and literacy, Numeracy, Ability to work under pressure, language proficiency, Communication

**DUTIES**

Assist the Librarian in providing library and information services of the Free State High Court, Assist in classifying and cataloguing Free State High Court Library, Maintain material in judge’s chambers, To do annual stock-taking, perform all library administrative duties.

**ENQUIRIES**

Ms MA Luthuli (051) 407 1800

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to: Office of the Chief Justice Service Centre, 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.

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**POST 28/96**

**USHER MESSENGER REF NO: 2015/123/FS/OCJ**

**SALARY**

R92 919 – R109 458 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Free State High Court: Bloemfontein

**REQUIREMENTS**

Adult Basic Education and Training Course Level 4/Grade 9; one year appropriate knowledge and experience; Ability to read and write; A valid driver’s licence.

**DUTIES**

Escort Judges to court; Achieve the necessary silence and call the people in court to attention when the judge enters or leaves 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; Collect 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 vehicle.

**ENQUIRIES**

Ms MA Luthuli (051) 407 1800

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to: Office of the
Chief Justice Service Centre, 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.

POST 28/97  :  SECURITY OFFICER REF NO: 2015/124/FS/OCJ

SALARY  :  R92 919 – R109 458 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS  :  Free State High Court: Bloemfontein

Grade 12; Two years security experience; Grade C, Private Industry Regulatory Authority (PSIRA); Manage control room, oversee the activity of the private security, issue access cards and retrieve, save security breaches. Skills and Competencies: Good communication skills (Verbal and written); Problem solving skills; Interpersonal relations; Analytical thinking skills; Planning, organizing and controlling skills.

DUTIES  :  Security Control Room Operations; Perform access control functions; Ensure and protect Departmental documents and stores and ensure that it does not leave or enter the building premises unauthorized; Ensure safety in the Department buildings and premises; Rendering access control services at all security controlled areas; implementation of safety Regulations.

ENQUIRIES  :  Ms MA Luthuli (051) 407 1800

APPLICATIONS  :  Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to: Office of the Chief Justice Service Centre, 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

APPLICATIONS:
Applications must be sent to: The Department of Planning, Monitoring and Evaluation, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria, website: www.thepresidency-dpme.gov.za

FOR ATTENTION:
Ms J Mchunu

CLOSING DATE:
31 July 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. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

POST 28/98:
HEAD: PROGRAMME MANAGEMENT UNIT: PRESIDENTIAL INFRASTRUCTURE CHAMPIONING INITIATIVE (PICI) REF NO: 262/2015

SALARY:
R988 152 – R1 164 009 per annum, all inclusive salary package per annum (Salary Level 14)

CENTRE:
Pretoria

REQUIREMENTS:
A post graduate qualification in engineering science or related field plus a minimum 10 year’s experience of which 5 years’ experience at senior management. Master’s degree will be an added advantage. Must have a good understanding of South Africa’s foreign policy, in particular the regional integration agenda, ability to establish and manage relationships with stakeholders across the board. The incumbent should have the following skills: Excellent written and oral communication and presentation skills, good project/programme management skills, negotiations and interpersonal skills. Research, problem solving and analysis, financial management, a high level of computer literacy and sound knowledge of the Microsoft Office suite applications. A valid driver’s license is also required.

DUTIES:
The incumbent of the post will be responsible for managing the Programme Management Unit tasked with tracking progress on each project that forms part of the Presidential Infrastructure Championing Initiative (PICI). Serve as a focal point for PICI and represent South Africa on all PICI technical meetings. This will involve, liaising with focal points in each of the lead countries of the PICI to obtain accurate progress report on PICI projects, coordinate information gathering and
verification on projects forming part of the North South Corridor. Liaise with the AU pan African agencies such as NEPAD Agency, among others. Provide executive secretarial support to all meetings of the PICI and inter-ministerial committee, document key decisions and follow up on the implementations of these decisions. Collect, record, preserve, make available and accessible and use information to inform relevant structures and authorities. Prepare and present accurate reports on the activities of the PMU to relevant structures and authorities. Identify and manage (actual and potential) risk factors and indicators pertaining the work. Establish and maintain collaborative business relationships with key stakeholders and manage the budget and performance of staff in the unit.

ENQUIRIES: In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post, Mr K Mathe at Tel No (012) 312 0252.

OTHER POSTS

POST 28/99: PROJECT MANAGER: PRESIDENTIAL INFRASTRUCTURE CHAMPIONING INITIATIVE (PICI) REF NO: 263/2015

SALARY: R671 196 – R790 632 per annum, all inclusive salary package per annum (Salary Level 12)

CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s degree (NQF level 7) in any of the built environment plus a minimum of 5 year’s relevant working experience. A project management qualification will be an added advantage. Proficiency in the use of different project management software packages is essential. The incumbent must possess the following skills: planning and organizing skills, communication and writing skills, project/programme management, reporting writing and document management skills. Ability to work under pressure, and be prepared to work long hours, good interpersonal skills and high level of computer literacy and sound knowledge of the Microsoft software package.

DUTIES: The incumbent of the post will be responsible for supporting the Head of the Programme Management Unit in the coordinating and monitoring executive and administrative support. Develop a comprehensive information system for PICI Programme Management unit. This will entail developing an electronic database of all PICI projects in all participating countries, maintain an accurate record of all projects and update it periodically. The incumbent will also collect relevant project information and analyse data from implementing agencies, provide support for the quality production of all external reports and communication, produce regular progress reports for each project and do follow ups where necessary. Provide support for the setting up and operationalizing of management systems for the unit, coordinate and monitor executive and administrative support in the unit and liaise with various stakeholders interacting with the department.

ENQUIRIES: In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post, Mr K Mathe at Tel No (012) 312 0252.

POST 28/100: PROJECT ADMINISTRATOR: PRESIDENTIAL INFRASTRUCTURE CHAMPIONING INITIATIVE (PICI) REF NO: 264/2015

SALARY: R359 631 – R423 621 per annum (level 10) plus benefits

CENTRE: Pretoria

REQUIREMENTS: A relevant 3 year tertiary qualification with 5 year’s appropriate experience OR a Senior Certificate and at least 10 year’s relevant experience. Financial background and knowledge of PFMA, Treasury regulations, Public Service Act and general government supply chain environment. High level of computer literacy and sound knowledge of the Microsoft Office suite. The incumbent of the post must also have excellent organisational skills and good interpersonal relations, excellent communication skills. Policy analysis and development skills, ability to maintain high level of confidentiality and ability to work under pressure. A valid driver’s license is also required.

DUTIES: The incumbent of the post will be responsible for coordinating the activities in the PMU unit including providing administrative systems and office personnel support. This will involve, rendering general logistical and programme/project support, assist in managing multiple projects. Responsible for all logistical planning related to travel and events, analyse and implement operating systems and procedures within the office and ensure smooth running of the office. The incumbent will also perform administrative duties such as assisting in preparing quarterly performance reports and compiling minutes and annual programme
budget requests, provide management support in the office to ensure efficiency and effectiveness by rendering administrative, logistical, programme and project management support and manage the incoming and outgoing correspondence to ensure effective office procedures and flow of work. Oversee the implementation of policies, procedures and processes on Human Resources and Finance and give guidance/advice within the unit, develop and implement operating systems and procedures within the office and liaise with internal and external stakeholders to ensure effective communication. The incumbent will also be responsible for drafting minutes and correspondence and manage workflow systems. Manage, monitor, analyse the office budget and provide monthly cash flow projections, ensure that all unit projects are within scope, time and budget. Coordinate and consolidate the unit quarterly and annual performance plans, coordinate the preparation and secretariat support in the unit’s meetings and also follow up on key decisions, agreements from the meetings and ensure timely implementation thereof. Draft required documentation, scrutinise submissions/reports forwarded to the unit, execute research analyses of information, compile and collate documents for the unit and facilitate the procurement of goods and services.

ENQUIRIES: In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post, Mr K Mathe at Tel No (012) 312 0252.

POST 28/101: ASSISTANT ICT TECHNICIAN REF NO: 265/2015

SALARY: R242 382 – R285 513 per annum (Salary level 8) plus benefits

CENTRE: All posts are based in Pretoria

REQUIREMENTS: A three year tertiary qualification in Computer Science or Information Technology. 2 years’ experience in offering technical support services in a corporate environment. A good understanding of the ICT support environment with oral & verbal communications. Candidate should be able to work under pressure, be flexible and be able to work after hours or on standby. Ability to be innovative.

DUTIES: The successful candidate will be responsible for the following IT and related functions: Diagnose software and hardware problems. Have basic understanding of network equipment (switches). Provide first line support to all staff on IT related problems. Track and prioritise ICT support calls and document the resolution. Install, configure new computers and other IT equipment. Identify problems and repair existing ICT equipment. Keep track of IT supplies and equipment. Perform regular updates of servers. Provision for the measure and adherence of policies and standards Conduct research and keep updated with new software in the market that relates to the organization’s functions.

ENQUIRIES: In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post, Ms N Nyezwa at Tel No (012) 312-0509.
ANNEXURE N

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

APPLICATIONS

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

CLOSING DATE

Monday, 3 August 2015

NOTE

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

OTHER POST

POST 28/102

ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS

SALARY

R270 804 per annum (Level 9). Annual Progression up to a maximum salary of R318 984 per annum is possible subject to satisfactory performance.

CENTRE

Pretoria

REQUIREMENTS

A three year recognized tertiary qualification in Social Work or BA Psychology or appropriate qualification at NQF 7. A minimum of three (3) years’ appropriate hands-on experience within the Employee Health and Wellness (EHW) field. Registration with South African Council for Social Service Professionals or Health Professions Council of South Africa. Competencies: Knowledge and application of Employee Health and Wellness, Counselling skills, Program design and implementation skills, good presentation skills, assessment/diagnostic skills, problem solving, project management, innovative, flexible and reliable, quality orientated, computer literacy, knowledge and understanding of relevant legislations and their alignment to the Public Service EHW Strategic Framework.

DUTIES

The successful will be responsible for implementing and ensuring compliance on the following policies and standards: HIV&AIDS and TB Management, Health and Productivity Management, Wellness Management, Sports and Recreation Management, Safety, Health, Environment, Risk and Quality Management (SHERQ) including disability mainstreaming. Conduct needs assessment climate and culture surveys. Conduct diagnostic assessments, short-term interventions, referral and follow-up services, consult and train relevant stakeholders on EHW procedures. Manage EHW to increase its visibility and treatment, care and support mechanisms. Establish and manage the Departmental Peer Educators. Coordinate the activities of the Employee Health and Wellness Committee and/Sports and recreation committee. Liaising with Government structures, internal and external stakeholders and other relevant structures.

ENQUIRIES

Ms M Mahomed (012) 336 1300
DEPARTMENT OF SCIENCE AND TECHNOLOGY

The Department of Science and Technology is an affirmative action employer and coloured, white females and people with disabilities are encouraged to apply for these posts.

APPLICATIONS

To apply, go to www.dst.gov.za and click on "Jobs". Select the relevant position and upload your CV. Any questions about the application process may be directed to help@jonti.co.za or 0861 113 460. You can also post your Z83, CV and application letter to the Chief Director: Human Resources, Private Bag X894, Pretoria, 0001, or hand-deliver them to the Department at Building 52, CSIR Campus, Meiring Naudé Road, Brummeria.

CLOSING DATE:

31 July 2015

NOTE

Applications must be accompanied by a signed Z83 form and up-to-date curriculum vitae (including three contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document. Note: Confirmation of permanent appointment will be subject to the applicant passing a security check and confirmation of the applicant's qualifications. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to appoint anyone to the above posts, and to withdraw them, re-advertise them or fill them by way of transfer or deployment if this is considered in the interests of service delivery.

OTHER POSTS

POST 28/103

FACILITIES PRACTITIONER

People who previously applied for the Facilities Practitioner position are encouraged to apply.

SALARY:

R227 802 per annum

CENTRE:

Pretoria

REQUIREMENTS:

A degree or national diploma in property management, real estate or public administration and management. One to two years' relevant experience in property management, real estate or public administration and management. Knowledge of contract management, logistics management, supply chain management processes, occupational health and safety, the Public Finance Management Act, and the Government Immovable Asset Management Act. Computer literacy. Good interpersonal (including supervisory and client relations) skills. Communication (verbal and written), management, team development and time management skills. Ability to work under pressure, train people, make decisions and manage conflict situations effectively. Candidates must be inspired, motivated, interactive, communicative, flexible, reliable, honest, and innovative.

ENQUIRIES:

Ms Nontobeko Nkosi, Tel. 012 843 6861

DUTIES:

Oversee contracts with service providers. Provide Facilities Management Helpdesk services. Ensure that repairs and maintenance are carried out. Coordinate the allocation of office space. Arrange the payment of service providers. Manage human resources.

POST 28/104

KNOWLEDGE RESOURCE CENTRE ASSISTANT

SALARY:

R183 438 per annum

REQUIREMENTS:

A national diploma in library or information science. One to two years' working experience in a special library environment. Knowledge of circulation desk functions. Understanding of information retrieval and reference services. Familiarity with library automation systems, Dewey Decimal Classification System, and other library-related functions. Knowledge of library policies and procedures. Computer and information literacy. Good communication, interpersonal and administrative skills. Ability to work systematically, accurately and meticulously. Ability to work under pressure and as part of a team.

DUTIES:


ENQUIRIES:

Ms Nontobeko Nkosi, Tel. 012 843 6861
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: 31 July 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). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. "All Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools”. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will 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. 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. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2001 (as amended) Part VII/D. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 28/105: DIRECTOR: OLDER PERSONS SERVICES
Chief Directorate: Social Professional Services and Older Persons

SALARY: R819 126 per annum, This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE: HSRC Building, Pretoria


DUTIES: Develop and facilitate the implementation of programmes, policies and legislation aimed at the protection, empowering and the promotion of the rights of older persons. Manage and facilitate the process to develop, refine, administer, monitoring and evaluation of legislation with regard to older persons. Liaise with other government departments, national structures as well as regional and
international structures for all processes, programmes and strategies related to older persons. Facilitate, manage, monitor and evaluate national norms and standards for services to older persons. Coordinate the development of capacity building and practical programmes to improve the delivery of quality services to older persons, through partnership with stakeholders.

**ENQUIRIES**: Mr J Mbonani, Tel: 012 312 7771

**OTHER POST**

**POST 28/106**

**BRANCH ADMINISTRATOR**

Office of the Deputy Director-General: Comprehensive Social Security. The successful candidate will be seconded to the Chief Directorate: Intergovernmental Relations and Executive Support

**SALARY**: R242 382 per annum

**CENTRE**: HSRC Building, Pretoria


**DUTIES**: Coordinate financial planning, monitoring and reporting processes. Coordinate performance management and development compliance processes within the Branch. Coordinate inputs, plans and reports for audit queries and risk management for the Branch. Assist with the coordination of branch meetings and workshops, including the administrative and logistical processes thereof. Support Administrative Assistants with procurement processes and provide advice to ensure compliance with the relevant administrative prescripts attached to their functions.

**ENQUIRIES**: Ms N Ndabankulu, Tel: 012 312 7670
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.

NOTE

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

OTHER POSTS

POST 28/107: SENIOR SECURITY OFFICER REF NO: NDT23/2015

SALARY: R158 093 per annum (Total inclusive packages of R235 740 per annum/conditions apply)

CENTRE: Pretoria


DUTIES: The successful candidate will be expected to perform access control functions for the Department of Tourism. Ensure safety in the building and premises. Ensure that equipment documents and stores do not leave or enter premises unauthorized. Ensure all incidents are recorded in the occurrence book/register. Perform control room duties. Implement security policies and directives. Report all security breaches and noncompliance with the Departmental security policy and other security related policies.

ENQUIRIES: Mr JJ Benadie (012) 444 6144

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

CLOSING DATE: 24 July 2015 at 17:00 (E mailed, faxed and late applications will not be considered)

NOTE: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Applicants must be willing to undergo a practical assessment test as part of the selection process.

POST 28/108: SENIOR RECORDS CLERK REF NO: NDT22/2015

SALARY: R158 094 per annum (Total inclusive package of R 235 741)

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of Matric/Grade 12 or equivalent qualification. Possesses Knowledge and understanding of records classification and filing systems; fully understand how registry in government department works; Two or more years of relevant experience in a registry environment (records management and filing) will be beneficial. Be able to handle documents and information with strict confidentiality. Knowledge of the applicable legislation and regulations. Skills: Planning and organisational skills, time management, good communication skills (verbal and written) accuracy, computer literacy and the ability to work as part of a team.
**DUTIES**

The successful candidates will be responsible for the following functions: Handle incoming and outgoing mail; Provide registry counter service; Render an effective filing and records management services; Operate Office equipment in relation to the registry functions; Opening and closing of files; Control the movement of files; File documents according to the applicable file plan. Process disposal of records; perform other relevant ad hoc duties that the supervisor will design.

**ENQUIRIES**

Mr Tshililo Mashamba, Tel. (012) 444 6042

**APPLICATIONS**

Applications, quoting the relevant reference number must be forwarded for the attention of Ms K Malemela to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001

**CLOSING DATE**

24 July 2015 at 17:00 (E mailed, faxed and late applications will not be considered)
ANNEXURE R

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The Department of Cooperative Governance and Traditional Affairs is an equal opportunity, affirmative action employer females and disabled persons are encouraged to apply

APPLICATIONS : at the following address: The Head of Department, Department of Cooperative Governance & Traditional Affairs, Private Bag X0035, BHISHO, 5605.

FOR ATTENTION : Ms. N. Mbusi but will be received at Foyer until 15H30 on the closing date.

CLOSING DATE : 31 JULY 2015

NOTE : Applicants are required to submit a completed Z.83 form obtainable from any Government Institution. Certified copies of the required qualifications, bar coded identity document, academic records and comprehensive Curriculum Vitae must accompany these forms. Candidates must indicate the number of this circular and the post number as a reference. Candidates requiring additional information must direct their enquiries telephonically to the person indicated below. All shortlisted candidates will be subjected to personnel suitability check in terms of minimum information security standard. Selected candidates will also be subjected to competency based assessment and technical exercise that intends to test relevant technical elements of the job. Communication will be limited to selected candidates only. If you do not hear from us within six (6) months of the closing date, please accept that your application is unsuccessful. NB: No late, emailed or faxed applications will be accepted.

MANAGEMENT ECHELON

POST 28/109 : EXECUTIVE MANAGER (DDG): DEVELOPMENTAL LOCAL GOVERNMENT

SALARY : R1 201 713-R1 353 732 Commencing Salary: R1 201 713 per annum Salary Level: 15

CENTRE : Bhisho

REQUIREMENTS : A recognised three year degree/diploma in Public Admin/ Political Science/ Developmental Studies or equivalent NQF level 6 qualification with five years working experience as a General Manager. Previous experience in Local Government environment will be an added advantage. COMPETENCIES: Extensive knowledge of applicable Public Service Legislation, policies and practices, Public Service reporting procedure, Financial Management Regulation policy & Treasury instruction. Knowledge of Procurement procedure followed in the Public Service. Knowledge of budgeting, key National and Provincial policies and prescripts. Knowledge of Municipal Systems Act, Traditional Affairs Legislation, Land matters legislation, powers and functions and all other municipal related pieces of legislation. Ability to interpret and apply government policies, presentation skills, Project Management monitoring and evaluation skills, Supervisory skills, legal skills, problem solving and counselling skills, report writing, negotiation skills. A strategic thinker and someone with management skills. Computer literacy. A valid driver’s license

DUTIES : Manage the Developmental Local Government in the province. Formulate and drive strategic direction in Developmental Local Government. Manage the implementation of outcome number 9 which includes municipal turnaround strategy and operation clean audit. Manage the promotions, monitoring and facilitation of municipal governance issues (Municipal administration and management systems, management of implications of Demarcation Board recommendation processes, municipal finances, municipal infrastructural development disaster management and rapid response services, etc). Manage the promotions, monitoring and facilitation of municipal development and planning issues (Municipal spatial planning, Municipal development and land use services, IDP’s and Municipal performance management, Local Economic Development (LED), free Basic Services, etc. Ensure that good relations are maintained between the department and relevant stakeholders. Managing of risk management indicators, quality assurance measures and transformation audits. Ensure the maximization of transformation issues, employment equity practices and performance management within the branch. Responsible for efficient management of the Branch, including the effective utilization and training of staff, the maintenance of discipline, promotion of sound labour relations and the proper use of State property. Responsible for planning and budgeting within the branch. Ensure compliance with PFMA, Public Service Act of 1994, and Public Service...
Regulations, Municipal Structures Act, Municipal Systems Act and other related legislation.

ENQUIRES : Ms TM Langa at 040-6095418/5351/2

POST 28/110 : SENIOR MANAGER: MUNICIPAL INFORMATION TECHNOLOGY SERVICES

SALARY : R819 126 – R964 902 commencing salary R819 126.00 per annum salary level: 13

CENTRE : Bhisho

REQUIREMENTS : A recognised degree/diploma in Information Technology or NQF level 6 relevant qualification. Three years experience as a Manager or equivalent rank in an Information Technology environment. Exposure to government systems will be an added advantage. COMPETENCIES: Extensive knowledge of applicable Public Service Legislation, policies and practices, Public Service reporting procedure, Financial Management Regulation policy & Treasury instructions and Information Technology legislation. Knowledge of Procurement procedure followed in the Public Service. Knowledge of budgeting, key National and Provincial policies and prescripts. Knowledge of Municipal Systems Act, powers and functions and all other Municipal related pieces of legislation. Ability to interpret and apply government policies, presentation skills, Project Management monitoring and evaluation skills, Supervisory skills, legal skills, problem solving and counselling skills, report writing. Negotiation skills, policy development skills. P.C. Operating skills. Ability to communicate effectively at all levels. A valid driver’s license.

DUTIES : Responsible for efficient management of the division, including the effective utilisation and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use of state property. Provide and drive strategic direction for the Division and ensure the formulation and implementation of strategic policies which will enable the division/administration to successfully fulfil its role in delivering services to the communities/clients. Render advisory services to the Municipalities. Facilitate systems integration to Municipalities. Coordinate LGICTEC matters. Ensure utilisation of security mechanism and compliance to the regulatory framework. Ensure that good relations are maintained between the department and all stakeholders. Ensure compliance with PFMA, Public Service Act of 1994 and Public Service Regulations. Municipal Structures Act, Municipal Systems Act, SITA Act, Traditional Leadership and Governance Act and other relevant legislation and mandates that are relevant to the department and also governing local government and traditional institutions. Manages and monitor division of budget and action plans. Managing and exercise overall control over all functions and personnel under his/her supervision, in order to determine if organisational goals are achieved and taking corrective actions. Ensure the maximization of transformation issues, employment equity practices, improvement of sound labour relations and performance management within the division.

ENQUIRES : Ms TM Langa at 040-6095418/5351/2

DEPARTMENT OF HEALTH

CLOSING DATE : 31 July 2015

NOTE : Applications to be submitted to the institution as indicated in advert. Directions to Candidates: Applications must be submitted on the application form (Z83) obtainable from any government department or www.dpsa.gov.za. Please attach certified copies of ID, qualifications, school certificate, curriculum vitae, registration with relevant council, drivers licence, etc. and submit to the addresses indicated below. 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 POSTS

POST 28/111 : MEDICAL OFFICER GR 1,2,3 REF NO: MO/PAH/07/02/2015

SALARY : Grade 1: R634 269 - R683 292 per annum
Grade 2: R725 226 - R792 984 per annum
Grade 3: R841 644 - R1052 250 per annum (plus benefits)
CENTRE: Port Alfred Hospital
REQUIREMENTS: Basic qualification MBCHB. Current registration with HPCSA as Medical Practitioner. A valid work permit (if not SA resident). Ability to work under pressure and within a multi-disciplinary. RECOGNITION OF EXPERIENCE: 
1 – 2 years (Gr 1), 6 years (Gr 2), 10 years (Gr 3) depending on experience, successful applicant may be appointed up to the maximum of four notches above the minimum of the relevant scale indicated above. (Please provide service records as proof of experience if possible).

DUTIES: Provide and support quality clinical services. Support the integrated and extension of clinical care in the Health system. Manage all clinical and auxiliary services in the Hospital. Must have experience in performing operations and in casualty and major theatre and able to transfer skills to newly employed doctors. Audit and improve quality in the Health Services. Provide leadership support and guidance regarding safe, therapeutic clinical management and appropriate medical practices. Support the development of the Health System; support the establishment and development of the Clinical department of Primary Health Care within the District and integration with the District Health Planning and relationship with the community. Unpack, disseminate, implement and enforce Department policies.

ENQUIRIES: Ms Funo (Tel: 0466044000)
APPLICATIONS: Must be submitted to: Port Alfred Hospital, Human Resource Office, Private bag X153, Port Alfred 6170

POST 28/112: OPERATIONAL MANAGER: NURSING (PRIMARY HEALTH CARE) REF NO: OMN/NKC/07/02/2015

SALARY: R430 602 - R484 641 per annum (Plus benefits)
CENTRE: Nkwenkwezi Clinic
REQUIREMENTS: Basic R425 qualification (ie Degree/Diploma in Nursing Science) that allows registration with the SANC as Professional Nurse plus a post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant speciality. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Service record as proof of previous experience where applicable.


ENQUIRIES: Mrs van der Merwe (Tel: 0466224901)
APPLICATIONS: Must be submitted to: Makana Sub-District Office, Human Resource Office, Private Bag X1023, Grahamstown 6140

POST 28/113: DIETITIAN GR 1, 2, 3 REF NO: DT/SH/07/02/2015

SALARY: Grade 1: R242 148 – R276 867 per annum
Grade 2: R285 240 – R326 154 per annum
Grade 3: R336 006 – R407 772 per annum (plus benefits)
CENTRE: Settlers Hospital (Grahamstown)
REQUIREMENTS: Basic qualification in Dietetics or equivalent. Registration with Health Professions Council of South Africa as a Dietician. Training in Nutrition analysis and patient assessment will be an added advantage. Appropriate experience in HIV/AIDS counselling. Must have good verbal and written skills. Computer literacy. A valid driver’s license. Recognition of Experience: Grade 1: 1 – 9 years’ experience, Grade 2: 10 – 19 years’ experience, Grade 3: 20 years and more experience.

DUTIES: Provide therapeutic nutritional advice and support in terms of supplementation, dietary diversification and modification to improve nutritional status of the client. Provide individual assessment and counselling of HIV & AIDS clients on management of therapeutic dietetic intervention with the side effects from Anti-Retroviral drugs. Provide nutrition training to healing professionals, lay counsellors and community health workers on healthy eating when dealing with HIV & AIDS clients. Undertake outcome research on nutrition and HIV & AIDS in the LSA working in. Collate monthly statistics. Be part of any other nutritional activities related to the dietetic profession.

ENQUIRIES: Mr Biva (Tel: 0466029000)
APPLICATIONS: Must be submitted to: Settlers Hospital, Human Resource Office, Private bag X1007, Grahamstown 6140
**POST 28/114**  
**ARV CO-ORDINATOR REF NO: ARV/PZM/07/02/2015**

**SALARY**  
R339 918 - R382 578 per annum (plus benefits)

**CENTRE**  
PZ Meyer TB Hospital (Humansdorp)

**REQUIREMENTS**  
Basic R425 qualification (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Knowledge of nursing care processes and procedures, nursing statues and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient rights charter. Sound knowledge of HIV/AIDS. Must have operational management skills. Ability to interact with diverse stakeholders and health care users and givers. Good communication, report writing, coordination and facilitation skills. Networking information management planning and organizing skills. A valid driver’s licence.

**DUTIES**  
Overall strategic planning, co-ordinating and management of human, material and financial resources for HIV/ AIDS and ARV programme within the institution. Ensure provision of high quality, cost effective service for all clients. Implement policies and protocols of HIV/ AIDS management. Ensure personnel are appropriately placed. Ensure welfare of all staff in the department and staff needs. Co-ordinate ARV programmes within the institution. Implement cost containment measures to prevent under- or overspending of budget. Conduct audit of resources needed in the institution. Ensure performance improvement through management system. Ensure clean and therapeutic environment. Monitor and evaluate ARV programme.

**ENQUIRIES**  
Ms Sikontya (Tel: 0422912064)

**APPLICATIONS**  
Must be submitted to: PZ Meyer TB Hospital, Human Resource Office, P.O. Box 479, Humansdorp 6300

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**POST 28/115**  
**ASSISTANT MANAGER NURSING REF NO: AMN/PAH/07/02/2015**

**SALARY**  
R430 602 - R499 182 per annum (plus benefits)

**CENTRE**  
Port Alfred Hospital

**REQUIREMENTS**  
Basic R425 qualification (i.e. Degree/Diploma in Nursing Science) that allows registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. At least 3 years of the period referred to above must be appropriate/recognizable experience at managerial level. Qualification in Nursing Administration. Valid Driver’s licence. Computer literacy.

**DUTIES**  
Demonstrate in depth understanding of nursing legislation and related legal and ethical practices. Responsible for the performance management of nursing division. Coordinate monthly, quarterly and annual nursing service reports and review programs. Develop strategies/plans regarding finance and human resource management. Must have excellent interpersonal skills with sound ability to facilitate communication within the multidisciplinary team. Ensure clinical nursing practices in accordance with the scope of practice for all nursing categories. Strengthen quality patient care by working a part of the multidisciplinary teams internally and externally. Demonstrate effective communication with supervisors, other health professionals and support personnel and junior colleagues. Ability to direct a multi-disciplinary team to ensure good nursing care at the facility. Work effectively and amicable at management level with persons of diverse intellectual, cultural, racial or religious differences. Appointed candidate will be responsible for the effective and efficient nursing management of the hospital which will include functions such as strategic and operational management, clinical and support services.

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**POST 28/116**  
**OPERATIONAL MANAGER (SPECIALITY) REF NO: OP/AVH/07/02/2015**

**SALARY**  
R430 602 – R484 641 per annum plus benefits

**CENTRE**  
Andries Vosloo Hospital

**REQUIREMENTS**  
Basic qualification accredited with the SANC in terms of Govern Notice 425 (i.e. diploma/degree in general nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post Basic Nursing qualification, with at least 1 year, accredited with the SANC in terms of Government Notice No 212 in Advanced Midwifery. Proof of current registration with SANC. A minimum of 9 years appropriate/ recognisable experience in nursing of which 5 years of the period referred to above must be appropriate/
recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in Advanced Midwifery.

**DUTIES**
Co-ordinate provision of support services. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Promote quality nursing care as directed by the professional scope of practice and standards. Demonstrate basic understanding of HR and financial policies and practices. Demonstrate effective communication with supervisors and members of the multidisciplinary team. Supervise the overall institution and make relevant decisions. Manage and resolve conflict. Implement and promote quality assurance standards and infection control principles. Financial and physical resources.

**ENQUIRIES**
Miss Zozo (Tel: 0422431313)

**APPLICATIONS**
Must be submitted to: Andries Vosloo Hospital, Human Resource Office, Private Bag X02, Somerset East 5850

**POST 28/117**

**PROFESSIONAL NURSE 2 POSTS GRADE 1,2,3**

**SALARY**
Grade 1: R194 721 – R225 735 per annum
Grade 2: R239 481 – R277 632 per annum
Grade 3: R293 208 – R371 436 per annum (Plus benefits)

**CENTRE**
Kwa-Nonzwakazi Clinic (Ref: PN/KNC/07/02/2015)
Port Alfred CHS (Ref: PN/PACHS/07/02/2015)

**REQUIREMENTS**
Basic accredited with the SANC in terms of Government Notice R425 qualification (degree / diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration as a Professional Nurse with SANC. Recognition of Experience: Less than 2 years Gr 1, 10 years Gr 2, 20 years Gr 3 depending on experience, successful applicant may be appointed up to the maximum of four notches above the minimum of the relevant scale indicated above. (Please provide service records as proof of experience).

**DUTIES**
Provide direction and supervision for the implementation of the nursing plan (clinical practice /quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of Nursing Care

**ENQUIRIES**
Ms Van der Merwe (0466224901)

**APPLICATIONS**
Must be submitted to: Makana Sub-District Office, Human Resource Office, Private Bag X1023, Grahamstown 6140

**POST 28/118**

**PROFESSIONAL NURSE GRADE 1,2,3 REF NO: PN/MH/07/02/2015**

**SALARY**
Grade 1: R194 721 – R225 735 per annum
Grade 2: R239 481 – R277 632 per annum
Grade 3: R293 208 – R371 436 per annum (Plus benefits)

**CENTRE**
Midland Hospital (Graaff-Reinet)

**REQUIREMENTS**
Basic accredited with the SANC in terms of Government Notice R425 qualification (degree / diploma in General nursing and Midwifery) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Midwife experience is essential. Proof of current registration as a Professional Nurse with SANC. Recognition of Experience: Less than 2 years Gr 1, 10 years Gr 2, 20 years Gr 3 depending on experience, successful applicant may be appointed up to the maximum of four notches above the minimum of the relevant scale indicated above. (Please provide service records as proof of experience).

**DUTIES**
Provide direction and supervision for the implementation of the nursing plan (clinical practice /quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of Nursing Care

**ENQUIRIES**
Mrs J Koeberg (0498077700)
APPLICATIONS: Must be submitted to: Midland Hospital, Human Resource Office, Private Bag X696, Graaff-Reinet 6280

DEPARTMENT OF SAFETY AND LIAISON

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

APPLICATIONS: Forward your application, quoting the reference number, to: The Department of Safety and Liaison, Private Bag X0057, Bhisho, 5605 OR hand deliver at: The Department of Safety & Liaison, Global Life Building, Corner Phalo Avenue & Circular Drive, Bhisho.

FOR ATTENTION: Mr. LL Jaji / Mr L Bana

CLOSING DATE: 24 July 2015 @ 16h00

NOTE: Applications must be submitted on a completed form Z83 obtainable from any Public Service Administration, or http://www.dpsa.gov.za and should be accompanied by certified copies (not copies of certified copies) of qualifications' Certificates that are not older than three months, Identity Document and a comprehensive updated CV (including three contactable references), as well as driver's license. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Applications that do not comply with the above mentioned requirements will not be considered. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Correspondence will be limited to short-listed candidates only. You are also informed that if you have not been contacted within 3 months after the closing date of this advertisement, please regard your application(s) as unsuccessful. Faxed, e-mailed or late application(s) will not be accepted. The Department reserves the right not to make an appointment/s.

MANAGEMENT ECHELON

POST 28/119: SENIOR EXECUTIVE SUPPORT: HOD SUPPORT REF NO: ESL/2015/03/001

SALARY: R819 126 per annum (An all-inclusive remuneration package)

CENTRE: Head Office – Bhisho

REQUIREMENTS: An appropriate three year tertiary qualification (or NQF 6 equivalent qualification) in Public Administration/Public Management or in Finance (degree/diploma) or an NQF 6 equivalent qualification, plus three years’ experience at management level. Experienced in developing strategic and business plans and management of Annual Performance plan and budget plan. Experience in government financial management. Extensive knowledge and experience of Government policies and procedures. Computer literacy with strong emphasis on Ms Office, Excel, Power Point etc. Ability to communicate and prepare reports that can be used for decision-making at all levels. Proven ability to work in highly pressurised environment and meeting timeframes. Ability to research, analyse and interpret data to influence decision-making processes. Ability to interact with Executive Council, Provincial Departments and other stakeholders. A clear understanding of the priorities of government. High level communication and consultation. The ability to work pro-actively and under pressure. In depth Knowledge of PFMA, Treasury Regulations, Understanding of Good Corporate Governance principles (King III) and all other relevant financial regulations. Must be in possession of a valid drivers’ license. COMPETENCIES: Leadership and strategic skills. Planning and organizing skills. Budgeting and financial management. People management and empowerment. Networking and building bonds. Problem solving and decision making. Project management Skills. Apply technology. Communication and information management. Continuous improvement. Customer focus and responsiveness. Developing others. Diversity management. Impact and influence.

DUTIES: Ensure compliance by the Office of the Head of department with all statutory, corporate governance and reporting requirements. Take charge of interdepartmental and intergovernmental relations. Ensure provision and co-ordination of Internal Audit and Risk Management Services. Ensure that special programmes and projects are coordinated and executed in accordance with good governance systems and policy imperatives. Oversee and ensure qualitative security management services. Liaise with the various branches, provincial departments on all mutual business affecting the Department. Assess and control the quality of all reports to be presented to the Executive Council and various stakeholders. Summarize incoming submissions and advice the Head of
department about appropriate responses. Ensure effective utilization of all
resources allocated to the Office of the Head of department, including managing
the budget of the Office. Manage the personnel in the Office of the Head of
Department.

ENQUIRIES : Mr L Bana / Ms T Mali @ 040 635 0419
NOTE: Application 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 an 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 months after the closing date please accept that your application was unsuccessful.

OTHER POSTS

POST 28/120: SPECIALIST PSYCHIATRIST: FORENSIC REF NO: 07009
Directorate: Forensic Psychiatry

SALARY: R 854 268 Package per annum (All inclusive package)
CENTRE: Weskoppies Hospital
REQUIREMENTS: M MED (PSYCH) or equivalent. Registration with the HPCSA as a Specialist Psychiatrist. Knowledge of Acts relevant to the practice of Forensic Psychiatry. Relevant experience in Forensic Psychiatry will be recommended.
DUTIES: The post is a joint appointment between Weskoppies Hospital and the School of Medicine at University of Pretoria. Evaluation, management and treatment of forensic psychiatric patients. Giving evidence in a Court of Law and the related administrative and medico–legal reports. Forensic observations according to the Criminal Procedure Act 51/1977. Budget management. Training management of pre and post graduate students, medical staff, health care workers, members of SAPS, Correctional Services and the Legal profession. General and patient administration. Research and outreach services. Assisting in the management of the Forensic Unit.

ENQUIRIES: Dr. F Sokudela Tel. No: (012) 319 9741
APPLICATIONS: Applications should include Z83, CV, certified copies of ID and Qualifications.
APPLICATIONS should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria, 0001 or hand delivered to the office of the HR Manager, Weskoppies Hospital.
CLOSING DATE: 03 August 2015

POST 28/121: SPECIALIST PSYCHIATRIST: FORENSIC (TRAINING POST) REF NO: 07012
Directorate: Forensic Psychiatry

SALARY: R 854 268 Package per annum (All inclusive package)
CENTRE: Weskoppies Hospital
REQUIREMENTS: M MED (PSYCH) or equivalent. Registration with the HPCSA as a Specialist Psychiatrist. Ability to work in a team; Willingness to testify as expert witness in a Court of Law.
DUTIES: The purpose of this post will be training in Forensic Psychiatry. It is a full time post which is allocated to a Specialist for 2 years to give an opportunity to gain experience in Forensic Psychiatry. It involves forensic observations as well as in-patient and out-patient treatment of state patients. It will be expected to participate in the pre and post graduate academic programme of the Department. Outreach services to the community. Research work. Medico legal assessments referred to the department. There is an exit exam through the College of Medicine South Africa at the end of the two year period.

ENQUIRIES: Dr. F Sokudela Tel. No: (012) 319 9741
APPLICATIONS: Applications should include Z83, CV, certified copies of ID and Qualifications.
APPLICATIONS should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria, 0001 or hand delivered to the office of the HR Manager, Weskoppies Hospital.
CLOSING DATE: 03 August 2015
POST 28/122 : ERRATUM: ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: HRM 34/2015
Directorate: Pharmacy

SALARY : R693 534 per annum
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 certificate. Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Leadership and strategic skills. Presentation skills. Policy/Objective formulation skills. Financial management skills. HR, labour relations and conflict management skills. Diversity management skills. Good interpersonal skills. Communication, networking and information management skills. Management and time management skills. Training skills. Supervisory skills. Project management skills. Monitoring and evaluation skills. Group dynamic skills. Problem solving and decision making skills.

DUTIES : Assist the Pharmacy manager with the overall running of the Pharmacy which includes but not limited to provision of financial, budget and expenditure management. Provision of the Human Resource and Human Resource Development management of Pharmaceutical Services. Effective and efficient operations management (including medicine supply management, IT, Infrastructure and equipment management). Provision of strategic direction to the Pharmacy. Ensure quality Pharmaceutical Services in the line with the Batho Pele principles. Project management. The provision of effective and efficient clinical pharmaceutical services.

ENQUIRIES : Ms. S.N Mathebula Tel: 012 354 1282
APPLICATIONS : Applications can be hand delivered to Cnr. Malherbe and Steve Biko Road Main Entrance or posted to Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001. The completed and signed Z83 form should be accompanied by a recently updated CV as well as certified copies of all qualifications and ID document, no copies of certified copies allowed. 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.

CLOSING DATE : 31 July 2015

POST 28/123 : MEDICAL OFFICER GR 1 - 3 REF NO: TDH 0039
Directorate: Medical

SALARY : R 634 269 – R 683 292 Grade 1 (all inclusive Package)
R 725 226 – R 792 984 Grade 2 (all inclusive Package)
R 841 644 – R 1 052 250 Grade 3 (all inclusive Package)
CENTRE : Tshwane District Hospital
REQUIREMENTS : MBChB, Registration with HPCSA as a Medical Practitioner, and a current annual registration. All documents must be certified and not older than three months. Be prepared to work commuted overtime only option D.

DUTIES : Plan, organise and allocate work to achieve objectives of the state and the Gauteng Provincial Government towards patient care. Plan or carry out service delivery to meet client expectations, develop initiatives for managing/development and transformation processes in a workplace. Assist in the clinical governance of the District Hospital.

ENQUIRIES : Dr Nkusi SS (012) 354-7960
APPLICATIONS : All applications for the post should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 Or Applications should be hand delivered directly to the Hospital in HR Department.

CLOSING DATE : 31 July 2015

POST 28/124 : OPERATIONAL MANAGER PEADS/SPECIALITY REF NO: 06981
Directorate: Nursing Services

SALARY : R430 602 per annum (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Diploma in General Nursing and Child Nursing Science. Registration with SANC as a science Professional Nurse and Midwife. 9 years of experience in Nursing after registration as a professional Nurse,5years of experience as Pediatric Nurse. OTHER SKILLS: Ability to work under pressure, communication skills management Skills, Interpersonal relationship skills
DUTIES: Coordinate optimal holistic specialized nursing care with standards and within a professional/legal framework. Manage effectively the supervision and utilization of resources. Coordinate the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth, ethical standards and self-development.

ENQUIRIES: Ms. T. N Ngwenya, Tel No: (012) 717 9398

APPLICATIONS: Applications must be completed fully on Z83. Certified copies of certificates and identity document must be attached. Application documents must be submitted to Jubilee District Hospital Human Resource Department Private bag X 449, Hammanskraal 0400 or hand delivered at Jubilee hospital or apply online at: www.gautengonline.gov.za

CLOSING DATE: 31 July 2015

POST 28/125: ERRATUM: OPERATIONAL MANAGER NURSING REF NO: HRM 31/2015
Directorate: Psychiatry

SALARY: PN-B3 R430 602 OR PN-A5 R339 918 per annum

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: Grade 12 certificate. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year in Advance Psychiatric Nursing Science. A minimum of 9 years appropriate recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the one year post basic qualification in Advance Psychiatric Nursing Science. Knowledge of Mental Health Care Act, PFMA and other Public Sector Regulations and Legislative Framework. Strong leadership, good communications and sound interpersonal skills are necessary. Must be computer literate. Verified proof of experience. Valid EB driver’s license

DUTIES: Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of Human, Financial and Service 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.

ENQUIRIES: Mrs. F. F Ndzima-Konzeka Tel: 012 354 2284

APPLICATIONS: Applications can be hand delivered to Cnr. Malherbe and Steve Biko Road Main Entrance or posted to Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001. The completed and signed Z83 form should be accompanied by a recently updated CV as well as certified copies of all qualifications and ID document, no copies of certified copies allowed. 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.

CLOSING DATE: 31 July 2015

POST 28/126: ASSISTANT MANAGER: QUALITY ASSURANCE REF NO: HRM 32/2015
Directorate: Nursing

SALARY: R430 602 per annum

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: Grade 12 certificate. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma degree in Nursing as a Professional Nurse. A minimum of 8 years appropriate recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 2 years of the period referred to above must be appropriate recognizable experience at management level. Other: Excellent computer skills (MS Word, Excel and power point). Sound interpersonal, managerial, communication and leadership skills. Sound knowledge in Total Quality Management and Infection Control. Good writing and verbal skills in English. Preferably able to speak three or more South African languages. Analytical strategic thinking and creativity. Ability to capture, interpret and report on relevant data. Sound interpersonal, managerial, communication and leadership skills. At least 2 years experience of QA as a leader or champion.

DUTIES: Responsible for effective coordination and monitoring of quality assurance, quality improvement, infection control and case management programmes. Manage the
complaints system in the hospital and assist with investigation and reporting on serious adverse events. Participate in selected clinical audit projects. Conduct client satisfaction surveys and respond appropriately to results. Assist with hospital and provincial performance excellence programmes. Monitor and assist with continuous assessment of the National Core Standards for Health Establishments in South Africa. Identify and promote quality improvement initiatives. Coordinate and monitor reporting on morbidity and mortality for the hospital. Active participation in the activities of the Quality Assurance Committee as secretary of the committee and coordinate reports pertaining to performance indicators. Assist with data collection, analysis and reports pertaining to total quality management in the hospital. Optimal utilization of resources and implementation of the Performance Management System.

ENQUIRIES : Dr. M Mathebula Tel: 012 354 1017
APPLICATIONS : Applications can be hand delivered to Cnr. Malherbe and Steve Biko Road Main Entrance or posted to Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001. The completed and signed Z83 form should be accompanied by a recently updated CV as well as certified copies of all qualifications and ID document, no copies of certified copies allowed. 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.
CLOSING DATE : 31 July 2015
POST 28/127 : OPERATIONAL MANAGER GENERAL /NIGHT SUPERVISOR REF NO: 06982
Directorate: Nursing Services

SALARY : R339 918 per annum (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Registration with SANC as a Professional Nurse and Midwife. Diploma in General Nursing and Midwifery. OTHER SKILL: Current SANC receipt, 7 years’ experience as a Professional Nurse. Good leadership and management skills. Good communication and Interpersonal skills.
DUTIES : Supervise and ensure the provision of effective and efficient care through adequate Nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health care information to health care users to assist in achieving optimal health and rehabilitation of patients. Develop and maintain Constructive working relationship with nursing and other stake holders. Participate in the analyses, formulation and implementation of nursing guidelines, standards and Procedures. Manage the proper utilization of human, financial and Physical resources.
ENQUIRIES : Ms. T N Ngwenya, Tel: No: (012) 717 9398
APPLICATIONS : Applications must be completed fully on Z83. Certified copies of certificates and identity document must be attached. Application documents must be submitted to Jubilee District Hospital Human Resource Department. Private bag x449. Hammanskraal.0400 or hand delivered at Jubilee hospital or apply online at: www.gautengonline.gov.za
CLOSING DATE : 31 July 2015
POST 28/128 : CLINICAL PROGRAMME COORDINATOR/ INFECTION CONTROL REF NO: 06983
Directorate: Quality Management

SALARY : R339 918 per annum (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Diploma in General Nursing and Midwifery. Current Registration with SANC Qualification as General Nurse and Midwifery Certificate in Infection Prevention and Control. 7 years experience as a General Nurse SKILLS: Sound interpersonal relations. Communication and analytical skills.
DUTIES : Facilitate and coordinate infection prevention and control practices in the establishment. Implement and maintain an effective infection surveillance system in alignment with infection control policies. Develop and monitor the implementation of continuous infection control education and training programmes.
ENQUIRIES : Ms. F.M Kekana, Tel No: (012) 717 9442
APPLICATIONS : Applications must be completed fully on Z83. Certified copies of certificates and identity document must be attached. Application documents must be submitted to Jubilee District Hospital Human Resource Department. Private bag x449.
**POST 28/129**

**PROFESSIONAL NURSE GRADE 1 (SPECIALTY) REF NO: 07013**

Directorate: Nursing

**SALARY**

R 293 208 Grade 1 per annum (plus benefits)
R 360 624 Grade 2 per annum (plus benefits) (Salary is based on experience in terms of OSD)

**CENTRE**

Tara the H. Moross Centre, Sandton

**REQUIREMENTS**

Grade 12 or equivalent qualification. Diploma/ Degree in Nursing in terms of R425, or equivalent qualification that allows registration with SANC as a Professional Nurse. Advanced Psychiatry qualification and a minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Passion for working with children and adolescent patients. Ability to work independently. Good communication skills both written and verbal, interpersonal and organizational skills. Knowledge of Mental Health Care Act, PFMA, and other Public Sector Regulations.

**DUTIES**

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

**ENQUIRIES**

Mr. S. Nhleko Tel no: (011) 535 3007/3008

**APPLICATIONS**

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

**CLOSING DATE**

31 July 2015

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**POST 28/130**

**ASSISTANT DIRECTOR: FACILITY MANAGEMENT UNIT REF NO: 06999**

Directorate: Logistics

**SALARY**

R 288 135 - R 348 063 per annum (plus benefits)

**CENTRE**

Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**

Appropriate Degree or National Diploma in Public Management/Business Management or Grade 12 with 6 years relevant Logistics experience (Facility-, Project Management and other Logistical duties) of which 3 years should be supervisory experience. Computer literacy (MS Word, MS Excel and Power Point). Excellent time management and organizational skill. Knowledge of PFMA, Logistic legislations, OHS Act and Records and Archive Management. Knowledge and experience of managing administration services in a hospital environment. Good communication skills, analytical skills, report writing skills, supervisory skills. Knowledge of the National Building Regulations and Records and Archive Management will be an advantage. Skills required are: verbal and written communication, organizing, leadership, interpersonal relations, problem solving, conflict management, project management, inspection, presentation, and analytical skills. Must be service oriented, time driven, value diversity, self-motivated, willingness to learn and must have integrity. A valid driver’s license (code 8 and above) will be an added advantage.

**DUTIES**

ENQUIRIES: Mr. K.L. Mokoena, Tel No: (011) 933 8826
APPLICATIONS: Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X 01, Pimville, 1808 or hand delivered to Chris Hani Baragwanath Academic Hospital between 7am and 7pm at ground floor, Main Admin Building. Or apply online at: www.gautengonline.gov.za
CLOSING DATE: 31 July 2015
NOTE: The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 85/1993. These positions are for employees of Department of Health only.

POST 28/131: ERRATUM: NUCLEAR MEDICINE RADIOGRAPHER GRADE 1-3 REF NO: 33/2015
Directorate: Nuclear Medicine
SALARY: R242 148-R420 093 per annum
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Grade 12 certificate. B-tech/B. Rad (hons)/Diploma in Nuclear Medicine or equivalent tertiary qualification. Registration and recent proof of payment with the HPCSA is mandatory.
DUTIES: Clinical service rendering and patient care. Participating in organizing, planning and implementation of departmental policies/procedures and active involvement in CPD programs. Previous experience in Nuclear Medicine including “hot laboratory” and PET/CT will be an advantage. Administrative duties in all relevant areas and supervision of students in clinical training.
ENQUIRIES: Ms. N.G Mahlangu Tel: 012 354 1684
APPLICATIONS: Applications can be hand delivered to Cnr. Malherbe and Steve Biko Road Main Entrance or posted to Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001. The completed and signed Z83 form should be accompanied by a recently updated CV as well as certified copies of all qualifications and ID document, no copies of certified copies allowed. 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.
CLOSING DATE: 31 July 2015

POST 28/132: COMPUTER TECHNOLOGIST REF NO: 07000
Directorate: Information Communication Technology
SALARY: R195 177 - R 229 914 per annum (plus benefits)
CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS: Matric with A+ N+ or Diploma Information technology or MCSE. Minimum experience between 1 and 5 years in desktop support or first line Information technology support. Knowledge of Health information systems and Microsoft suite. Knowledge of TCP/IP and CISCO basics. Knowledge of Vista/Windows 7 and 8. Knowledge of the public service legislations, policies and procedures. Good written and advanced communication skills. Supervisory, planning, organizing and problem solving skills. Must be able to manage and lead a team. Ability to multi-task and prioritize. Ability to work in a high volume and highly pressurized environment. Ability to manage a high value goods, services and equipment budget. Must be able to plot trends and make recommendations. Experience in Public sector will be an added advantage.
DUTIES: Provide first line desktop support Manage ICT resources Network trouble shooting Conduct end user Training Provide 24 hour’s network and desktop support Perform daily back up Daily management of logged calls Weekly report writing. Provide and maintain internet and e-mail services. Responsible for Configuring, maintaining hardware and installing software and applications Health and Safety Act, Act 85/1993.
ENQUIRIES: Mr. E. Mphahlele, Tel No; (011) 933 9037 or Mr. T. Mnguni Tel No: (011) 933 9038
APPLICATIONS: Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X 01, Pimville, 1808 or hand delivered to Chris Hani Baragwanath Academic Hospital between 7am and 7pm at ground floor, Main Admin Building. Or apply online at: www.gautengonline.gov.za
CLOSING DATE: 31 July 2015
NOTE: The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 85/1993. These positions are for employees of Department of Health only.

POST 28/133: HUMAN RESOURCE DEVELOPMENT OFFICER–LEVEL 7 REF NO: 06961
Directorate: Human Resource

SALARY: R 195 177 per annum (plus benefits)
CENTRE: Odi District Hospital
REQUIREMENTS: A minimum of three years Diploma or Degree in HRM/HRD or related qualifications with a minimum of 3 years experience in training and development. Knowledge of the skills Development Act, Public Service Act, Skills Levies Act, SAQA, NQF, NSDS and Employment Equity Act. Good communication skills, facilitation and presentation skills, negotiations, problems solving and analytical skills, report writing skills and computer literacy (Ms Word, Excel and PowerPoint). Introduction to PERSAL System certificate is essential.

DUTIES: Coordinate orientation and induction programmer. Coordinate skills Audit and training needs analysis process. Coordinate, develop and implement the workplace Skills Plan (WSP). Identify and liaise with training providers. Ensure effective coordination of internal and external training programmes. Ensure effective HRD administration such as up to date training database, management of the training budget; Compile the quarterly and annual reports. Coordinate the ABET programmes. Submit an approved WSP/ART for the organization; implement learnership, internship and experiential learning programmes. Compile and submit various reports to management. Serve as an advisor and secretary during training committee meetings. Monitor the implementation of PMDS. Advise management and staff on PMDS issues. Facilitate the implementation of Employment Equity and perform any other duty delegated by the CPO/HR Manager.

ENQUIRIES: Mr. N.V Nakene, Tel No: (012) 725 2553
APPLICATIONS: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.
CLOSING DATE: 03 August 2015
NOTE: 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.

POST 28/134: FINANCE CLERK- REF NO: 07003

SALARY: R131 658 per annum (plus benefits)
CENTRE: Odi District Hospital
REQUIREMENTS: Grade 12 certificate with 5years experience in Finance, Diploma in accounting or Finance Management, Cost Management or Internal Auditing with 1-2 years experience. Experience in Government Finance will be an added advantage. Must have knowledge of PFM, Treasury Regulations, DORA, Computer literate. Good communication skills (verbal, written and report written). Knowledge of BAS, SAP AND SRM. Must have experience in budget expenditure control, cash flow, IYM(In Year Monitoring). A valid drivers licence.

DUTIES: Compile and capture journals, Reconciliation of NHLS invoices, Capturing, processing and allocating invoices through E-invoicing(SAP), Attending to suppliers queries with GDF, Checking of RLSO1,s Submission of reports to Head Office on monthly basis, filling and record keeping of documents. Compile petty cash and replenishment, reconcile suppliers statements monthly. Reconciliation of stand alone systems e.g. Persal/Bas,Sap/Bas, Medsas/Bas, and any other duties delegated by supervisor.

ENQUIRIES: Ms M J Lamola, Tel No. (012) 7252433/2466
APPLICATIONS: Kindly forward your application to: Odi District Hospital Human Resource Development for the attention of Human Resource Manager, Odi District Hospital, Private Bag X509, Mabopane, 0190.Application must be submitted on form Z83, obtainable from any Public Service department or on the internet at www.dpsa.gov.za/documents.
CLOSING DATE: 03 August 2015
NOTE: COMPLETED IN FULL. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/an ID
POST 28/135 : ADMIN CLERK/SECRETARY REF NO: 06984
Directorate: Administration

SALARY : R131 658 per annum (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Formal qualification in office Administration or Senior Certificate with 2 years experience in general administration (secretary environment in the Public Service) OTHER SKILL: Knowledge and understanding of departmental and general administrative procedures, Processes and system. Computer literacy (MS Word, Excel, MS Power Point) is essential. Good Planning and Organizing, communication, coordination, administrative, Interpersonal writing and minute taking skills.

DUTIES : Administrative support to the Clinical Manager. Maintaining a filling system to file and retrieve documentation. Handle confidential documents operate standard office equipment (fax, photo copying machine and telephone). Type correspondence such as reports, submissions and letters. Receive visitors attend to telephone calls and messages and referring appropriately where required. Liase on behalf of the Clinical Manager with the departments stake holders and the Public. Manage the diary, coordinate meetings, workshops and conferences and perform administrative tasks such as taking minutes and arranging/serving refreshments. Make official travel arrangements and the processing of subsistence and travel claims. Quality assure all submitted data against set criteria and standards. Maintain register for registration with professional council,RWOPS applications and Declarations for all staff reporting to the Clinical manager and submit such to HR.

ENQUIRIES : Dr O.B , Modise, Tel No: (012) 717 9302
APPLICATIONS : Applications must be completed fully on Z83. Certified copies of certificates and identity document must be attached. Application documents must be submitted to Jubilee District Hospital Human Resource Department Private bag x449. Hammanskraal.0400 or hand delivered at Jubilee hospital or apply online at: www.gautengonline.gov.za
CLOSING DATE : 31 July 2015

POST 28/136 : MATERIAL RECORDING CLERK REF NO: 07016
Directorate: SCM

SALARY : R131 658 per annum (plus benefits)
CENTRE : Tara the H. Moross Centre, Sandton
REQUIREMENTS : Candidates must be in possession of Grade 12 certificate with at least 6 Months experience. Knowledge of PFMA, SCM Policies and Procedure Manual and Provisioning, Computer literacy, Good communication skills and be able to work under pressure.


ENQUIRIES : Mr. S.H. Modau, Tel. No (011) 535 3017
APPLICATIONS : Applications must be submitted to: - Tara the H Moross Centre, P/Bag X7 Randburg 2125 or hand-delivered to: No. 50 Saxon Rd, Hurlingham 2196 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 31 July 2015

POST 28/137 : AUXILLARY WORKER (CRÈCHE) REF NO: 07019
Directorate: Crèche

SALARY : R92 919. per annum (plus benefits)
CENTRE : Tara the H. Moross Centre, Sandton
REQUIREMENTS : Grade 10 or equivalent qualifications, early childhood development certificate would be an advantage, basic child minder and first aid training, experience in working in a crèche for 1 year, ability to work shifts, computer literacy would be a advantage and good communication skills.

DUTIES : Receiving of the children in the morning from the parents. Collecting meals for children. Feeding the children, ensure the children are safe at all times. Maintain
a healthy and safe environment for the children. Promote early learning
development. Inform Supervisor of groceries and cleaning materials needed for
the crèche. Report any problems to the supervisor timelessly.

ENQUIRIES
: Mr. C. A. Paxson Tel No: (011) 535 3132
APPLICATIOnS
: Applications must be delivered to: Tara the H. Moross Centre, 50 Saxon Road
  Hurlingham 2196 or can be posted to: Tara H. Moross Centre Private Bag x7
  Randburg 2125 or apply online at www.gautengonline.gov.za
CLOSING DATE
: 31 July 2015

DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT

APPLICATIONS
: Applications must be delivered to: Tara the H. Moross Centre, 50 Saxon Road
  Hurlingham 2196 or can be posted to: Tara H. Moross Centre Private Bag x7
  Randburg 2125 or apply online at www.gautengonline.gov.za
CLOSING DATE
: 31 July 2015

OTHER POSTS

POST 28/138
: PERSONAL ASSISTANT REF NO: 07005
Chief Directorate: Immovable Assets Management

SALARY
: R195 177 - R229 914 per annum (plus benefits)
CENTRE
: Johannesburg (Head Office)
REQUIREMENTS
: Grade 12 certificate plus Diploma in Secretarial/ Office Management or equivalent
  qualification with a minimum of 3 years' experience in rendering an administrative
  support service to Senior Management OR Grade 12 certificate plus more than
  10 years relevant experience of which 3 must be in rendering an administrative
  support service to Senior Management. SKILLS – Strong verbal and written
  communication skills. Good telephone etiquette. Computer literacy (Microsoft
  Office package), organizational, planning, high level of reliability, ability to act with
  tact and discretion. KNOWLEDGE – knowledge of Public Service legislation/
  policies/prescripts and procedures. Basic knowledge of Human Resource and
  financial administration.

DUTIES
: Provide secretarial / receptionist support service to the Chief Director. Manage
  the diary of the Chief Director. This will include arranging, recording engagements
  and meetings of the Chief Director. Taking of and distribution of minutes of
  the meetings of the Chief Director. Utilise discretion to decide whether to
  accept/decline request for meetings. Refer enquires to managers based on the
  assessed importance and urgency of the matter. Compile realistic schedules of
  appointments. Render administrative support services. Prepare for scheduled
  meetings. Ensure the effective flow of information and documents to and from the
  office of the Chief Director. Ensure the safe keeping of all documentation in the
  office of the Chief Director. Collate, scrutinize and distribute routine submissions/
  reports and make notes and/ or recommendations for the Chief Director. Develop
  and maintain comprehensive filing system. Ensure that travel arrangements are
  well coordinated. Manage the leave register for the unit. Handle the procurement
  of standard items like stationery, refreshments etc for the activities of the Chief
  Director. Record minutes/ decisions and communicate to relevant role players,
  follow – up on progress made. Support the manager with the administration of the
  office budget.

ENQUIRIES
: Mr. D Govender Tel: 076 382 9319

POST 28/139
: PERSONAL ASSISTANT REF NO: 07007
Chief Directorate: EPWP

SALARY
: R195 177 - R229 914 per annum (plus benefits)
CENTRE
: Johannesburg (Head Office)
REQUIREMENTS
: Grade 12 certificate plus Diploma in Secretarial/ Office Management or equivalent
  qualification with a minimum of 3 years' experience in rendering an administrative
  support service to Senior Management OR Grade 12 certificate plus more than
  10 years relevant experience of which 3 must be in rendering an administrative
  support service to Senior Management. SKILLS – Strong verbal and written
  communication skills. Good telephone etiquette. Computer literacy (Microsoft
  Office package), organizational, planning, high level of reliability, ability to act with
  tact and discretion. KNOWLEDGE – knowledge of Public Service legislation/
  policies/prescripts and procedures. Basic knowledge of Human Resource and
  financial administration.

DUTIES
: Provide secretarial / receptionist support service to the Chief Director. Manage
  the diary of the Chief Director. This will include arranging, recording engagements
and meetings of the Chief Director. Taking of and distribution of minutes of the meetings of the Chief Director. Utilize discretion to decide whether to accept/decline request for meetings. Render administrative support services. Prepare for scheduled meetings. Ensure the effective flow of information and documents to and from the office of the Chief Director. Ensure the safe keeping of all documentation in the office of the Chief Director. Collate, scrutinize and distribute routine submissions/reports and make notes and/or recommendations for the Chief Director. Develop and maintain comprehensive filing system. Ensure that travel arrangements are well coordinated. Handle the procurement of standard items like stationery, refreshments etc for the activities of the Chief Director. Record minutes/decisions and communicate to relevant role players, follow – up on progress made. Support the manager with the administration of the office budget.

ENQUIRIES: Ms. R Davids, Tel: 076 480 4306

POST 28/140: PERSONAL ASSISTANT - REF NO: 07008
Chief Directorate: Financial Management

SALARY: R195 177 - R229 914 per annum (plus benefits)
CENTRE: Johannesburg (Head Office)

REQUIREMENTS:
Grade 12 certificate plus Diploma in Secretarial/Office Management or equivalent qualification. 3 years experience in rendering an administrative support service to Senior Management OR Grade 12 certificate plus more than 10 years relevant experience of which 3 must be in rendering an administrative support service to Senior Management. SKILLS – Strong verbal and written communication skills. Good telephone etiquette. Computer literacy (Microsoft Office package), organizational, planning, high level of reliability, ability to act with tact and discretion. KNOWLEDGE – knowledge of Public Service legislation/policies/prescripts and procedures. Basic knowledge of Human Resource and financial administration. Knowledge of Government financial management process and systems will be an added advantage.

DUTIES:
Provide secretarial/receptionist support service including financial management support such as drawing of BAS reports on a regular basis to the Chief Director. Record the engagements and meetings of the Chief Director. Utilize discretion to decide whether to accept/decline request for meetings. Refer enquires to managers based on the assessed importance and urgency of the matter. Compile realistic schedules of appointments. Render administrative support services. Prepare for scheduled meetings. Ensure the effective flow of information and documents to and from the office of the Chief Director. Ensure the safe keeping of all documentation in the office of the Chief Director. Scrutinize routine submissions/reports and make notes and/or recommendations for the Chief Director. Develop and maintain comprehensive filing system. Ensure that travel arrangements are well coordinated. Manage the leave register for the unit. Handle the procurement of standard items like stationery, refreshments etc for the activities of the Chief Director. Record minutes/decisions and communicate to relevant role players, follow – up on progress made. Support the manager with the administration of the office budget.

ENQUIRIES: Ms. L Madyo Tel: (011) 355 5459

PROVINCIAL TREASURY

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

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

OTHER POSTS

POST 28/141 : DEPUTY DIRECTOR: STRATEGIC PLANNING
Directorate: Strategy Management

SALARY : R566,343 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A three year tertiary qualification (Bachelor’s degree or National Diploma) in Public Administration or Business Management with minimum 3 years’ management experience in a strategic management environment. Knowledge of public sector planning processes and principles, corporate performance information management and MPAT. A good understanding of political, administrative and governance issues in the Public Service. Ability to develop and manage effective working relationships with business units to ensure coordinated and integrated results. Core Competencies: Knowledge of the department’s strategic objectives and mandate. Stakeholder management experience and strategic systems thinking ability. A willingness to learn and flexibility to engage challenges head-on. Proven analytical and research skills. Excellent communication (written and verbal) and presentation skills. A pro-active team player with excellent people management and interpersonal skills. Confident, positive attitude and solution driven Ability to work under pressure, independently, and being deadline and results-driven. Customer focus and responsiveness. Innovative with a curious / questioning mind


ENQUIRIES : Ms Phindile Ngwenya Tel: (011) 277-9000
APPLICATIONS : Please e-mail your application to: jobs.gpt@gatueng.gov.za
CLOSING DATE : 31 July 2015

POST 28/142 : DEPUTY DIRECTOR: ASSET MANAGEMENT
Directorate: Accounting Services

SALARY : R566 343 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Relevant 3 year tertiary qualification, e.g. National Diploma or Degree in Finance Auditing or Accounting. 3 -5 years’ experience in the Accounting, Auditing and Asset Management. Knowledge and understanding of PFMA and corresponding Treasury Regulations and Asset Management frameworks. Knowledge and understanding of GRAP, GAAP and or IFRIS, Advanced computer literacy.

DUTIES : The successful incumbent will be responsible for: develop, implement, co-ordinate and monitor the Asset and Inventory Management Strategy / initiatives in GPG departments and Entities; Provide continuous support and guidance on the implementation of the Asset and Inventory strategy/framework and guidelines within GPG departments and Entities; Identify asset management capacity gaps within GPG departments and develop strategies to address capacity gaps; Ensure timely and accurate resolution of queries relating to Asset and Inventory Management; Provide timeous and accurate management information reports; Participate on various governance structures at various public institutions, within
and outside cluster portfolios; Monitor the implementation of asset management strategy within GPG departments and Entities; Improve the asset management function within GPG departments and Entities by proposing, implementing and re-engineering asset and inventory management processes and policies; Monitor, evaluate and report on compliance with the asset management guidelines and framework; Review Annual and interim financial statements of GPG to ensure accurate and correct asset and inventory management information has been properly disclosed.

**ENQUIRIES**: Ms. Bulelwa Mtshizana, Tel: No: 011 227-9000

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

**CLOSING DATE**: 31 July 2015

**POST 28/143**: ASSISTANT DIRECTOR: ACCOUNTS PAYABLE

**SALARY**: R288 135 per annum (plus benefits)

**CENTRE**: Johannesburg

**REQUIREMENTS**: Matric (Grade 12). At least 3 years’ experience in Project implementation and support within a creditor’s payment environment. Experienced in working on BAS and SAP. Electronic Invoicing and Purchase Card systems implementation knowledge and experience is essential. Knowledge of supply chain management policies and legislation as well as the PFMA and other statutory regulations is essential. Excellent knowledge of the creditor cycle within GPG is required. Proven people and performance management skills. Person Profile: Attention to detail, customer focused; knowledge of relevant policies and legislation; computer literacy (advanced MS office); Analytical/numerical; excellent communication skills (verbal and written); creativity and innovation; Investigative abilities (question, analyze and conclude); results driven and works well under pressure; professional; application of Accounting concepts, prescripts, rules, principles and practices. Assertive and goal orientated.

**DUTIES**: The successful incumbent will be responsible to manage; training of all GPG officials and suppliers on the GPG E-invoicing as well as Purchase card systems; system implementation and support calls logged via SAP CRM; quality of automation implementation and support provided to suppliers and GPG departments; provision of accurate project implementation and status reports to management. Perform SAP E-invoicing and Purchase card system user access audits. Planning and co-ordination of P card supplier sessions and completion and submission of accurate P Card supplier documentation and inventories. Ensure monthly reconciliations of P Card Bank statements. Manage quality assurance of P Card. Assist auditors and update internal risk controls regularly.

**ENQUIRIES**: Ms. Linda Ninzi Tel: No: 011 227-9000

**APPLICATIONS**: Applications must be submitted on a Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X 12, Marshalltown, 2107.

**CLOSING DATE**: 31 July 2015

**POST 28/144**: ASSISTANT DIRECTOR: QUALITY ASSURANCE

**Directorate**: Supplier Management

**SALARY**: R288 135 per annum (plus benefits)

**CENTRE**: Johannesburg


**DUTIES**: The successful incumbent will be responsible; develop and review specification requirements for GPG departments; ensure full involvement on the specification committee on an advisory capacity; prepare a detailed scoring sheet based on the evaluation criteria stipulated on the specification (Desktop and site visit); leading supplier site visits where the bidders capacity is evaluated; to support the Bid Evaluation Committee process by ensuring that the evaluation criteria have been pre-determined and accepted by the Bid Evaluation Committee; reporting on the consolidated results as per evaluation criteria stipulated in the specification requirements; reporting and monitoring on response from SARS regarding alleged fraud Tax Clearance Certificates (Customer complaints); identify potential
areas of improvement and advise on corrective and preventative measures for non-conforming products or service; assist with evaluation of and report on product complaints and / or returns when requested.

ENQUIRIES: Ms.Bulelwa Mtshizana Tel, No: 011 227-9000
APPLICATIONS: Applications must be submitted on a Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X 12, Marshalltown, 2107.
CLOSING DATE: 31 July 2015
POST 28/145: COMMUNICATION OFFICER: NEW MEDIA AND COPYWRITING
Directorate: Communication Services

SALARY: R242 382 per annum (plus benefits)
CENTRE: Johannesburg
DUTIES: Planning, writing and maintaining web site content. Classifying and categorising information and uploading it to relevant platforms. Using content management systems (CMS). Knowledge of current affairs, communication and the function of government. Research, collect and write content for the Newsletter, website and social media platforms. Ensure that the department's website, intranet and social media pages are constantly updated with recent information. Maintain formal and informal relationships with internal and external stakeholders. Optimise the organisation’s digital medium as a communication tool.
ENQUIRIES: Ms Phindile Ngwenya Tel: (011) 241-0815
APPLICATIONS: Applications must be submitted on a Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbuba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X 12, Marshalltown, 2107.
CLOSING DATE: 31 July 2015
POST 28/146: PERSONAL ASSISTANT TO CHIEF DIRECTOR COMPLIANCE
Directorate: Financial Governance

SALARY: R195 177 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: National Diploma. 3 – 5 years’ experience in the public sector and/or related area. Supply Chain Management experience will be an added advantage.
DUTIES: Provide a personal assistance support service to the Chief Director. Receive visitors on behalf of the Chief Director. Type documents on behalf of the Director. Receive telephone calls, record messages and communicate the messages to the Chief Director. Manage the diary of the Chief Director. Serve as a secretariat for meetings by preparing invites, agendas and minutes. Develop and implement an efficient filing system. Receive record and distribute all incoming and outgoing documents. Peruse agendas and meeting documents to identify the relevant documents that need the Chief Director’s urgent attention. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure the application thereof is understood.
ENQUIRIES: Ms. Tshiamo Sokupha Tel No: (011) 227-9000
APPLICATIONS: Applications must be submitted on a Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbuba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X 12, Marshalltown, 2107.
CLOSING DATE: 31 July 2015
APPLICATIONS: Applications should be sent by post, The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, 228 Pietermaritz Street, Pietermaritzburg, 3201

FOR ATTENTION: Ms N Langa

CLOSING DATE: 24 July 2015 at 16h30

NOTE: NB: Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. Preference will be given to persons from designated groups including persons with disabilities. Directive to Applicants: Applications must be submitted on Form Z83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications and RSA ID document, as well as a valid driver’s licence. Failure to attach the requested documents will result in the application not being considered. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No faxed applications will be considered. Note: The filling of the post will be done in terms of the Department’s approved Employment Equity Plan, Due to ongoing internal processes; the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications.

OTHER POSTS

(The signing of a Performance Agreement is mandatory)

SALARY: All inclusive Remuneration Package of R805 446-R920 946 per annum

CENTRE: Head Office, Pietermaritzburg


DUTIES: Development, interpretation and customization of functional and customization of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate civil/structural engineering installations, undertake design work and implement corrective measures where necessary. Preparation and on-going review of the User Asset Management Plan (UAMP) from an engineering perspective with inputs received from other professionals. Environmental OHS adherence in terms of planning and maintenance. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management.

ENQUIRIES: Mrs WN Hadebe at (033) 846 5522

POST 28/148: CHIEF ELECTRICAL ENGINEER: GRADE A REF NO: DOE/51/2015
(The signing of a Performance Agreement is mandatory)

SALARY: All inclusive Remuneration Package of R805 446-R920 946 per annum

CENTRE: Head Office, Pietermaritzburg

DUTIES: Development, interpretation and customization of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electrical/mechanical engineering installations and equipment, undertake design work and implement corrective measures where necessary. Oversee installation (construction) and commissioning of electrical/mechanical engineering installations and maintenance. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management.

ENQUIRIES: Mrs WN Hadebe at (033) 846 5522

POST 28/149: CHIEF ARCHITECT: INFRASTRUCTURE DELIVERY REF NO: DOE/68/2015
(The signing of a Performance Agreement is mandatory)

SALARY: All Inclusive Remuneration Package of R694 026-R793 548 per annum
CENTRE: Head Office, Pietermaritzburg

DUTIES: Manage the implementation and monitoring of infrastructure programmes and projects. Manage infrastructure project commissioning; Manage the maintenance of infrastructure projects. Manage the evaluation of infrastructure programmes and projects. Financial Management; Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management.

ENQUIRIES: Mrs WN Hadebe at (033) 846 5522

POST 28/150: CHIEF TOWN AND REGIONAL PLANNER: GRADE A REF NO: DOE/50/2015
(The signing of a Performance Agreement is mandatory)

SALARY: All inclusive Remuneration Package of R694 026-R793 548 per annum
CENTRE: Head Office, Pietermaritzburg
Provincial Land Administration Registration Legislation, National Archives and Records Service Act of 1996.

**DUTIES**
- Manage inputs to the Provincial Infrastructure Plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan. Undertake extensive analyses to formulate and maintain a physical planning framework for the Department based on long-term population projections, education targets and verifiable crowding distance indicators. Review utilization of schools, undertake cost benefit analyses, and plan for land/leases/accommodation schedules as inputs towards the drafting of User Asset Management Plan (U-AMP). Development, interpretation and customization of functional and technical norms and standards. People Management. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.

**ENQUIRIES**
Mrs WN Hadebe at (033) 846 5522

**POST 28/151**
**CHIEF QUANTITY SURVEYOR: INFRASTRUCTURE DELIVERY REF NO: DOE/67/2015**
This post was advertised with Ref No: Doe/51/2013. All candidates who are still interested in the position may re-apply as the previous applications will not be considered.
(The signing of a Performance Agreement is mandatory)

**SALARY**
All inclusive Remuneration Package of R694 026-R793 548 per annum

**CENTRE**
Head Office, Pietermaritzburg

**REQUIREMENTS**
- University Degree in Quantity Surveying. Registration with SACQSP. At least six years experience post registration as a professional Quantity Surveyor. Computer Literacy. Valid Drivers Licence.

**DUTIES**
- Manage the implementation of all infrastructure projects including planned and unplanned maintenance. Finalize Infrastructure Programme Management Plans, Procurement Strategy, Budgets and Project List, Signing off on all Project Execution Plans; Manage Procurement and Project Commissioning; Manage Project Post Evaluation; Manage seamless delivery of school furniture including all other acquisitions and disposals; Oversight of implementing Agent; Financial Management; People Management; Research. Development of standard bills of quantities for education infrastructure.

**ENQUIRIES**
Mrs WN Hadebe at (033) 846 5522

**POST 28/152**
**ENGINEER: CIVIL/STRUCTURAL: GRADE A REF NO: DOE/52/2015**
(The signing of a Performance Agreement is mandatory)

**SALARY**
All inclusive Remuneration Package of R549 390-R591 849 per annum

**CENTRE**
Head Office, Pietermaritzburg

**REQUIREMENTS**

**DUTIES**
- Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring Maintenance Projects. Infrastructure Project Commissioning, Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.
ENQUIRIES : Mrs WN Hadebe at (033) 846 5522

(The signing of a Performance Agreement is mandatory)

SALARY : All inclusive Remuneration Package of R549 390-R591 849 per annum.
CENTRE : Head Office, Pietermaritzburg

DUTIES : Development, interpretation and customization of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electrical engineering installations and equipment, undertake design work and implement corrective measures where necessary. Oversee implementation (construction) and commissioning of electrical engineering installations and maintenance. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.

ENQUIRIES : Mrs WN Hadebe at (033) 846 5522

POST 28/154 : QUANTITY SURVEYOR: GRADE A REF NO: DOE/47/2015
(The signing of a Performance Agreement is mandatory)

SALARY : All inclusive Remuneration Package of R473 397-R509 973 Per annum.
CENTRE : Head Office, Pietermaritzburg

DUTIES : Development, interpretation and customization of quantity surveying planning and cost norms and standards. Policies, strategies, plans, procedures and criteria of all infrastructure projects/programmes. Contribute to Project Briefing documents, costing models and operational narratives. Preparation of quantity surveyor inputs to the preparation of the User Asset Management Plan, the final project list, the budgets and Infrastructure Programme Management Plan. Research/literature studies to keep up with the new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.

ENQUIRIES : Mrs WN Hadebe at (033) 846 5522

POST 28/155 : CONTROL WORKS INSPECTOR (SALARY LEVEL 10) REF NO: DOE/53/2015
(The signing of a Performance Agreement is mandatory)

SALARY : R359 631-R423 621 per annum
CENTRE : Head Office, Pietermaritzburg

**DUTIES**
- Infrastructure planning.
- Maintenance and Infrastructure Projects.
- NEIMS assessments.
- Disaster management plans.
- School Maintenance Plans and People Management.

**ENQUIRIES**
- Mrs WN Hadebe at (033) 846 5522

**NOTE**
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

**MANAGEMENT ECHELON**

**POST 28/156**
- **DISTRICT CLINICAL SPECIALIST HEAD CLINICAL UNIT MEDICAL GR1 A NAESTHETIST**
  - Component: ILE 05/2015: MCWH, PMTCT and nutrition

**SALARY**
- All inclusive package of: R1 335 273 per annum

**CENTRE**
- Ilembe Health District Office

**REQUIREMENTS**
- MBCHB Degree Plus; appropriate specialist qualification registerable with Health Professions Council South Africa plus; registration Certificate with the SA Medical & Dental Council and/ or Health Professionals Council Plus; Five (5) years’ work experience after registration with HPCSA as an Anesthetist Specialist Plus Proof of previous or current work experience [certificate of service/s] endorsed and stamped by HR Office must be attached. Unendorsed valid Code B driver’s licence (code 8). NB: Non-South African citizens who are not permanent residents will be considered for an annual renewable contract. Knowledge of Clinical Anaesthesia, Relevant legislation, regulations and policies, Quality assurance and improvement programmes. Programme planning, implementation and evaluation of Information management Human resources and financial management. Skills, Leadership, Communication, Problem solving, Computer literacy, behavioural, attributes, stress tolerance, Self-confidence, objectivity, Ethics, Empathy, Passion for teaching.

**DUTIES**
- A: GENERAL: Represent the specialist discipline of Anaesthesia as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-borns and children at all levels within a health district, Promote safe standards of anaesthetic care within Ilembe District. Aid with the improvement of skills in maternal and paediatric resuscitation, clinical governance, Promote equitable access to an appropriate level of care for all mothers, new-borns and children throughout the district. Maintain personal competency in clinical anaesthesia, whilst ensuring that no more than 20% of time is spent on clinical care at the regional or tertiary hospital. At least 80% of time to be spent on activities within the district outside the regional/tertiary centres improving operational and emergency services; this includes performing operational research for approximately 10% of time. Overtime in local regional and tertiary hospitals is optional.
B: Support Service Delivery: Primarily support facilities within the district with all aspects of service delivery related to anaesthesia and emergency care. Promote clinical effectiveness in all facilities through supporting outreach programmes and, development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards e.g. ESMOE.

C: Provide Education And Training: Provide supportive supervision/mentorship in anaesthetic and resuscitation skills for doctors working in Ilembe Health District. Facilitate and participate in the training, development and mentorship of under- and post-graduate medical, nursing and allied health professionals; this may require involvement with local academic training institutions. Support on-going professional development of all health professionals involved in the perioperative and emergency care process.

D: Support Health Systems And Logistics: Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care.

E: Monitor And Evaluate Services: Initiate, support and participate in risk management activities for patients, (e.g. critical event analysis, morbidity and mortality meetings), practitioners, (e.g. infection control) and the organisation, (e.g. performance reviews) Improve perioperative documentation and recording and improve the confidential reporting of perioperative maternal deaths within the district. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes, initiate, support or participate in relevant research; this may require involvement with local academic training institutions.

F: Collaborate, Communicate And Report Effectively: Foster effective teamwork and collaboration within the district specialist team, Enable engagement with the local community and relevant non-Government organisations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Participate in provincial and national activities and initiatives to improve the health of and health delivery to mothers, babies and children. Present quarterly reports on activities, health services and programmes to line management.

G: Support Organisational Activities: Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital, Assist with the co-ordination and supervision of anaesthesia and emergency care related services within the district. Assist with the recruitment and management of relevant human resources. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications.

ENQUIRIES: Mr S.G Vikilahle (District Manager Ilembe Health District) Contact no: 032-4373500
APPLICATIONS: Please forward applications to: The District Manager, Ilembe Health District Office, Private Bag x10620, Kwa Dukuza 4450
FOR ATTENTION: Human Resource Department
CLOSING DATE: 24 July 2015

ASSISTANT MANAGER: COMMUNICATION LEVEL 09: REF NO: ZUL 02/2015

SALARY: All-inclusive package R 288 135 per annum
CENTRE: Zululand Health District Office: Ulundi
REQUIREMENTS: B Degree / 3 years National Diploma in Public Relations or Communication or Journalism plus 3-5 years ‘experience in Communication environment. Computer Literacy: MS Office Software Applications. A valid driver’s license. Knowledge Skills, Training and Competencies Required: Excellent communication skills, both verbal and written. Excellent human relations. Strong organizational ability. A Broad knowledge of the public health sector. Ability to make independent decisions. Knowledge and proven competencies related to the main line media

DUTIES: Promote events for the health calendar by ensuring that advertising and information for the District Programmes are effected and appear in the local media. Manage community liaison service to ensure that effective and efficient partnerships are developed and maintained for the delivery of health services.

Provide communication material to promote and inform the public and other external stakeholder of District and Development initiative and achievements in
health services deliver. Foster a good relationship with the public and media by hosting information sessions and interviews in participative environment with a view to share district health service delivery objectives, initiatives, achievements and respond to community complaints. Establish and maintain links with other departments and external organizations ensuring integrated planning, coordination and collaborating of events. Collect and attend data on adverse events reported. Participate in Operation Sukuma Sakhe Programme. Manage internal communication and information by ensuring that notices, circulars and newsletters are made available on the notice board, update the internal telephone directory. Ensure signage at Zululand District Office is appropriate and maintained.

ENQUIRIES : MR JB Thusi TEL: 035 874 0602
APPLICATIONS : All applications should be forwarded to: The District Manager, Zululand Health District Office, Private Bag X81, ULUNDI, 3838 OR Hand Delivered to: King Dinuzulu Highway, LA Building, Ground Floor
FOR ATTENTION : Mr. TB Gumede
CLOSING DATE : 31 July 2015

Cluster: Specialised Services and Clinical Support

SALARY : R270 804 per annum; Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : A Bachelor’s Degree/National Diploma in General Nursing and Psychiatry; PLUS Registration with the South African Nursing Council (SANC) as a Professional Nurse; PLUS A minimum of three (3) years’ supervisory experience in a Health Care environment; PLUS Unendorsed valid Code B driver’s licence (Code 08). Recommendations: Training programmes and/or experience in Project Management in a Healthcare Setting, Protocol and Guideline Development for Healthcare Settings, Quality Monitoring and Infection Control and Prevention will serve as a recommendation. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required:- The incumbent of this post will report to the Deputy Manager: Private and State Aided Institutions, and will be responsible to implement the KZN-DOH integrated policy framework on private and state aided hospitals, including norms and standards, to enable such hospitals to perform optimally in the delivery of healthcare services. The ideal candidate must: Possess expert knowledge of the legislative and policy framework informing the area of operation. Knowledge in health care institution design is essential to understand the dynamics of this function. Have the ability to collect data from institutional visits, analyse data and generate reports. Have the ability to capture in writing the essence of recommendations in concise clear language. Be able to research and understand current literature pertaining to policy and healthcare facility design. Possess knowledge of hospital governance mechanisms. Have evidence of report writing skills. Be computer literate. Have good communication skills (both verbal and written).

DUTIES : Key Performance Areas:-Ensure compliance of private hospitals and state-aided facilities with national guidelines for the structural configuration of private health care facilities. Implement and reinforce norms and standards for health care delivery in private health care facilities and state-aided. Ensure that private hospitals, policies incident management system, infection, prevention and control policy, risk assessment and safety inspection program, maintenance, fire safety and emergency response policy, disaster response policy, waste and hazardous substances policy are appropriate and effective. Monitor registration and governance requirements of private hospitals to ensure that patient needs are the focal point rather than the profit motive. Represent the Departmental in technical forums which are aimed at oversight and governance issues at private hospitals. Ensure the effective and efficient utilization of resources.

ENQUIRIES : MR B M Shezi: 033- 846 7525
APPLICATIONS : All applications should be forwarded to: The Acting General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Minus 1:1 North Tower
FOR ATTENTION : Mrs S D Shezi
CLOSING DATE : 31 July 2015
DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 31 July 2015
NOTE : Applications must be submitted on form Z83 and should be accompanied by a CV and Applications must be submitted on form Z83 and should be accompanied by a CV and original certified copies of all educational qualifications, Identity document and Driver’s license required by the post advertised. Applications must be forwarded to relevant address. Applicants must indicate the reference number of the post and centre applied for on Form Z83. Separate applications (Z83) with supporting documents must be submitted for each post. Application forms Z83 (Application for Employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. Applicants who will promote the achievement of employment equity targets and who meet minimum appointment requirements will be given preference. Failure to comply with any of the above instructions will result in immediate disqualification. Shortlisted candidates will be subjected to the vetting process prior to appointment. All shortlisted candidates for SMS posts will be subjected to technical exercise and competency based assessment. Due to large numbers of applications we envisage to receive, applications will not be acknowledged, communication will only be limited to candidates that have been shortlisted. If you have not heard from us within three months after the closing date, please consider your application as being unsuccessful.

MANAGEMENT ECHELON

POST 28/159 : GENERAL MANAGER: PIETERMARITZBURG REGION REF NO: DSD 01/02/15 HO
SALARY : R988 152 per annum (all inclusive), Level 14
CENTRE : Pietermaritzburg Region
REQUIREMENTS : An undergraduate qualification in social sciences (NQF level 7) as recognized by SAQA, A valid driver’s license, 3 - 5 years’ experience at Senior Management service. Knowledge: Working knowledge of the public sector, PFMA, Human Resource Management, Performance management, Strategic Business management, logistics and operations management, Labour Relations Act, current white papers, Public Service Act, Act 108 of 1996, research methodology, Interpretation of Statutes, Organizational Behaviour and analysis, System understanding, Social development programmes Skills/Core competencies: Strategic capability and leadership Program and project management, financial management, change management, knowledge management, service delivery innovation, problem solving, people management and empowerment, client orientation and customer focus. Computer, facilitation.
DUTIES : Ensure the rendering of an effective social services; Exercise control over the planning, coordination and implementation of an effective social development programme; Ensure the provision of quality assurance and efficient administrative services; Promote, facilitate and coordinate external liaison with other stakeholders on the services of the department; Perform the responsibility of the programme manager in respect of budget and manage all resources and functioning of the cluster.
ENQUIRIES : Mrs NGM Mbanjwa: (033) 264 5413
APPLICATIONS : Head of Department. Department of Social Development, Private Bag X9144, 174 Mayors Walk Road, Pietermaritzburg
FOR ATTENTION : Mrs PN Mkhize

POST 28/160 : SENIOR MANAGER: MONITORING AND EVALUATION REF NO: DSD 02/02/15 HO
(Re-Advertisement)
SALARY : R819 126 per annum (all inclusive) Post Level 13
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA, A valid driver’s license, 3 - 5 years’ experience at Middle/Senior Management service. Knowledge: risk management, Programme, Policy and Project evaluation, understanding of the relevant public service legislative and policy framework on management of programme performance information as well as evaluation, Management Performance and integrity Assessment Tools. Service Delivery Programs of the Social Development sector, knowledge and experience in project
management. Skills/Core competencies: Strategic capability and leadership, Program and project management, financial management, change management, knowledge management, service delivery innovation, problem solving, people management and empowerment, client orientation and customer focus. Computer, facilitation.

**DUTIES**: Manage and co-ordinate the development and implementation of monitoring and evaluation tool for the department. Manage the development of policies, procedures, programmes and projects within the department and report thereon. Monitor and report on the content, quality and value of monthly and quarterly reports in relation to overall departmental service delivery objectives. Prepare quarterly and annual reports in terms of relevant legislation and policies. Manage human and financial resources of the component.

**ENQUIRIES**: Dr LP Mqadi (033) 264 5437

**APPLICATIONS**: Head of Department. Department of Social Development, Private Bag X9144, Pietermaritzburg 3200, 174 Mayors Walk Road, Pietermaritzburg

**FOR ATTENTION**: Mrs PN Mkhize

**OTHER POSTS**

**POST 28/161**: DEPUTY MANAGER: CORPORATE SERVICES REF NO: DSD03/02/15PMB

**SALARY**: R671 196 per annum (All inclusive) Level 12

**CENTRE**: UMgungundlovu District

**REQUIREMENTS**: An appropriate recognized Bachelor’s Degree/ 3 year National Diploma in Human Resource Management or Administration; 3 - 5 years management experience; A valid driver’s license Knowledge: Working knowledge of the Public Sector; Drafting and analyzing policies; Public Service Employment Laws; PFMA, PERSAL Skills: Communication, decision making; Leadership, management, Planning and organizing; Interpersonal relations and networking; Coordinating, problem solving; Project Management; Presentation; Time management; Financial and human resource management, Computer literacy.

**DUTIES**: Render human resource management services in the district, Provide auxiliary services support, Render management information support, Ensure effective and efficient management of the Sub-Directorate’s resources, Ensure the implementation and coordination of corporate service policies in the district, Facilitate transformation of service delivery including operational plan and business plan for the Sub-Directorate.

**ENQUIRIES**: Ms CD Zondi (033) 395 9749

**APPLICATIONS**: The Regional General Manager Department of Social Development, Private Bag X1724 Pietermaritzburg: 3200, 158 Langalibalele Street

**FOR ATTENTION**: Mr MN Mhlongo

**POST 28/162**: SERVICE OFFICE MANAGER 7 POSTS

**SALARY**: R671 196 per annum (All inclusive) Level 12

**CENTRE**: Ngwelezane Service Office (Uthungulu District) DSD04/02/15UTH; Ongoye Service Office (Uthungulu District): REF: DSD05/02/15UTH; New Hanover Service Office (UMgungundlovu District): DSD06/02/15UMG; Maphumulo Service Office (Umgungundlovu District) DSD07/02/15ILEMB; Mandeni Service Office (Umgungundlovu District) DSD08/02/15ILEMB Kranskop Service Office (Umzinyathi District): DSD09/02/15UMZI; Kokstad Service Office (Harry Gwala District) DSD10/02/15HARRY

**REQUIREMENTS**: Matric Certificate or National Certificate (Vocational). A relevant Bachelor’s Degree in Social Sciences or equivalent qualification. 3-5 years management experience. A valid driver’s license Knowledge: strategic management principles and general transformation, an extensive understanding of Social Welfare Services, Community Development as well as relevant legislation and policies, customer care. Skills: Communication, Conflict Management, Problem solving, interpersonal, networking, strategic and financial management, Co-operative governance Time and project management, human resource management.

**DUTIES**: Provide strategic direction and leadership to the Service Office to implement service delivery improvement programmes, Establish and maintain sound relationship with stakeholders, Ensure effective human and financial resource management, Render effective and efficient Social Welfare Services, Render effective and efficient community development service programmes.

**ENQUIRIES**: Mr ND Mchunu (035)797 1600 (Uthungulu District)
Ms CD Zondi (033) 395 9749 (UMgungundlovu District)
Ms SM Nkosi (031) 336 8819/35 (Umgungundlovu District)
APPLICATIONS: (For posts in UThungulu District) The Regional General Manager Department of Social Development, Private Bag X13, ULUNDI, 3838 King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3 Ulundi, 3838 FOR ATTENTION: Mrs FN Ntombela

APPLICATIONS: (For posts in UMzinyathi and Harry Gwala Districts) The Regional General Manager Department of Social Development, Private Bag X13, Ulundi, 3838 King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3 Ulundi, 3838 FOR ATTENTION: Mrs FN Ntombela

APPLICATIONS: (For posts in UMgungundlovu and Harry Gwala Districts) The Regional General Manager Department of Social Development, Private Bag X1724 Pietermaritzburg: 3200, 158 Langalibalele Street, Pietermaritzburg 3201 FOR ATTENTION: Mr MN Mhlongo

APPLICATIONS: (For posts in ILembe District) The Regional General Manager, Department of Social Development, Private Bag X1503, Durban: 4000, 214 Dr Pixley KaSeme Street, Durban 4000 FOR ATTENTION: Mr K Kuppen Cullen

APPLICATIONS: (For posts in UMzinyathi District) The Regional General Manager Department of Social Development, Private Bag X9917 Ladysmith: 3370, 108 Rolihlahla / Blue Street, Pieters Industrial Park, Ladysmith, 3370 FOR ATTENTION: Mr M Mpanza

POST 28/163: MANAGER SOCIAL WORK POLICY GRADE 1: CHILD PROTECTION REF NO: DSD 11/02/15HO

SALARY: R613 947 – R691 011 per annum (all inclusive)

CENTRE: Head Office: Pietermaritzburg

REQUIREMENTS: Matric Certificate or National Certificate (Vocational). An appropriate recognized Bachelor's Degree in Social Work, Registration with the South African Council for Social Service Professions as a Social Worker, minimum of ten (10) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP of which five 5 years must be appropriate experience in social work policy development. A valid driver’s license. Knowledge/Skills: Project Management, Planning and organizing, networking, communication, Computer literacy; financial management, policy analysis and development presentation, monitoring and evaluation. Ability to compile complex reports, professional counseling, financial management, people management.

DUTIES: Develop/facilitate the development of transformative policies for rendering child protection services, manage social work policy unit to ensure that the required policy legislation, policies, and procedures are developed, keep up to date with developments in children services and management fields, plan and ensure that social work policy research are undertaken, ensure that all administrative function required are performed, effective management of resources.

ENQUIRIES: Mrs B Sophazi (033) 264 2012

APPLICATIONS: Head of Department. Department of Social Development, Private Bag X9144, Pietermaritzburg 3200, 174 Mayors Walk Road, Pietermaritzburg

FOR ATTENTION: Mrs PN Mkhize

POST 28/164: DEPUTY MANAGER: LABOUR RELATIONS REF NO: DSD 12/02/15HO

SALARY: R566 343 per annum (All inclusive) Level 11

CENTRE: Head Office: Pietermaritzburg

REQUIREMENTS: Matric Certificate or National Certificate (Vocational). An appropriate recognized Bachelor’s Degree or 3 year National Diploma in Labour Relations/Public Management/Administration/ Human Resource Management. A valid driver's license. Knowledge: Public Service Employment Laws; PFMA, PSCBC and PHWSBC resolutions, directives and determinations. Skills: Communication, decision making; Leadership, management, Planning and organizing; Interpersonal relations and networking; Coordinating, problem solving; Project Management; Presentation; Time management; Financial and human resource management, Computer literacy

DUTIES: Maintenance of Departmental strategies and contingency plans aimed at promoting sound labour relations and the prevention/ management of labour unrest/ dispute; Control case management of all disputes; facilitate and promote training on the management of grievances, disputes and discipline, Represent the Department in forums; disputes and arbitration, Investigate and/ or preside over disciplinary cases; and manage the resources of the sub directorate.

ENQUIRIES: Mr SB Xulu (033) 264 2015

APPLICATIONS: Head of Department. Department of Social Development, Private Bag X9144, Pietermaritzburg 3200, 174 Mayors Walk Road, Pietermaritzburg

FOR ATTENTION: Mrs PN Mkhize
POST 28/165 : FACILITY MANAGER REF NO: DSD 13/02/15ETHSD

SALARY : R566 343 per annum (All inclusive) Level 11
CENTRE : Enduduzweni Centre for the disabled: Ethekwini South District

DUTIES : Provide strategic direction and leadership to the facility; Policy implementation and coordination of inputs on policy development; Implement service delivery improvement programme; Ensure budget compliance; Render effective human resource management services.

APPLICATIONS : (For post in EThekwini South District) The Regional General Manager, Department of Social Development, Private Bag X1503, Durban: 4000, 214 Dr Pixley KaSeme Street, Durban 4000
ENQUIRIES : Mr TI Mzolisa (031) 336 8787 (EThekwini South District)
FOR ATTENTION : Mr K Kuppen Cullen

POST 28/166 : ASSISTANT MANAGER: EXECUTIVE SUPPORT 2 POSTS REF NO: DSD 14/02/15HO

SALARY : R359 631 per annum, Level 10
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Bachelor's Degree/ 3 year National diploma in Public Management/Administration or equivalent qualification plus 3 – 5 administrative experience. Knowledge: Working knowledge of public service; policy analysis and development; Public service regulations; Labour Relations Act; Public service Act; interpretation of statutes; Administrative Law; Research Methodology; PFMA; Organisational behavior analysis; Strategic business management. Skills: Change Management; Strategic planning; Analytical thinking, Team building; Interpersonal relations; presentation; Conflict management; Policy analysis and interpretation; Financial management, Project management and Leadership.

DUTIES : Provide administrative service for the HOD; Coordinate and administer the HOD’s specific projects; Manage and prepare draft submissions to the Cabinet on behalf of the HOD and manage resources of component.

ENQUIRIES : Ms NG Khanyile (033) 264 5402/6
APPLICATIONS : Head of Department. Department of Social Development, Private Bag X9144, Pietermaritzburg 3200, 174 Mayors Walk Road, Pietermaritzburg
FOR ATTENTION : Mrs PN Mkhize

POST 28/167 : SOCIAL WORK SUPERVISOR: GRADE 1 6 POSTS

SALARY : R 293 976 – R340 797 per annum
CENTRE : Mbazwane Service Office (Umkhanyakude District) REF: DSD16/02/15UMKH; Maphumulo Service Office (Ilembe District) REF: DSD17/02/15ILEMB; Umlazi Service Office (Ethekwini South District) REF: DSD18/02/15ETHSD; Durban Service Office (Ethekwini North District) REF: DSD20/02/15ETHND; Newlands Park Centre (Ethekwini North District) REF: DSD21/02/15ETHND; U姆zumbe Service Office (Ugu District) REF: DSD22/02/15UGU
REQUIREMENTS : Matric Certificate or National Certificate (Vocational), Bachelor’s Degree in Social Work; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver’s license Knowledge: skills to ensure that supervisees challenge structural sources of poverty, inequality, discrimination; Knowledge and understanding of human behaviour and social systems; The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning; The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable; Ability to compile complex reports.

DUTIES : Ensure that a social work service with regard to care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could
result in, or stem from, social instability in any form; Supervise and advise social workers and social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all administrative functions.

ENQUIRIES : Ms B Mchunu (035) 595 1156 (Umkhanyakude District)  
Mrs SM Nkosi (031) 336 8819/35 (Ilembe District)  
Mr TI Mzolisa (031) 336 8787 (Ethekwini South District)  
Mrs TKB Ndaba (031) 336 8776 (Ethekwini North District)  
Mr ST Mphuthi (039) 682 4486 (Ugu District)

APPLICATIONS : (For post in Umkhanyakude District) The Regional General Manager Department of Social Development, Private Bag X13, ULUNDI, 3838 King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3 Ulundi, 3838 FOR ATTENTION: Mrs FN Ntombe  
(For posts in Ilembe, ETHekwini South and ETHekwini North Districts ) The Regional General Manager, Department of Social Development, Private Bag X1503, Durban: 4000, 214 Dr Pixley KaSeme Street, Durban 4000 FOR ATTENTION: Mr K Kuppen Cullen  
(For post in Ugu District) The Regional General Manager Department of Social Development, Private Bag X1724 Pietermaritzburg: 3200, 158 Langalibalele Street, Pietermaritzburg 3201 FOR ATTENTION: Mr MN Mhlongo

POST 28/168 : PROFESSIONAL NURSE: GRADE 3 8 POSTS

SALARY : R293 208-R371 436 per annum  
CENTRE : Kwabadala Residential Care Centre (Uthungulu District) DSD23/02/15UTH; Umlazi Child and Youth Care Centre (Ethekwini South District) DSD24/02/15 ETHSD; Excelsior Secure Care Centre (Ethekwini North District) DSD25/02/15ETHND; Zakhe Child & Youth Care Centre (Ethekwini North District) DSD26/02/15ETHND; Madadeni Rehabilitation Centre (Amajuba District) DSD27/02/15AMAJ, Sinethemba Secure Care Centre (Amajuba District) DSD28/02/15AMAJ, Newcastle School of Industries (Amajuba District) DSD29/02/15AMAJ, Princess Mkabayi Child & Youth Care Centre (Umzinyathi District)DSD30/02/15UMZM

REQUIREMENTS : Matric Certificate or National Certificate (Vocational); certificate that allows registration with SANC as a Professional Nurse; proof of current registration with SANC, Knowledge: Nursing care processes and procedures, nursing statutes and other relevant legal framework, Occupational Health and Safety Act, Older Person's Charter and Regulations and Customer Care Skills: Communication, teamwork, Interpersonal Relations, Facilitation, clinical nursing competences, policy formulation, analytical thinking, decision making

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices, perform clinical nursing practices in accordance with the scope of practice and nursing standards as determined by relevant facility, promote quality of Nursing Care as directed by the Professional Standards, coordinate, implement, evaluate nursing care programmes, coordinate nursing care and prescribe care plans for residents, ensure that a therapeutic environment is created and maintained, conduct Health promotion talks for residents, promote and implement Batho Pele principles and the rights of the elderly, ensure compliance with Occupational Health and Safety Standards as well as infection control principles.

ENQUIRIES : Ms PZ Mashazi (035) 833 8011 (Kwabadala Residential Care)  
Ms KG Sindane (031) 907 5129(Umlazi Child & Youth Care Centre  
Ms Y Pillay (031) 336 8814 (Excelsior Secure Care Centre)  
Ms EN Phakhathi (031) 711 9950 (Zakhe Child & Youth Care Centre)  
Ms ZB Mdlalose (034) 329 2011 (Madadeni Rehabilitation Centre)  
Ms IZ Diadla (034) 317 3230(Sinethemba Secure Care Centre)  
Ms AT Mntambo (034) 217 1254(Newcastle School of Industries)  
Ms ZN Mabaso(034) 217 0037(Princess Mkabayi Child & Youth Care Centre)  
(For post in Uthungulu District) The Regional General Manager Department of Social Development, Private Bag X13, ULUNDI, 3838 King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3 Ulundi, 3838 FOR ATTENTION: Mrs FN Ntombe  
(For posts in ETHekwini South and ETHekwini North Districts ) The Regional General Manager, Department of Social Development, Private Bag X1503, Durban: 4000, 214 Dr Pixley KaSeme Street, Durban 4000 FOR ATTENTION: Mr K Kuppen Cullen  
(For post in Amajuba and UMzinyathi Districts) The Regional General Manager Department of Social Development, Private Bag X9917 Ladysmith: 3370, 108
POST 28/169 : SOCIAL WORKER GRADE 3: ALTERNATIVE CARE, STATUTORY FOSTER CARE AND ADOPTION 7 POSTS

SALARY : R293 976-R340 797 per annum
CENTRE : Umngungundlovu District 2 posts REF: DSD31/02/15UMG
Umzinyathi District REF: DSD32/02/15UMZ
Ilembe District REF: DSD33/02/15ILEMB
Uthungulu District REF: DSD34/02/15UTH
Umkhanyakude District REF: DSD35/02/15UMKH
Amajuba District REF: DSD36/02/15AMAJ

REQUIREMENTS : Matric Certificate or National Certificate (Vocational), Bachelor's Degree in Social Work; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver's license.
Knowledge:
- Working knowledge and understanding of human behaviour and social systems; the ability and competence to develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports.
- Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES : Render an advanced and specialized Alternative Care, Statutory foster care, Adoption with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programs. Attend to any other matters that could result in, or stem from, social instability in any form. Support lower level employees. Keep up to date with new developments in the Alternative Care, Statutory foster care and Adoption fields. Perform all the administrative functions required of the job.

ENQUIRIES : Mrs CD Zondi (033) 3959749 (Umngungundlovu District)
Mrs NPD Hlatshwayo (034) 212 3951 (Umzinyathi District)
Mrs SM Nkosi (031) 336 8819/35 (Ilembe District)
Mr ND Mchunu (035) 797 1600 (Uthungulu District)
Ms B Mchunu (035) 595 1156 (Umkhanyakude District)
Mrs PT Zulu (034) 317 2529 (Amajuba District).

APPLICATIONS : (For posts in Umngungundlovu District) The Regional General Manager Department of Social Development, Private Bag X1724 Pietermaritzburg: 3200, 158 Langalibalele Street, Pietermaritzburg 3201 FOR ATTENTION: Mr MN Mhlongo
(For posts in Amajuba and Umzinyathi Districts) The Regional General Manager Department of Social Development, Private Bag X9917 Ladysmith: 3370, 108 Rolihlahla / Blue Street, Pieters Industrial Park, Ladysmith, 3370 FOR ATTENTION: Mr M Mpanza
(For posts in Uthungulu and Umkhanyakude Districts) The Regional General Manager, Department of Social Development, Private Bag X13, ULUNDI, 3838, King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3 Ulundi, 3838 FOR ATTENTION: Mrs FN Ntombela
(For posts in EThekwini South and EThekwini North Districts) The Regional General Manager, Department of Social Development, Private Bag X1503 Durban: 4000, 214 Dr Pixley KaSeme Street, Durban 4000 FOR ATTENTION: Mr K Kuppen Cullen

POST 28/170 : SOCIAL WORKER GRADE 3: ECD AND PARTIAL CARE 5 POSTS

SALARY : R293 976 - R340 797 per annum
CENTRE : Ugu District REF: DSD37/02/15JUGU
Uthungulu District REF: DSD38/02/15UTH
Umkhanyakude District REF: DSD39/02/15UMKH
Zululand District REF: DSD40/02/15ZUL
Amajuba District REF: DSD41/02/15AMAJ

REQUIREMENTS : Matric Certificate or National Certificate (Vocational), Bachelor's Degree in Social Work; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver's license. Knowledge:
Working knowledge and understanding of human behaviour and social systems; the ability and competence to develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports.

Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES: Render advanced social services and specialized Child Protection service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programs. Attend to any other matter that could result in, or stem from, social instability in any form, Support lower level employees, Keep up to date with new developments in the Child Protection fields, perform all the administrative functions required of the job.

ENQUIRIES: Mr ST Mphuthi (039) 682 4486 (Ugu District)
Mr ND Mchunu (035) 797 1600 (Uthungulu District)
Ms B Mchunu (035) 595 1156 (Umkhanyakude District)
Mr SM Gumede (035) 874 8505/6 (Zululand District)
Mrs PT Zulu (034) 317 2529 (Amajuba District)

APPLICATIONS: (For posts in Ugu District) The Regional General Manager Department of Social Development, Private Bag X1724 Pietermaritzburg: 3200, 158 Langalibalele Street, Pietermaritzburg 3201 FOR ATTENTION: Mr MN Mhlongo (For posts in Uthungulu, Umkhanyakude and Zululand Districts) The Regional General Manager, Department of Social Development, Private Bag X13, ULMUNDI, 3838, King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3 Ulundi, 3838 FOR ATTENTION: Mrs FN Ntombela (For post in Amajuba District) The Regional General Manager Department of Social Development, Private Bag X9917 Ladysmith: 3370, 108 Rolihlahla / Blue Street, Pieters Industrial Park, Ladysmith, 3370 FOR ATTENTION: Mr M Mpanza

POST 28/171: SOCIAL WORKER GRADE 3: CHILD PROTECTION 6 POSTS

SALARY: R293 976- R340 797 per annum
CENTRE: Ugu District REF: DSD42/02/15UGU
Harry Gwala District REF: DSD43/02/15HARRY
Umzinyathi District REF: DSD44/02/15UMZI
Umkhanyakude District REF: DSD45/02/15UMKH
Amajuba District (2 posts) REF: DSD46/02/15AMAJ

REQUIREMENTS: Matric Certificate or National Certificate (Vocational), Bachelor’s Degree in Social Work; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver’s license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence to develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports.

Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES: Render advanced social services and specialized Child Protection service with regard to the care, support, protection and development of vulnerable individuals, groups, families, and communities through the relevant programs. Attend to any other matter that could result in, or stem from, social instability in any form, Support lower level employees, Keep up to date with new developments in the Child protection fields, perform all the administrative functions required of the job.

ENQUIRIES: Mr ST Mphuthi (039) 682 4486 (Ugu District)
Ms TB Mahlobo (039) 834 1176 (Harry Gwala District)
Mrs NPD Hlatshwayo (034) 212 3951 (Umzinyathi District)
Ms B Mchunu (035) 595 1156 (Umkhanyakude District)
Mrs PT Zulu (034) 317 2529 (Amajuba District)

APPLICATIONS: (For posts in Ugu and Harry Gwala Districts) The Regional General Manager Department of Social Development, Private Bag X1724 Pietermaritzburg: 3200,
POST 28/172  :  SOCIAL WORKER GRADE 3: WOMEN /GENDER/FAMILIES 5 POSTS

SALARY : R293 976-R340 797 per annum
CENTRE : (Ugu District) REF: DSD47/02/15UGU
          (Ethekwini South District) REF: DSD48/02/15ETHSD
          (Ilembe District) REF: DSD49/02/15ILEMB
          (Ethekwini North District) REF: DSD50/02/15ETHND
          (Umkhanyakude District) REF: DSD51/02/15UMKH

REQUIREMENTS : Matric Certificate or National Certificate (Vocational), Bachelor's Degree in Social Work; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver's license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence to develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES : Render an advanced and specialized social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programs. Attend to any other matters that could result in, or stem from, social instability in any form. Support lower level employees. Keep up to date with new developments in the social work and welfare fields. Perform all the administrative functions required of the job.

ENQUIRIES : Mr ST Mphuthi (039) 682 4486 (Ugu District)
            Mr TI Mzolisa (031) 336 8787 (Ethekwini South District)
            Mrs SM Nkosi (031) 336 8819/35 (Ilembe District)
            Mrs TKB Ndaba (031) 336 8776 (Ethekwini North District)
            Ms B Mchunu (035) 595 1156 (Umkhanyakude District)

APPLICATIONS : (For post in Ugu District) The Regional General Manager Department of Social Development, Private Bag X1724 Pietermaritzburg: 3200, 158 Langalibalele Street, Pietermaritzburg 3201 FOR ATTENTION: Mr MN Mhlongo
                (For post in UMkhanyakude District) The Regional General Manager Department of Social Development, Private Bag X9917 Ladysmith: 3370, 108 Rolihlahla / Blue Street, Pieters Industrial Park, Ladysmith, 3370 FOR ATTENTION: Mr M Mpanza

POST 28/173  :  SOCIAL WORKER GRADE 3: OLDER PERSONS/DISABILITY 7 POSTS

SALARY : R293 976- R340 797 per annum
CENTRE : (Umngungundlovu District) REF: DSD52/02/15UMG
          (Ugu District) REF: DSD53/02/15UGU
          (Harry Gwala District) REF: DSD54/02/15HARRY
          (Ilembe District) REF: DSD55/02/15ILEMB
          (Uthungulu District) REF: DSD56/02/15UTH
          (Umkhanyakude District) REF: DSD57/02/15UMKH
          (Amajuba District) REF: DSD58/02/15AMAJ

REQUIREMENTS : Matric Certificate or National Certificate (Vocational), Bachelor’s Degree in Social Work; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver's license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence to develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES : Support lower level employees. Keep up to date with new developments in the social work and welfare fields. Perform all the administrative functions required of the job.

ENQUIRIES : Mr ST Mphuthi (039) 682 4486 (Ugu District)
            Mr TI Mzolisa (031) 336 8787 (Ethekwini South District)
            Mrs SM Nkosi (031) 336 8819/35 (Ilembe District)
            Mrs TKB Ndaba (031) 336 8776 (Ethekwini North District)
            Ms B Mchunu (035) 595 1156 (Umkhanyakude District)

APPLICATIONS : (For post in Ugu District) The Regional General Manager Department of Social Development, Private Bag X1724 Pietermaritzburg: 3200, 158 Langalibalele Street, Pietermaritzburg 3201 FOR ATTENTION: Mr MN Mhlongo
                (For post in UMkhanyakude District) The Regional General Manager Department of Social Development, Private Bag X9917 Ladysmith: 3370, 108 Rolihlahla / Blue Street, Pieters Industrial Park, Ladysmith, 3370 FOR ATTENTION: Mr M Mpanza
                (For post in EThekwini South District) The Regional General Manager Department of Social Development, Private Bag X13, ULUNDI, 3838 King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3 Ulundi, 3838 FOR ATTENTION: Mr MN Mhlongo
                (For post in UMzinyathi and Amajuba Districts) The Regional General Manager Department of Social Development, Private Bag X9917 Ladysmith: 3370, 108 Rolihlahla / Blue Street, Pieters Industrial Park, Ladysmith, 3370 FOR ATTENTION: Mrs FN Ntombela
                (For post in Ethekwini North District) The Regional General Manager Department of Social Development, Private Bag X9917 Ladysmith: 3370, 108 Rolihlahla / Blue Street, Pieters Industrial Park, Ladysmith, 3370 FOR ATTENTION: Mr M Mpanza
                (For post in Harry Gwala District) The Regional General Manager Department of Social Development, Private Bag X9917 Ladysmith: 3370, 108 Rolihlahla / Blue Street, Pieters Industrial Park, Ladysmith, 3370 FOR ATTENTION: Mr M Mpanza
                (For post in Ilembe District) The Regional General Manager Department of Social Development, Private Bag X9917 Ladysmith: 3370, 108 Rolihlahla / Blue Street, Pieters Industrial Park, Ladysmith, 3370 FOR ATTENTION: Mrs FN Ntombela
                (For post in Umkhanyakude District) The Regional General Manager Department of Social Development, Private Bag X9917 Ladysmith: 3370, 108 Rolihlahla / Blue Street, Pieters Industrial Park, Ladysmith, 3370 FOR ATTENTION: Mr M Mpanza

104
registration as Social Worker with SACSSP. A valid driver's license.

Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence to develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports.

Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES: Render an advanced and specialized social work service for Older Persons/Disability with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programs. Attend to any other matters that could result in, or stem from, social instability in any form. Support lower level employees. Keep up to date with new developments in the Older Persons/Disability fields. Perform all the administrative functions required of the job.

ENQUIRIES: Ms CD Zondi (033) 3959749 (Umgungundlovu District)
Mr ST Mphuthi (039) 682 4486 (Ugu District)
Ms TB Mahlobo (031) 336 8819/35 (Ilembe District)
Mr ND Mchunu (035) 797 1600 (Uthungulu District)
Ms B Mchunu (035) 595 1156 (Umkhanyakude District)
Mrs PT Zulu (034) 317 2529 (Amajuba District)

APPLICATIONS: (For posts in Umgungundlovu, Ugu and Harry Gwala Districts) The Regional General Manager Department of Social Development, Private Bag X1724 Pietermaritzburg: 3200, 158 Langalibalele Street, Pietermaritzburg 3201

FOR ATTENTION: Mr MN Mhlongo
(For post in Ilembe District ) The Regional General Manager, Department of Social Development, Private Bag X1503 Durban: 4000, 214 Dr Pixley KaSeme Street, Durban 4000

For Attention: Mr K Kuppen Cullen
(For posts in Uthungulu and Umkhanyakude Districts) The Regional General Manager, Department of Social Development, Private Bag X13, UNULDI, 3838, King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3 Ulundi, 3838

For Attention: Mrs FN Ntombela
(For post in Amajuba District) The Regional General Manager Department of Social Development, Private Bag X9917, Ladysmith: 3370, 108 Rolihlahla / Blue Street, Pieters Industrial Park, Ladysmith, 3370

FOR ATTENTION: Mr M Mpanza

POST 28/174: SOCIAL WORKER GRADE 3: YOUTH AND SUBSTANCE ABUSE 8 POSTS

SALARY: R293 976-R340 797 per annum

CENTRE: (Harry Gwala District) 2 posts REF: DSD59/02/15HARRY
(Ugu District) 2 posts REF: DSD60/02/15UGU
(Ilembe District) REF: DSD61/02/15ILEMB
(Ethekwini North District) REF: DSD62/02/15ETHND
(Amajuba District) REF: DSD63/02/15AMAJ
(Uthukela District) REF: DSD64/02/15UTH

REQUIREMENTS: Matric Certificate or National Certificate (Vocational), Bachelor's Degree in Social Work; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver's license.

Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence to develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports.

Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES: Render an advanced and specialized Youth and Substance Abuse service with regard to the care, support, protection and development of vulnerable individuals groups, families and communities through the relevant programs. Attend to any other matters that could result in, or stem from, social instability in any form.
Support lower level employees. Keep up to date with new developments in the Youth and Substance Abuse. Perform all the administrative functions required of the job.

ENQUIRIES:
Ms TB Mahlobo (039) 834 1176 (Harry Gwala District)
Mr ST Mphuthi (039) 682 4486 (Ugu District)
Mrs SM Nkosi (031) 336 8819/35 (Ilembe District)
Mrs TKB Ndaba (031) 336 8776 (Ethekwini North District)
Mrs PT Zulu (034) 317 2529 (Amajuba District)

APPLICATIONS:
For posts in Ugu and Harry Gwala Districts: The Regional General Manager Department of Social Development, Private Bag X1724 Pietermaritzburg: 3200, 158 Langalibalele Street, Pietermaritzburg 3201 FOR ATTENTION: Mr MN Mhlongo
(For posts in Ilembe and EThekwini North Districts) The Regional General Manager, Department of Social Development, Private Bag X1503, Durban: 4000, 214 Dr Pixley KaSeme Street, Durban 4000 FOR ATTENTION: Mr K Kuppen Cullen
(For posts in Amajuba and UThukela Districts) The Regional General Manager, Department of Social Development, Private Bag X9917, Ladysmith: 3370, 108 Rolihlahla / Blue Street, Pieters Industrial Park, Ladysmith, 3370 FOR ATTENTION: Mr M Mpanza

POST 28/175: SOCIAL WORKER GRADE 3: PROBATION SERVICES/ SOCIAL CRIME PREVENTION (VEP) 3 POSTS

SALARY: R293 976-R340 797 per annum
CENTRE:
(Umgungundlovu District) REF: DSD65/02/15UMG
(Umzinyathi District) REF: DSD66/02/15UMZI
(Ethekwini South District) REF: DSD67/02/15ETHSD

REQUIREMENTS:
Matric Certificate or National Certificate (Vocational), Bachelor's Degree in Social Work; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver's license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence to develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES:
Render an advanced and specialized Probation Services/ Social Crime Prevention (VEP) services with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programs. Attend to any other matters that could result in or stem from, social instability in any form; Support lower level employees; Keep up to date with new developments in the fields of probation services; perform all the administrative functions required of the job.

ENQUIRIES:
Ms CD Zondi (033) 3959749 (UMgungundlovu District)
Mrs NPD Hlatshwayo (034) 212 3951 (Umzinyathi District)

APPLICATIONS:
(For post in UMgungundlovu District) The Regional General Manager Department of Social Development, Private Bag X1724 Pietermaritzburg: 3200, 158 Langalibalele Street, Pietermaritzburg 3201 FOR ATTENTION: Mr MN Mhlongo
(For post in UMzinyathi District) The Regional General Manager, Department of Social Development, Private Bag X9917, Ladysmith: 3370, 108 Rolihlahla / Blue Street, Pieters Industrial Park, Ladysmith, 3370 FOR ATTENTION: Mr M Mpanza

POST 28/176: SOCIAL WORKER GRADE 3: HOME/ COMMUNITY BASED CARE 7 POSTS

SALARY: R293 976-R340 797 per annum
CENTRE:
(Umgungundlovu District) REF: DSD68/02/15UMG
REQUIREMENTS: Matric Certificate or National Certificate (Vocational), Bachelor’s Degree in Social Work; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver’s license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence to develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES: Render an advanced and specialized Home/Community Based Care service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programs. Attend to any other matters that could result in or stem from, social instability in any form; Support lower level employees; Keep up to date with new developments in the Home/ Community Based Care fields ; Perform all the administrative functions required of the job.

APPLICATIONS: (For posts in UMgungundlovu, Ugu and Harry Gwala Districts) The Regional General Manager Department of Social Development, Private Bag X1724 Pietermaritzburg: 3200, 158 Langalibalele Street, Pietermaritzburg 3201 FOR ATTENTION: Mr MN Mhlongo
(For posts in Ilembe, Ethekwini South and Ethekwini North Districts) The Regional General Manager, Department of Social Development, Private Bag X1503,Durban: 4000, 214 Dr Pixley KaSeme Street, Durban 4000 FOR ATTENTION: Mr K Kuppen Cullen
(For posts in UMkhanyakude Districts) The Regional General Manager Department of Social Development, Private Bag X13, ULUNDI, 3838 King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3 Ulundi, 3838 FOR ATTENTION: Mrs FN Ntombela

ENQUIRIES: Ms CD Zondi (033) 3959749 (Umgungundlovu District)
Mr ST Mphuthi (039) 682 4486 (Ugu District)
Ms TB Mahlobo (039) 834 1176 (Harry Gwala District)
Mr TI Mzolisa (031) 336 8787 (Ethekwini South District)
Mrs SM Nkosi (031) 336 8819/35 (Ilembe District)
Mrs TKB Ndaba (031) 336 8776 (Ethekwini North District)
Ms B Mchunu (035) 595 1156 (UMkhanyakude District)

POST 28/177: SOCIAL WORKER GRADE 3: COORDINATED ACTION FOR CHILDREN 3 POSTS

SALARY: R293 976-R340 797 per annum

CENTRE: (Ugu District) REF: DS REF: DSD75/02/15UGU
(Umzinyathi District) REF: DS REF: DSD76/02/15UMZI
(Ethekwini South District) REF: DS REF: DSD77/02/15ETHSD

REQUIREMENTS: Matric Certificate or National Certificate (Vocational), Bachelor’s Degree in Social Work; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver’s license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence to develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.
**DUTIES**: Render an advanced and specialized Coordinated Action for Children service with regard to the care, support, protection and development of vulnerable individuals, groups, families, and communities through the relevant programs. Attend to any other matter that could result in, or stem from, social instability in any form. Support lower level employees; Keep up to date with new developments in the Coordinated Action for Children fields; Perform all the administrative functions required of the job.

**ENQUIRIES**: Mr ST Mphuthi (039) 682 4486 (Ugu District)
Mrs NPD Hlatshwayo (034) 212 3951 (Umnzinyathi District)
Mr TI Mzolisa (031) 336 8787 (Ethekwini South District)

**APPLICATIONS**: Mr ST Mphuthi (039) 682 4486 (Ugu District)
Mrs NPD Hlatshwayo (034) 212 3951 (Umnzinyathi District)
Mr TI Mzolisa (031) 336 8787 (Ethekwini South District)

**POST 28/178**

**SOCIAL WORKER GRADE 3: GENDER & YOUTH PROGRAMMES**

**SALARY**: R293 976 - R340 797 per annum

**CENTRE**: (Ugu District)

**REQUIREMENTS**: Matric Certificate or National Certificate (Vocational), Bachelor's Degree in Social Work; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver's license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence to develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

**DUTIES**: Render an advanced and specialized Gender & Youth Programmes services with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programs. Attend to any other matters that could result in or stem from, social instability in any form; Support lower level employees; Keep up to date with new developments in the Gender & Youth fields; Perform all the administrative functions required of the job.

**ENQUIRIES**: Mr ST Mphuthi (039) 682 4486 (Ugu District)

**APPLICATIONS**: Mr ST Mphuthi (039) 682 4486 (Ugu District)

**POST 28/179**

**ASSISTANT MANAGER: STORES AND ASSETS MANAGEMENT**

**SALARY**: R288 135 per annum, Level 9

**CENTRE**: Head Office: Pietermaritzburg

**REQUIREMENTS**: Matric Certificate or National Certificate (Vocational). An appropriate recognized Bachelor's Degree or 3 year National Diploma in Financial Management or Accounting plus 3 years relevant experience. A valid driver's license. Knowledge Public Service Employment Laws, Service delivery, Understanding of stores and assets management systems as well as supply chain management. Skills: Communication, decision making; Leadership, management, Planning and organizing; Interpersonal relations and networking; Coordinating, problem solving; Project Management; Presentation; Time management; Financial and human resource management, Computer literacy.

**DUTIES**: Develop and implement policies in respect of stores and assets; Establish proper control system for all departmental assets and develop preventative mechanisms to eliminate theft, losses, wastage and misuse of assets; Develop processes and
procedures for the effective, efficient, economical and transparent use of the
departmental assets; Ensure proper inventory control and movement of furniture
and equipment; Exercise control over store and ensure that stock taking is
conducted annually and that stock levels are always at optimum and economical
level; Responsible for the disposal of assets and ensuring that disposal of
movable assets is at book value or auction, whichever is most advantageous to
the state and of immovable asset is at market value; Manage resources of the
component.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 28/180
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 28/181
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 28/182
SALARY
CENTRE
**REQUIREMENTS**

Matric Certificate or National Certificate (Vocational); Bachelor’s Degree /3 year National Diploma in Public Management/ Administration, 3 to 5 years relevant administrative experience. A valid driver’s license. Knowledge: working knowledge of the Public Service, Public Service Laws, PFMA and National Archives Act. Skills: Communication, decision making; Leadership, management, Planning and organizing; Interpersonal relations and networking; Coordinating, problem solving; Project Management; Presentation; Time management; Financial and human resource management, Computer literacy

**DUTIES**

Coordinate registry services, render general auxiliary services, coordinate reception services and switchboard services, coordinate non-core functions and manage resources of the component.

**ENQUIRIES**

Mr MN Mhlongo (033) 395 9637

**APPLICATIONS**

(For post in UMgungundlovu District) The Regional General Manager Department of Social Development, Private Bag X1724 Pietermaritzburg: 3200, 158 Langalibalele Street, Pietermaritzburg 3201

**SALARY**

R288 135 per annum, Level 9

**CENTRE**

Head Office: Pietermaritzburg

### POST 28/183

**CHIEF WORK-STUDY ANALYST**

**REF NO:** DSD 83/02/15 HO

R288 135 - R408 390 per annum, Level 9

**CENTRE**

Head Office: Pietermaritzburg

**REQUIREMENTS**


**DUTIES**

Conduct investigation on organizational structures and post establishment and make recommendations; Conduct job evaluation in the department; Provide technical advice on the development of job descriptions; Conduct business process management in the department; manage resources of the component.

**ENQUIRIES**

Mr NM Zulu (033) 264 7910

**APPLICATIONS**

Head of Department. Department of Social Development, Private Bag X9144, Pietermaritzburg 3200, 174 Mayors Walk Road, Pietermaritzburg

**FOR ATTENTION**

Mrs PN Mkhize

### POST 28/184

**LEGAL ADMINISTRATIVE OFFICER**

**GR.5 2 POSTS**

**REF:** DSD 15/02/15 HO

**SALARY**

R278 349 - R311 877 per annum

**CENTRE**

Ubombo Service Office: (Umkhanyakude District) REF: DSD 84/02/15UMKH; Melmoth Service Office (Uthungulu District) REF: DSD 85/02/15UTH; Engotshe
Service Office (Zululand District) REF: DSD 86/02/15ZUL; Mzinga Service Office (UMzinyathi District) REF: DSD 87/02/15UMZ; Impendle Service Office (Umgungundlovu District) REF: DSD 88/02/15UMG

**REQUIREMENTS**

Matric Certificate or National Certificate (Vocational); An appropriate three year tertiary qualification, plus a minimum of 7 years recognizable experience in Community Development arena/field. A valid driver’s license. Knowledge: Community development knowledge, skills, attitudes and values to engage in the social development of communities; knowledge and understanding of human behaviour and social systems, and legislation; the ability and competence to coordinate community development structures and ability to manage projects; the ability to influence individuals and groups to participate in their own self-empowerment ventures; understanding of social dynamics of communities. Skills: Presentation, Problem solving, Computer, Written and Verbal communication, Research and report writing, Financial management and supervision.

**DUTIES**

To supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Assist employees engaged in this function by solving problems; Supervise and support community development practitioners to ensure that there is communication and coordination with all relevant role players. Ensure sustainability of development activities within the communities; Perform administrative support on community development and related activities; keep up to date with new developments in the community development to ensure an efficient and effective service.

**ENQUIRIES**

Ms PT Ndlovu (035) 595 1034 (Ubombo Service Office)
Ms S Ngcobo (035) 450 8750 (Melmoth Service Office)
Ms T Msane (034) 907 5083 (Engotshe Service Office)
Ms NS Mabaso (033) 493 0059 (Msinga Service Office)
Ms ML Hlalukana (033) 996 0414 (Impendle Service Office)

**APPLICATIONS**

(For posts in Uthungulu, Zululand and UMkhanyakude Districts) The Regional General Manager, Department of Social Development, Private Bag X13, ULUNDI, 3838, King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3 Ulundi, 3838 FOR ATTENTION: Mrs FN Ntombela
(For post in UMzinyathi District) The Regional General Manager Department of Social Development, Private Bag X9917 Ladysmith: 3370, 108 Rolihlahla / Blue Street, Pieters Industrial Park, Ladysmith, 3370 FOR ATTENTION: Mr M Mpanza
(For post in UMgungundlovu District) The Regional General Manager Department of Social Development, Private Bag X1724 Pietermaritzburg: 3200, 158 Langalibalele Street, Pietermaritzburg 3201 FOR ATTENTION: Mr MN Mhlongo

**POST 28/186**

CORPORATE SUPPORT ADMINISTRATOR 7 POSTS

**SALARY**

R242 382 per annum. Level 08

**CENTRE**

Mandeni Service Office (Ilembe District) REF: DSD89/02/15ILEMB; Mbumbulu Service Office (Ethekwini South District) REF: DSD90/02/15THSD; Ngwelezane Service Office (Uthungulu District) REF: DSD 91/02/15UTH; Mondlo Service Office (Zululand District) REF: DSD 92/02/15ZUL; New Hanover Service Office (Umgungundlovu District) REF: DSD 93/02/15UMG; Howick Service Office (Umgungundlovu District) REF: DSD 95/02/15UMG; Mooi River Service Office (Umgungundlovu District) REF: DSD 96/02/15UMG

**REQUIREMENTS**

Matric Certificate or National Certificate (Vocational) plus 5 years administrative experience or a Degree / 3 year National Diploma in Public Management/Administration/ Business Administration plus 1 year experience in Administration. A valid driver’s license. Knowledge: Public Service Employment Laws and policies, Customer care, PFMA, SOR and Human Resource Practices. Skills: Communication, decision making; Leadership, management, Planning and organizing; Interpersonal relations and networking; Coordinating, problem solving; Project Management; Presentation; Time management; Financial and human resource management, Computer literacy

**DUTIES**

Provide administrative support to the Service Office, Administer information Technology Services, Human Resource Management and Supply Chain Management, render general auxiliary services, and manage resources of the component.

**APPLICATIONS**

(For posts in Ilembe and EThekwini South Districts) The Regional General Manager, Department of Social Development, Private Bag X1503, Durban: 4000, 214 Dr Pixley KaSeme Street, Durban 4000 For Attention: Mr K Kuppen Cullen
(For posts in UThungulu and Zululand Districts) The Regional General Manager, Department of Social Development, Private Bag X13, ULUNDI, 3838, King
Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3 Ulundi, 3838 FOR ATTENTION: Mrs FN Ntombela  
(For posts in UMgungundlovu District) The Regional General Manager  
Department of Social Development, Private Bag X1724 Pietermaritzburg; 3200, 158 Langalibalele Street, Pietermaritzburg 3201 FOR ATTENTION: Mr MN Mhlongo

ENQUIRIES:
Ms AS Ndwandwe (032) 454 1219 (Mandeni Service Office)
Ms NG Zungu (031) 195 0011 (uMbumbulu Service Office)
Ms TF Mdletshe (035) 794 2302 (Ngwelezane Service Office)
Ms NG Ndlonzi (034) 933 1126 (Mondlo Service Office)
Ms NM Thembani (033) 502 0074 (New Hanover Service Office)
Ms P Manyathi (033) 330 4309 (Howick Service Office)
Ms NJ Mzizi (033) 263 2034 (Mooi River Service Office)

POST 28/187:
INFORMATION TECHNOLOGY SPECIALIST  
REF NO: DSD 97/02/15UMG  
SALARY: R242 382 per annum, Level 08  
CENTRE: UMgungundlovu District  
REQUIREMENTS: An appropriate recognized Bachelors Degree / 3 year National Diploma in IT / certified Novel Engineer / Microsoft Certified System Engineer. A+, N+ and CAN, 3 years’ experience in the IT field, A valid driver’s license Knowledge: Working knowledge of the Public Service, Network support, Hardware and software support, Public Service Laws, Access to Information Act, SITA Act, Skills: Communication, Interpersonal relations, networking, Problem solving, Time management, project management, Specialised computer literacy, Leadership  
DUTIES: Render network support services, Provide End-Users support (including fault resolution), Install, maintain software and hardware, Facilitate access to management information system, Monitor help desk services.  
APPLICATIONS:
(For post in UMgungundlovu District) The Regional General Manager Department of Social Development, Private Bag X1724 Pietermaritzburg: 3200, 158 Langalibalele Street, Pietermaritzburg 3201  
ENQUIRIES:
Mr MN Mhlongo (033) 395 9637  
FOR ATTENTION:
Mr MN Mhlongo

POST 28/188:
COMMUNITY DEVELOPMENT POLICY DEVELOPER: SUSTAINABLE LIVELIHOOD: REF NO: DSD 99/02/15HO  
SALARY: R233 121 – R262 380 per annum Grade 1  
CENTRE: Head Office: Pietermaritzburg  
DUTIES: Develop, implement and maintain community development policies; keep up to date with new developments in the community development fields; Conduct Research and development; perform the administrative functions required in the unit.  
ENQUIRIES:
Mr ZJ Mchunu (033) 264 7901  
APPLICATIONS:
Head of Department. Department of Social Development, Private Bag X9144, Pietermaritzburg 3200, 174 Mayors Walk Road, Pietermaritzburg  
FOR ATTENTION:
Mrs PN Mkhize

POST 28/189:
COMMUNITY DEVELOPMENT POLICY DEVELOPER: INSTITUTIONAL CAPACITY BUILDING REF NO: DSD100/02/15HO  
SALARY: R233 121 – R262 380 per annum Grade 1  
CENTRE: Head Office Pietermaritzburg  
DUTIES: Develop, implement and maintain community development policies; keep up to date with new developments in the community development fields; Conduct Research and development; perform the administrative functions required in the unit.  
ENQUIRIES:
Mr ZJ Mchunu (033) 264 7901  
APPLICATIONS:
Head of Department. Department of Social Development, Private Bag X9144, Pietermaritzburg 3200, 174 Mayors Walk Road, Pietermaritzburg  
FOR ATTENTION:
Mrs PN Mkhize
Management, Presentation, Monitoring and Evaluation, Inter-sectorial collaboration.

**DUTIES**
- Develop, implement and maintain community development policies; keep up to date with new developments in the community development fields; Conduct Research and development; perform the administrative functions required in the unit.

**ENQUIRIES**
- Mrs GH Sikhakhane (033) 264 2272

**APPLICATIONS**
- Head of Department. Department of Social Development, Private Bag X9144, Pietermaritzburg 3200, 174 Mayors Walk Road, Pietermaritzburg

**FOR ATTENTION**
- Mrs PN Mkhize

**POST 28/190**
- **COMMUNITY DEVELOPMENT POLICY DEVELOPER: SPECIAL PROGRAMMES 4 POSTS: REF NO: DSD101/02/15HO**

**SALARY**
- R233 121 – R262 380 per annum Grade 1

**CENTRE**
- Head Office: Pietermaritzburg

**REQUIREMENTS**

**DUTIES**
- Develop, Implement and maintain youth development and Special Programmes policies; Keep up to date with new developments in the youth development and Special Programmes; Conduct Research on youth development programmes, Perform administration functions required in the unit.

**ENQUIRIES**
- Ms FA Masiko (033) 264 2170

**APPLICATIONS**
- Head of Department. Department of Social Development, Private Bag X9144, Pietermaritzburg 3200, 174 Mayors Walk Road, Pietermaritzburg

**FOR ATTENTION**
- Mrs PN Mkhize

**POST 28/191**
- **ADMINISTRATIVE OFFICER: PROGRAMME AND PROJECT SUPPORT REF NO: DSD98/02/15HO**

**SALARY**
- R195 177 per annum, Level 7

**CENTRE**
- Head Office: Pietermaritzburg

**REQUIREMENTS**
- Matric Certificate or National Certificate (Vocational) plus 5 years administrative experience or a Degree / 3 year National Diploma in Public Management/Administration/ Business Administration plus 1 year experience in Administration. A valid driver’s license. Knowledge: Public Service Employment Laws and policies, Customer care, PFMA, SCM and Human Resource Practices. Skills: Communication, decision making; Leadership, management, Planning and organizing; Interpersonal relations and networking; Coordinating, problem solving; Project Management; Presentation; Time management; Financial and human resource management, Computer literacy

**DUTIES**
- Provides administrative support services in the directorate; Provide a secretariat function, establish; implement and maintain an efficient filing system; Procure goods and services; Maintain inventory, Promote sound working relationship with stakeholders.

**APPLICATIONS**
- Head of Department. Department of Social Development, Private Bag X9144, Pietermaritzburg 3200, 174 Mayors Walk Road, Pietermaritzburg

**FOR ATTENTION**
- Mrs PN Mkhize

**ENQUIRIES**
- Dr ZE Mfusi (033) 264 5417

**POST 28/192**
- **PERSONAL ASSISTANT 7 POSTS**

**SALARY**
- R195 177 per annum, Level 7

**CENTRE**
- Office of the Deputy Director General: Head Office REF: DSD 102/02/15HO; General Manager: Pietermaritzburg Region: REF: DSD 103/02/15PMB; Senior Manager: Ugu District REF: DSD 103/02/15UGU; Senior Manager: Harry Gwala District REF: DSD 104/02/15HARRY; Senior Manager: Umzinyathi District REF: DSD 105/02/15UMZ; Senior Manager: Amajuba District REF: DSD 106/02/15AMAJ, Senior Manager: Customer Care REF: DSD 107/02/15HO

**REQUIREMENTS**
- Matric Certificate or National Certificate (Vocational) 3 year National/Secretarial Diploma or equivalent qualification with 3-5 years’ experience in rendering
administrative support services Knowledge: Knowledge of the relevant legislation/policies/prescripts and procedures, Basic knowledge of financial administration. Skills: Telephone etiquette, Computer communication, ability to act with tact and discretion, Ability to analyze documents and situations, presentation, self-management and motivation.

DUTIES: Provide secretarial/receptionist support service to the Manager regarding meetings, organize and co-ordinate all activities and tasks for the office, make logistical arrangements for internal and external meetings. Receive record and distribute all incoming and outgoing documents, develop and maintain a record tracking system, manage the diary, correspondence and workflow, drafting, typing of correspondence/documents which includes presentations and spread sheets, assist with the procurement of goods and services for the office and manage the inventory, support the Manager with the administration of budget.

ENQUIRIES: Dr ZE Mtusi (033) 345 5417 Office of the Deputy Director General
Mr ST Mphuthi (039) 834 1176 (Harry Gwala District)
Mrs NPD Hlatshwayo (034) 212 3951 (Umzinyathi District)
Mrs PT Zulu (034) 3172529 (Amajuba District)
Ms N Cele (033) 264 5403 Customer Care

APPLICATIONS: (For post in UMzinyathi and Amajuba Districts) The Regional General Manager Department of Social Development, Private Bag X9917 Ladysmith: 3370, 108 Rolihlahla / Blue Street, Pieters Industrial Park, Ladysmith, 3370 FOR ATTENTION: Mr M Mpanza
(For posts in UMgungundlovu, Ugu and Harry Gwala Districts) The Regional General Manager Department of Social Development, Private Bag X1724 Pietermaritzburg: 3200, 158 Langalibalele Street, Pietermaritzburg 3201 FOR ATTENTION: Mr MN Mhlongo
Head of Department. Department of Social Development, Private Bag X9144, Pietermaritzburg 3200, 174 Mayors Walk Road, Pietermaritzburg FOR ATTENTION: Mrs PN Mkhize

POSTS 28/193: ADMINISTRATIVE OFFICER: SCM REF NO: DSD146/02/15ETHND

SALARY: R195 177 per annum, level 7
CENTRE: EThekwini North District


DUTIES: Preparing documents for purchasing of goods and services, preparing documents for payments of goods and services, keeping and maintaining relevant registers and updating supplier database. Maintaining fixed and moveable asset register, providing physical verification of assets received and issued, updating asset register (HardCat) and rendering logistical support for disposal of assets. Processing bid documents and make invitations for goods and services, providing safekeeping of tenders/quotations, providing secretarial services to Bid Committee and attending to tender/quotations specifications. Perform administrative and related functions which includes providing inputs for filing monthly and quarterly reports, maintaining comprehensive filing system, keeping abreast of the applicable prescripts, policies procedures and new developments in the subject field and comply with the Public Service prescripts.

ENQUIRIES: Ms N Majola (031) 336 8723

APPLICATIONS: (For post in EThekwini North District) The Regional General Manager, Department of Social Development, Private Bag X1503, Durban: 4000, 214 Dr Pixley KaSeme Street, Durban 4000 FOR ATTENTION: Mr K Kuppen Cullen

POST 28/194: SENIOR HUMAN RESOURCES OFFICER: REF NO: DSD 108/02/15UTH

SALARY: R195 177 per annum, Level 7
CENTRE: Uthukela District
REQUIREMENTS: Matric Certificate or National Certificate (Vocational); 3 year Tertiary qualification in Human Resources Management; 3–5 years Human Resource Management experience Knowledge: Public Service Employment Laws, human resources practices and procedures. Skills: Policy development and analysis; Problem solving; Presentation; Interpersonal; Analytical; Communication; Computer; Innovative; Research, time management and PERSAL.

DUTIES: Render human resources administration practices concerning service conditions/human resource provisioning/human resource development and Employer/employee relations. Prepare reports on personnel administration issues and statistics; manage resources of the section.

ENQUIRIES: Mr M Mpanza (034) 634 6600

APPLICATIONS: (For post in Uthukela District) The Regional General Manager Department of Social Development, Private Bag X9917 Ladysmith: 3370, 108 Rolihlahla / Blue Street, Pieters Industrial Park, Ladysmith, 3370

FOR ATTENTION: Mr M Mpanza

POSTS 28/195: COMMUNITY DEVELOPMENT PRACTITIONER: GRADE 1 18 POSTS

SALARY: R164 973 – R191 253 per annum

CENTRE: Ubombo Service Office (Umkhanyakude District) (2 post) REF:DSD109/02/15UMKH; Habisa Service Office (Umkhanyakude District) REF:DSD110/02/15UMKH; Mahlabathini Service Office (Zululand District) REF:DSD 111/02/15ZUL; Babanango Service Office (Zululand District) REF:DSD112/02/15ZUL; Chatsworth Service Office (Ethekwini North District) REF:DSD113/02/15ETHND; Bhamashe Service Office (UMzinyathi District) REF:DSD114/02/15UMZ; Mandeni Service Office (Ilembe District) REF:DSD115/02/15ILEMB; KwaDukuza Service Office (Ilembe District) REF:DSD116/02/15ILEMB; Maphumulo Service Office (Ilembe District) REF:DSD117/02/15ILEMB; Howick Service Office (Umgungundlovu District) REF:DSD118/02/15UM; Camperdown Service Office (Umgungundlovu District) REF:DSD119/02/15UMG; Richmond Service Office (Umgungundlovu District) REF:DSD120/02/15UMG; Gamalakhe Service Office (Ugu District) REF:DSD121/02/15UGU; New Hanover Service Office (Umgungundlovu District) REF:DSD122/02/15UMG; Underberg Service Office (Harry Gwala District) REF:DSD 123/02/15HARRY; Pietermaritzburg Service Office (Umgungundlovu District) REF:DSD124/02/15UMG

REQUIREMENTS: Matric Certificate or National Certificate (Vocational) plus an appropriate three year tertiary qualification. A valid driver’s license. Knowledge/ Skills: Community development work, skills, attitude and values of communities; Ability and competence to co-ordinate community development structures, and ability to manage projects; knowledge and understanding of human behaviour and Social systems, legislation; understanding of social dynamics of communities; presentation; computer literacy, communications, facilitation; research and report writing; Basic financial management.

DUTIES: Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all role players (internal and external) to facilitate collaboration and establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support to community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES: Ms PT Ndlou (035) 595 1034 (Ubombo Service Office)
Ms JB Mthiyane (035) 838 1181 (Habisa Service Office)
Ms BT Mbuyazi (035) 873 8200 (Mahlabathini Service Office)
Ms NW Dludla (035) 835 0176/4 (Babanango Service Office)
Ms NB Hoosen (031) 402 8001 (Chatsworth Service Office)
Ms NG Zikalala (032) 294 9015/13 (Bhamshela Service Office)
Ms AS Ndawande (032) 454 1214 (Mandeni Service Office)
Mr MT Pitso (032) 552 5246 (KwaDukuza Service Office)
Ms NC Mhlongo (032) 481 2092 (Maphumulo Service Office)
Ms P Manyathi (033) 330 4309 (Howick Service Office)
Ms N Nzama (031) 785 1193 (Camperdown Service Office)
Ms NP Biase (039) 212 2266 (Richmond Service Office)
Ms BE Zulu (039) 318 2552 (Gamalakhe Service Office)
Ms NM Thembani (033) 502 0074 (New Hanover Service)
Ms NND Dlungwane (033) 701 0245 (Underberg Service Office)
Ms CD Zondi (033) 395 9749 (Pietermaritzburg Service Office)
APPLICATIONS: (For posts in Zululand and UMkhanyakude Districts) The Regional General Manager, Department of Social Development, Private Bag X13, ULUNDI, 3838, King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3, Ulundi, 3838 FOR ATTENTION: Mrs FN Ntombela
(For posts in ETshekwini North and ILeMbe Districts) The Regional General Manager, Department of Social Development, Private Bag X1503, Durban: 4000, 214 Dr Pixley KaSeme Street, Durban 4000 FOR ATTENTION: Mr K Kuppen Cullen
(For post in UMzinyathi District) The Regional General Manager Department of Social Development, Private Bag X917 Ladysmith: 3370, 108 Rolihlahla / Blue Street, Pieters Industrial Park, Ladysmith, 3370 FOR ATTENTION: Mr M Mpanza
(For posts in Umgungundlovu, Harry Gwala and Ugu Districts) The Regional General Manager Department of Social Development, Private Bag X1724 Pietermaritzburg: 3200, 158 Langalibalele Street, Pietermaritzburg 3201 FOR ATTENTION: Mr MN Mhlongo

POST 28/196 FINANCE CLERK 5 POSTS REF NO: DSD 66/02/15HO

SALARY: R131 658 per annum, Level 5
CENTRE: Head Office: Pietermaritzburg
REQUIREMENTS: Matric Certificate or National Certificate. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; basic knowledge and insight of the public service financial legislations, procedure and treasury regulations. Skills: Computer operating; Interpersonal relations, communication; Problem solving, Planning and organizing, basic numeric skills, ability to perform routine tasks, ability to operate office equipment.
DUTIES: Render the financial accounting transaction; perform salary administration support services; perform bookkeeping support services, render budget support services.
ENQUIRIES: Mr SJ Khanyile (033) 264 5430
APPLICATIONS: Head of Department. Department of Social Development, Private Bag X9144, Pietermaritzburg 3200, 174 Mayors Walk Road, Pietermaritzburg
FOR ATTENTION: Mrs PN Mkhize

POST 28/197 GENERAL ADMINISTRATION CLERK: STORES & ASSETS 2 POSTS REF: DSD 128/02/15 HO

SALARY: R131 658 per annum, Level 05
CENTRE: Head Office: Pietermaritzburg
REQUIREMENTS: Matric Certificate or National Certificate. Knowledge clerical practices, ability to capture data, operate computer, collecting statistics; work procedures. Skills: Computer; Interpersonal relations, communication
DUTIES: Render general clerical support services; Provide supply chain clerical support services within the component; Provide financial administration support services.
ENQUIRIES: Mr S Mazibuko (033) 264 2037
APPLICATIONS: Head of Department. Department of Social Development, Private Bag X9144, Pietermaritzburg 3200, 174 Mayors Walk Road, Pietermaritzburg
FOR ATTENTION: Mrs PN Mkhize

POST 28/198 STAFF NURSE GRADE 1 8 POSTS

SALARY: R129 897 - R146 193 per annum
CENTRE: Ngwelezane Child & Youth Care Centre (Uthungulu District) REF: DSD129/02/15UTH; Umlazi Child & Youth Care Centre (ETshekwini South District) REF: DSD130/02/15ETHSD; Greenfields Child & Youth Care Centre (ETshekwini South District) REF: DSD 131/02/15ETHSD Newlands Park Rehabilitation Centre (ETshekwini North District) REF: DSD132/02/15ETHND; Valley View Child & Youth Care Centre (ETshekwini North District) REF: DSD 133/02/15ETHND; Zakhe Child & Youth Care Centre (ETshekwini North District), REF: DSD134/02/15ETHND; Kwabadalalwa Residential Care for the Aged (Uthungulu District) REF: DSD 135/02/15UTHU; Newcastle School of Industries (Amajuba District) REF: DSD 136/02/15AMAJ
REQUIREMENTS: Matric Certificate or National Certificate (Vocational), certificate that allows registration with SANC as a Staff Nurse; proof of current registration with SANC, Knowledge: SANC rules and regulations, scope of practice for Enrolled Nurses, working knowledge of Nursing care processes and procedures, nursing statues
and other relevant legal framework, Batho Pele principles. Skills: Communication, teamwork, interpersonal, facilitation

**DUTIES:**
Develop and implement a care plan to provide basic nursing, maintain therapeutic environments for residents, implement and promote health activities, maintain professional growth/ ethical standards and self-development.

**ENQUIRIES:**
Ms TF Mdletshe (035) 794 2302 (Ngwelezane Child & Youth Care Centre)
Ms KG Sindane (031) 907 5129 (Umilazi Child & Youth Care Centre)
Ms NA Zimu (033) 501 1620 (Greenfields Child & Youth Care Centre)
Ms AT Mntambo (034) 217 1254 (Newcastle School of Industries)
Mr V Singh (031) 207 2519 (Valley View Child & Youth Care Centre)
Ms EN Phakathi (031) 711 9950 (Zakhe Child & Youth Care Centre)
Ms PZ Mashazi (035) 833 8011 (Kwabadala Residential Care Centre for the Aged)
Ms ZS Makhawula (031) 578 5610 (Newlands Park Rehabilitation Centre)

**APPLICATIONS:**
(For posts in Uthungulu District) The Regional General Manager, Department of Social Development, Private Bag X13, ULUNDI, 3838, King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3, Ulundi, 3838 FOR ATTENTION: Mrs FN Ntombela
(For posts in EThekwini North and EThekwini South Districts) The Regional General Manager, Department of Social Development, Private Bag X1503, Durban: 4000, 214 Dr Pixley KaSeme Street, Durban 4000 FOR ATTENTION: Mr K Kuppen Cullen
(For post in Amajuba District) The Regional General Manager Department of Social Development, Private Bag X9917 Ladysmith: 3370, 108 Rolihlahla / Blue Street, Pieters Industrial Park, Ladysmith, 3370 FOR ATTENTION: Mr M Mpanza
(For posts in UMgungundlovu, Harry Gwala and Ugu Districts) The Regional General Manager Department of Social Development, Private Bag X1724 Pietermaritzburg: 3200, 158 Langalibalele Street, Pietermaritzburg 3201 FOR ATTENTION: Mr MN Mhlongo

**POST 28/199:**
**DRIVER/MESSENGER 2 POSTS**

**SALARY:**
R110 118 per annum, Level 04

**CENTRE:**
Zakhe Child & Youth Care Centre (Ethekwini South District), REF: DSD137/02/15ETHSD; Umgungundlovu District REF: DSD138/02/15UMG

**REQUIREMENTS:**
Grade 10, a valid driver’s license, minimum of 7-12 months relevant experience. Knowledge: procedures to operate the motor vehicle, procedures to ensure proper maintenance of vehicles, Road Traffic Act, Transport Circular 4 of 2000, and Customer care

**DUTIES:**
Drive light and medium motor vehicles to transport passengers and deliver other items; do routine maintenance on the allocated vehicle and report defects timely; complete all the required and prescribed records with regards to the vehicle and the goods handled; render a clerical support/ messenger service in the relevant office.

**ENQUIRIES:**
Ms PN Ndlovu (031) 336 8700 (Ethekwini South District)
Mr MN Mhlongo (033) 395 9600 (Umgungundlovu District)

**APPLICATIONS:**
(For post in EThekwini South District) The Regional General Manager, Department of Social Development, Private Bag X1503, Durban: 4000, 214 Dr Pixley KaSeme Street, Durban 4000 FOR ATTENTION: Mr K Kuppen Cullen
(For post in UMgungundlovu District) The Regional General Manager Department of Social Development, Private Bag X1724 Pietermaritzburg: 3200, 158 Langalibalele Street, Pietermaritzburg 3201

**POST 28/200:**
**CHILD AND YOUTH CARE WORKER, GRADE 1 12 POSTS**

**SALARY:**
R106 839- R119 184 per annum

**CENTRE:**
Sinethemba Secure Care Centre (2 posts) (Amajuba District) REF: DSD139/04/14AMAJ; Excelsior Secure Care Centre (Ethekwini North District), REF: DSD140/02/15ETHND Princess Mbayi Child & Youth Care Centre (Umzinyathi District) REF: DSD141/04/14UMZI; Ngwelezane Child & Youth Care Centre (Uthungulu District)(3 posts) REF: DSD142/04/14UTH; Greenfields Child & Youth Care Centre (Umgungundlovu District) REF: DSD 143/02/15UMG; Zakhe Child & Youth Care Centre (Ethekwini North District) REF: DSD 144/02/15ETHND; Valley View Child & Youth Care Centre (3 posts) (Ethekwini North District) REF: DSD 145/02/15ETHND

**REQUIREMENTS:**
Matric Certificate or National Certificate (Vocational). Knowledge: Basic understanding of Occupational Health and Safety act, Customer care, basic work
procedures. Skills: Communication, teamwork, interpersonal relations and facilitation.

**DUTIES**
Assisting residents to perform their daily activities of living on days and on nights. Maintaining general hygiene of the residents and the facility in an acceptable standard. Serve meals per condition of the residents and maintain nutritional states of the residents in an acceptable level. Record and maintain residents’ information, notes and behaviour. Organise or encourage residents to participate in social educational, recreational, occupational activities.

**ENQUIRIES**
Mrs PT Zulu (034) 3172529 (Amajuba District).
Mr TI Mzolisi (031) 336 8787 (Ethekwini South District).
Mr ND Mchunu (035) 797 1600 (Uthungulu District).
Mrs TKB Ndaba (031) 336 8776 (Ethekwini North District).

**APPLICATIONS**
(For posts in UMzinyathi and Amajuba Districts) The Regional General Manager, Department of Social Development, Private Bag X9917 Ladysmith: 3370, 108 Rolihlahla / Blue Street, Pieters Industrial Park, Ladysmith, 3370 FOR ATTENTION: Mr M Mpanza
(For posts in EThekwini North District) The Regional General Manager, Department of Social Development, Private Bag X1503, Durban: 4000, 214 Dr Pixley KaSeme Street, Durban 4000 FOR ATTENTION: Mr K Kuppen Cullen
(For posts in Uthungulu District) The Regional General Manager, Department of Social Development, Private Bag X13, ULUNDI, 3838, King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3, Ulundi, 3838 FOR ATTENTION: Mrs FN Ntombela
(For post in UMgungundlovu District) The Regional General Manager Department of Social Development, Private Bag X1724 Pietermaritzburg: 3200, 158 Langalibalele Street, Pietermaritzburg 3201 FOR ATTENTION: Mr MN Mhlongo.

**POST 28/201**: FOOD SERVICE AID REF NO: DSD 147/02/15HO

**SALARY**: R92 919 per annum, Level 03

**CENTRE**: Head Office: Pietermaritzburg

**REQUIREMENTS**: Grade 10. Knowledge: Basic health and safety standards, basic hygiene and ability to exchange routine information. Skills: Ability to operate elementary machines and equipment, basic numeracy, and basic literacy.

**DUTIES**: Prepare food on a daily basis; prepare tea, coffee and other refreshments during scheduled hours; wash and keep dishes clean and the kitchen tidy; report faults and problems.

**ENQUIRIES**: Mr S Shabangu (033) 264 5402/6

**APPLICATIONS**: Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg 3200, 174 Mayors Walk Road, Pietermaritzburg

**FOR ATTENTION**: Mrs PN Mkhize

**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. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

**CLOSING DATE**
31 July 2015

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

OTHER POST

POST 28/202: CHIEF PROVINCIAL INSPECTOR 10 POSTS

SALARY: R359 631 per annum

CENTRE:
- RTI Nquthu (1 Post) (Ref. P31/2015)
- RTI Umzimkhulu (1 Post) (Ref. P32/2015)
- RTI Umdloti (1 Post) (Ref. P33/2015)
- RTI Winklespruit (1 Post) (Ref. P34/2015)
- RTI Nongoma (1 Post) (Ref. P35/2015)
- RTI Mtubatuba (1 Post) (Ref. P36/2015)
- RTI Empangeni (1 Post) (Ref. P37/2015)
- RTI Ulundi (1 Post) (Ref. P38/2015)
- RTI Vryheid (1 Post) (Ref. P39/2015)
- RTI Gingindlovu (1 Post) (Ref. P40/2015)

REQUIREMENTS: A relevant tertiary qualification (3 year Diploma in Traffic and Municipal Police/Degree or equivalent); plus Traffic Officer's Diploma; plus Registered as a traffic officer; plus 3-5 years' supervisory experience; plus 7-10 years' working experience in Traffic law Enforcement field; plus All valid relevant driving licenses (A and EC); plus No criminal record. Knowledge, Skills, Training and Competencies Required: Extensive experience in Road Traffic and Public Transport policies and regulations. Law enforcement knowledge in Traffic and Public Transport. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of completion of Law Enforcement documents. Records and resource management skills. Customer relationship management skills. Problem solving skills. Writing and reporting skills. Labour Relations Skills. Driving investigation and motivational skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Operations/Project Management skills. Planning, organizing, leading, controlling and monitoring skills. People Management skills. Service delivery, communication and decision-making skills. Results and quality management skills.

DUTIES: Manage and enforce Road Traffic, Public Passenger, Transport legislation and other relevant legislations. Manage joint law enforcement activities and projects (co-operative governance). Manage resources and provide leadership and direction to all subordinates. Identify and manage risks. Manage the performance of all administrative activities and related duties.

ENQUIRIES: Mr VK Chetty Tel: 033-355 8880
FOR ATTENTION: Mr C McDougall
NOTE: It is the intention of this Department to consider equity targets when filling these positions. Short-listed candidates may be required to undergo a competency-based Assessment. The Successful candidates will be required to enter into a Performance Agreement.
ANNEXURE U

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 Mphodi at (015) 294 2223 or Ms Mokhomole Makgano at (015) 294 2286.

CLOSING DATE: 31 July 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 identity document, valid driver's license where required and qualifications as well as a CV must be attached. The specific reference number for the post must be quoted. Failure to submit the required documents will automatically disqualify applications. *All shortlisted candidates for SMS posts will be subjected to a Security clearance, 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. 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 28/203: SENIOR GENERAL MANAGER: INTEGRATED SUSTAINABLE HUMAN SETTLEMENTS REF NO: COGHSTA 57/15

Sub Department: ISHS

SALARY: R1 201 713 per annum (All inclusive salary package). Salary Level 15

CENTRE: Polokwane

REQUIREMENTS: An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA. 8-10 years’ experience at senior managerial level (5 years must be as a member of SMS in the Public Service) and a valid driver's license. Key Competencies: Knowledge of: Understanding of the public service environment; Understanding of relevant housing legislation; Spatial and Human Settlement; Performance monitoring and Evaluation; Strategic planning; Service Delivery; Governance issues; PFMA, MFMA and Procurement policies; Strategic resources mobilization; Other relevant Legislation Skills: Program and project management; Change management; Problem solving; Networking; People management and empowerment; Policy development; Strategic management; General management; Communication at all level; Innovation; Creative and analytical thinking.

DUTIES: Oversee human settlement programs performance and technical services; Ensure municipal accreditation, capacity building, policy research and planning; Ensure the monitoring and evaluation of housing programs; Ensure the monitoring of housing properties and assets; Ensure management of human settlement subsidy administration, contracts management and human settlement secretariat; Ensure the provision of human settlement development; Manage resources (financial, human and physical).

ENQUIRIES: Ms Mokhomole Makgano (015) 294 2286
POST 28/204 : GENERAL MANAGER: FINANCIAL MANAGEMENT REF NO: COGHSTA 58/15
Sub Department: CFO

SALARY : R 988 152 per annum (All inclusive salary package) Salary Level 14
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years experience at senior managerial level 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. Procurement policies, Public Service Act, PFMA, MFMA; Understanding of the public services Environment; Government systems and structures; Financial management; Strategic leadership. Skills: Problem solving; Financial Management; Proven Managerial skills; Accomplished leader; Change agent; Advanced strategic planning skills; Research orientated person; Confident communicator; People management skills; Networking skills; Innovative thinking; Strategic and conceptual orientation; Organisational skills; Adaptability to meet the goal during Changes; Policy formulation.
DUTIES : Ensure the preparation process of achievability and medium term expenditure committee (mtec) hearing reports; Monitor budget services; Provide financial reporting responsibilities; Monitor departmental expenditure; Monitor housing finance; Ensure management of revenue and systems; Ensure management of debtors and accounts; Manage resources ( human and physical).
ENQUIRIES : Mr Monkoe Mphodi (015) 294 2223

POST 28/205 : GENERAL MANAGER: TRADITIONAL AFFAIRS REF NO: COGHSTA 59/15
Sub Department: COGTA

SALARY : R 988 152 per annum (All inclusive salary package) Salary Level: 14
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years experience at senior managerial level 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, Procurement legislations, Logistics Management, PFMA, etc. Skills in: Negotiation skills; Presentation skills; People management skills; Financial Management; Time management, Communication, both formal, and Informal; Report writing skills; Co-ordination skills; Interpersonal skills; Leadership skills; Analytical skills; Problem solving skills; Strategic planning; Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Supportive; Willingness to work under pressure; Strategic; Client Focused; Flexibility; Independent
DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the branch; Manage anthropological Services and House of Traditional Leaders; Ensure good standard and compliance to prescripts at the circumcision schools; Manage the utilization of financial, human and physical resources in accordance with relevant directives and legislation.
ENQUIRIES : Ms Mokhomole Makgano (015) 294 2286

POST 28/206 : SENIOR MANAGER: LOGISTICS REF NO: COGHSTA 60/15
(Re-Advertisement) (Those that have applied are advised to re-apply)
Sub Department: CFO

SALARY : R 819 126 per annum (All inclusive salary package) Salary Level 13
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years experience at middle/senior managerial level 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 e.g. Public Service Act, Procurement legislations, Logistics Management, PFMA, etc Skills: Negotiation skills; Presentation Skills; People management skills; Financial management; Time management; Communication, both formal, and informal.
DUTIES : Provide strategic direction on the development of supply chain policies; Manage logistics services; Manage asset services; Manage fleet services; Manage facilities and office services; Manage resources (Financial, human and physical).
ENQUIRIES : Mr Monkoe Mphodi (015) 294 2223

POST 28/207 : SENIOR MANAGER: LABOUR RELATIONS REF NO: COGHSTA 61/15
Sub-Department: Corporate Services

SALARY : R 819 126.00 (All inclusive salary package) Salary Level 13
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years experience at middle/senior managerial level 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 e.g., Public Service Act, Labour Relation Act, PFMA, etc Skills: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation and Customer focus; Communication.

DUTIES : Promote collective bargaining in the workplace; Manage and handle grievances at the workplace; Monitor and handle misconducts and labour disputes; Manage human and material resources

ENQUIRIES : Mr Monkoe Mphodi (015) 294 2223

OTHER POSTS

POST 28/208 : MEDIA LIAISON OFFICER REF NO: COGHSTA 62/15
(Re-Advertisement)
Those that have applied are advised to re-apply.
Sub-Department: MEC Support

SALARY : R671 196 per annum (All inclusive salary package) Salary Level 12
CENTRE : Polokwane
REQUIREMENTS : An appropriate recognized National Diploma (NQF 6) or Equivalent qualification.*Minimum of 3 years relevant experience and valid driver’s license. Key Competencies: Knowledge of: Ministry operations; Proven management competencies; Working knowledge of the political Parliamentary/legislative processes in South Africa; Understanding of functional areas covered by the executive authority’s portfolio. Skills: Report Writing; Time management; Good communication skill; Creative/innovative; Analytical thinking skills; Good people skills; High level of reliability; Basic written communication skills; Ability to act with tact discretion; Computer literacy.

DUTIES : Provide media liaison service to the executing authority; Monitor and analyze reporting in the media on the portfolio of the executing authority and prepare responses as required; Participate in GCIS forum like the Communication forum and media liaison forum and in the collective planning of the communication and media issues of government; Study the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr Monkoe Mphodi (015) 294 2223

POST 28/209 : PARLIAMENTARY OFFICER REF NO: COGHSTA 63/15
Sub-Department: MEC Support

SALARY : R 671 196 per annum (All inclusive salary package) Salary Level 12
CENTRE : Polokwane
REQUIREMENTS : An appropriate recognized National Diploma (NQF 6) or equivalent qualification. Minimum of 3 years relevant experience and valid driver’s license. Key Competencies: Knowledge of: Ministry operations; Proven management competencies; Working knowledge of the political Parliamentary/legislative processes in South Africa; Understanding of functional areas covered by the executive authority’s portfolio. Skills: Report Writing; Time management; Good communication skill; Creative/innovative; Analytical thinking skills; Language skills; Presentation skills; Good organizational skills; Good people skills; High level of reliability; Basic written communication skills; Ability to act with tact discretion; Computer literacy.

DUTIES : Monitor events in parliament/the legislature to identify matters that have a bearing on the portfolio of the executing authority; Monitor events in Cabinet/executive council to identify matters that have a bearing on the portfolio of the executing authority; Render an efficient and effective parliamentary
services; Co-ordinate and control movements between the Pretoria – Cape Town offices for Parliamentary sessions (where applicable); Study the relevant Public Service and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

ENQUIRIES : Ms Mokhomole Makgano (015) 294 2286

POST 28/210 : RECEPTIONIST REF NO: COGHSTA 64/15
(RE-ADVERTISEMENT) Those that have applied are advised to re-apply.
Sub Department: MEC Support

SALARY : R 158 094 per annum, Salary Level: 06
CENTRE : Polokwane

REQUIREMENTS : Grade 12/equivalent qualification. Certificate in Customer Care/Services and Computer will be an added advantage. Minimum of 1-2 years experience in customer services. Key Competencies: Knowledge of: Ministry operations; Proven Management Competencies; Working knowledge or the political and parliamentary/legislative processes in South Africa; Understanding of functional areas covered by the executing authority’s portfolio. Skills: Report writing; Time management; Good Communication skills; Creative/innovative; Analytical thinking skills; Good people skills; High level of reliability; Basic written communication skills; Ability to act with tact and discretion; Computer literacy; Excellent administrative skills including systematic filing; Ability to plan, keep records as well as secure information storage; A well organized and security conscious person; Good interpersonal relations; A results driven and self motivated person; Be prepared to work overtime and at times under pressure to meet deadlines and must have sense of urgency.

DUTIES : Provide a secretarial/receptionist support services in the office of the executing authority; Provides a clerical support services to the office; Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain; Serve as a point of entry in the office of the MEC; Facilitate travel and meeting arrangements; Provide logistical support and events management; Act as alternate Secretary whenever the Secretary is unable to carry out his/her duties.

ENQUIRIES : Ms Monyela Hlokammoni (015) 294 2073/Mr Tleane Khulou (015) 294 2068

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

APPLICATIONS : The Acting Head of Department, Department of Education, Private Bag X 9489 Polokwane 0700 or handed in at 113 Biccard Street Polokwane at Records Management Directorate- Office No. H03 [Registry]

CLOSING DATE : 24 July 2015, TIME: 16H30

NOTE : Applications should be made on the prescribed Form Z83 (obtainable from any Public Service Department or on the internet at www.gov.za/document. Applications should be accompanied by a recent comprehensive C.V, certified copies of all qualifications and a copy of Identity document. The short-listed candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record checks, verification of financial/assets record check and security vetting). All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools, Applications received after the closing date whether, posted, or hand-delivered will not be considered. Faxed applications will not be considered, Applicants who apply for more than one position are requested to submit separate applications for each position. Due to the large number of applications we envisage, correspondence will be limited to short-listed candidates only.
MANAGEMENT ECHELON

POST 28/211 : SENIOR GENERAL MANAGER: CORPORATE SERVICES REF NO: LDOE 01/15

SALARY : An all inclusive remuneration package of R1 201 713 per annum (15)
CENTRE : Head Office – Polokwane
REQUIREMENTS : A relevant undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognised by SAQA. At least 8-10 years experience at senior managerial level. In-depth knowledge and understanding of Corporate Services and all the relevant legal prescripts. In-depth knowledge of competencies in the SMS competency Framework. Computer literacy and a valid driver license.
DUTIES : Provide strategic direction on the development and review of Corporate Management policies, procedures and strategies. Coordinate and monitor the provision of provincial HRD Strategies. Coordinate and monitor the provisioning of Auxiliary, Security and Facilities management services, Information Communication and Technology management, Coordinate communication and events management services and Legal services.
ENQUIRIES : Ms Montja M.M, Tel 015 284 6569

POST 28/212 : GENERAL MANAGER: SUPPLY CHAIN MANAGEMENT REF NO: LDOE 02/15
[Re-advertisement]

SALARY : An all inclusive remuneration package of R988 152 per annum (14)
CENTRE : Head Office – Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years’ experience at a senior managerial level. Knowledge of PFMA, Treasury Regulations and other relevant legal prescripts. computer literacy. A valid driver’s licence.
DUTIES : Manage performance of SCM activities in compliance with relevant legal prescripts. Ensure that the departmental strategic objectives support the principles and legislation governing SCM. Manage assessment of Procurement Plan to ensure that spending and empowerment targets are achieved. Manage compliance with requirements for specifications /terms of reference and communicate recommendations to relevant authorities. Manage functioning of the bid specification committee, bid compilation, advertising and distribution processes as well as bid evaluation and adjudication processes. Manage the creation of application forms and criteria for suppliers/service providers to be listed on database. Manage the approval processes and approve requisition forms where required. Exercise control over all functions and personnel under his/her supervision. Manage the establishment and maintenance of mechanisms for monitoring supplier performance. Management of performance and risks relating to contracts.
ENQUIRIES : Ms Montja M.M, Tel 015 284 6569

OTHER POSTS

POST 28/213 : SENIOR MANAGER: ASSETS AND FLEET MANAGEMENT REF NO: LDOE 03/15
[Re-advertisement]

SALARY : An all inclusive remuneration package of R819 126 per annum (13)
CENTRE : Head Office – Polokwane
REQUIREMENTS : B.Com degree or equivalent qualification in logistics or any other relevant qualification(NOF level 7). At least 5 years experience at a middle/ senior managerial level. Knowledge and understanding of PFMA, Treasury regulations and other relevant legal prescripts in the Public Service. Computer literacy. A valid driver’s licence.
DUTIES : Management of movable and immovable assets in compliance with relevant legislation, departmental policies and procedures. Development of the movable and immovable asset management strategic plan. Development and review of departmental policies and procedures applicable to movable and immovable asset management. Management of reports in respect of existing and surplus movable assets and the database for new movable asset requirements. Management and authorisation of internal transfer and physical verification of movable assets. Management of movable asset register through periodic reviews
to ensure proper accountability for transfer of movable assets. Oversee and report on theft, loss, damage or mismanagement of movable and immovable assets to the relevant authorities. Oversee preparation and implementation of the user (and custodian) asset management plan. Evaluation of performance assessment reports on assets and reporting of findings to the relevant authority. Ensure development and implementation of policies, guidelines and procedure manuals pertaining to asset and fleet management. Ensure proper fleet management for government vehicles and subsidized vehicle. Ensure disposal of assets in line with applicable policy.

ENQUIRIES
Ms Langa M.C, Tel 015 284 6556

POST 28/214
PARLIAMENTARY OFFICER: OFFICE OF THE MEC REF NO: LDOE 04/15

SALARY
R532 278 per annum, [11] Plus personal non- pensionable allowances and once off clothing allowance

CENTRE
Head Office – Polokwane

REQUIREMENTS
A recognized 3 years qualification (RVQ 13). A posts graduate qualification will be an added advantage. At least 3 years’ experience at a supervisory level. A valid driver’s license. Ministry operations. Proven Management Competencies. Working knowledge of political and parliamentary/ legislative processes in South Africa. Understanding of the functional areas covered by the executing authority portfolio. Report writing, time management, communication, presentation, organizing, good human relations, and high level of reliability. Computer literacy.

DUTIES
Monitor events in Parliament/ the Legislature to identify and monitor matters that have a bearing on the portfolio of the Executing Authority. Render efficient and effective parliamentary services. Study the relevant Public Service and Departmental prescripts/ policies and other documents to ensure that the application thereof is properly understood.

ENQUIRIES
Ms Langa M.C, Tel 015 284 6556

POST 28/215
PERSONAL ASSISTANT: OFFICE OF THE MEC REF NO: LDOE 05/15

SALARY
R183 438 per annum, [7] Plus personal non- pensionable allowances: R1 240.00

CENTRE
Head Office – Polokwane

REQUIREMENTS
A recognized Diploma or equivalent qualification (NQF Level 6) Excellent communication skills both verbal & written. Excellent administrative skills (Planning, organizing and co-ordination). Computer literacy. Be prepared to work under pressure.

DUTIES
Serve as an entry point for all internal and external stakeholders who visit the MEC. Ensure that appointments are co-ordinated with the Appointment Secretary to ensure effective diary management. Render a personal assistant services to the office of the MEC, including typing of documents, sending faxes and making photocopies. Receive all guests of the MEC in such a manner that the professional image of the Office of the MEC is enhanced. Ensure that incoming calls are screened and referred to the appropriate persons. Ensure that arrangements for meetings are done timeously.

ENQUIRIES
Phalafala R.M, Tel 015 284 6524

POST 28/216
REGISTRY CLERK: OFFICE OF THE MEC REF NO: LDOE 06/15

SALARY
R123 738 per annum, [5] Personal non- pensionable allowances: R1 240.00

CENTRE
Head Office – Polokwane

REQUIREMENTS
Grade 12 or equivalent qualification. Excellent communication skills both verbal & written. Excellent administrative skills (Planning, organizing and co-ordination). Computer literacy. Be prepared to work under pressure.

DUTIES

ENQUIRIES
Phalafala R.M, Tel 015 284 6524
OFFICE OF THE PREMIER

The Provincial Administration of Limpopo 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. The Provincial Administration of Limpopo is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in the employment especially in terms of representativity.

APPLICATIONS: Applications accompanied by certified copies of educational qualifications, identity document, and a comprehensive curriculum vitae, should be submitted on Z83 forms obtainable from all government departments. Applications should be addressed to, The Acting Director General, Office of the Premier, Private Bag X9483, POLOKWANE, 0700 OR delivered personally @ 40 Hans Van Rensburg Street, Mowaneng Building, Office No. A013, Registry Office, Ground floor. Late applications, emails or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Please accept that your application has not been successful if you do not hear from this Office three (3) months after the closing date.

CLOSING DATE: 19th August 2015 @ 16H00

NOTE: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant element of the job, the logistics of which will be communicated by the Department. The successful candidate will be expected to enter into a performance agreement with the relevant Executive Authority and sign a five year contract of employment upon assumption of duty with the Premier. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. The recommended candidate will be subjected to competency based assessment and security clearance procedures.

MANAGEMENT ECHELON

POST 28/217: HEAD OF DEPARTMENT HEALTH REF NO: OTP/03/15/01

Five years fixed term contract

Kindly note that re-advertisement, those who have applied previously must re-apply

SALARY: SMS Grade D, Salary level: 16 Inclusive remuneration package: R1, 570, 254 per annum, Non-pensionable Head of Department allowance: 10% of the payable inclusive remuneration package

CENTRE: Polokwane (Head Office)

REQUIREMENTS: An undergraduate qualification NQF 7 and a post graduate qualification NQF level 8 recognised by SAQA. Post degree qualification in Management or a related Health/ Medical Sciences qualification / a qualification in financial or business management/ administration will be an added advantage. At least Eight (8) – ten (10) years of experience at a senior management level (five (5) years must be as members of SMS in the Public Service. Ability to interact at both strategic and operational levels. Extensive experience in and knowledge of senior management of health relation function. Proven management skills. Track record in preparation and management of strategic plans, business plans and budgeting. Strong business orientation with proven skills and abilities in Health management. Proven management competencies with specific reference to the health care environment. Strategic Capability and Leadership; People Management and Empowerment, Program and Project Management; Financial Management, Change Management, Computer Literacy; Public Service Knowledge, Problem Solving and Analysis, Communication Skills; Resource Management; Knowledge management; Negotiation and Service Delivery innovation. Assertiveness; Self-Driven; Team Player; Quick Thinking/ Innovative Thinking; Cultural Understanding; Change Management; Communication/ Conflict Resolution

DUTIES: Key Performance Areas: The successful candidate will be the Head of Department and Accounting Officer responsible for:- Establish strategic direction of the department to ensure alignment with mandates by:- Providing Departmental Management and Planning; Providing Corporate Governance in the Department; Providing Executive authority and management support. Ensure the provision of strategic guidance and support in the delivery of integrated and comprehensive health care services in the province. Ensure the establishment, implementation and maintenance of appropriate systems (Analytical Tools, and models or projections of expenditure/cost behaviour) and policies to ensure effective and
efficient management of resources (financial, human and physical) by; Providing financial management and corporate services in the department;

ENQUIRIES: Mr. Junior Maboya and Ms. Suzan Mahlase at telephone numbers 015 – 287 6290 / 6095 and 015 – 287 6030 respectively.
ANNEXURE V

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
PROVINCIAL TREASURY

CLOSING DATE : 31 July 2015

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be originally signed, dated by the applicant and completed in full. A recently certified copy of your Identity Document and qualifications, CV, driver’s license (where applicable) must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, e-mailed applications, or applications received after the closing date will be disqualified. 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. The department reserves the right not to make appointment(s). Please forward the applications for the post quoting the relevant reference number.

OTHER POSTS

POST 28/218 : MANAGER: MUNICIPAL REVENUE REF NO: NCPT/2015/34

SALARY : R 671 196 – R 790 632 per annum (Level SR 12)
CENTRE : Kimberley

REQUIREMENTS : An appropriate Degree / National Diploma in Local Government / Accounting/Finance/Economic/ Public Policy/ Administration. Post graduate degree will serve as an added advantage. 3-5 years relevant experience as an Assistant Manager in the area of research, municipal budgets and revenues, budget and revenues, budget and revenues related policies, financial ration analysis. Recommendation: Strong research based policy analysis and analytical ability: Proven knowledge of budget and revenue policy of local government, division of revenue of local government and fiscal policy. Knowledge of local government budget process. A valid driver’s license. COMPETENCIES: Knowledge of planning and organising administrative procedures relating to specific working environment including fiscal policy. Knowledge of statistics/ economics/ accounting. Strong research based policy analysis and analytic ability; understanding of financial norms and standards such as PFMA and Treasury Regulations. Knowledge of reporting procedures, gathering of information and basic research. Good planning and organising skills. Good interpersonal relations. Ability to perform routine tasks, policy development and analysis. Excellent planning, organising and people management skills. Strategic capability and leadership skills. The ability to multitask, and manage under rapidly and changing as well as pressurized circumstances.

DUTIES : The incumbent will inter alia be responsible for the following: To provide for the effective and efficient development of revenues streams, and cash flow management. Improving sustainability of municipal revenue budgets and exploring the full use of available revenue resources. Conduct research into the national transfer system with a specific focus on the funding formula that underpins the local government. Reporting on municipalities revenue performance including identifying and researching possible new sources own revenue. Development of an assessment framework with which to assess municipal services charges in terms of sustainability, transparency and credibility. Develop, monitor and evaluate cash flow and investment practices and policies aimed at improving cash flow management and liquidity in municipalities to ensure the sustainability and credibility thereof. Responsible for oversight of municipalities.

ENQUIRIES : Ms. B. Mgaguli (053) 830 8345
APPLICATIONS : Application must be forwarded to: The Acting Head of Department, Northern Cape Provincial Treasury, P/B X5054, Kimberley, 8300. Hand Delivery Metlife Towers Building, Corner Knight & Stead Street 5th Floor, Kimberley 8300
FOR ATTENTION : Mr. M Mncameleni
CLOSING DATE : 31 July 2015
POST 28/219 : MANAGER: INTERNAL AUDIT REF NO: NCPT/2015/33

SALARY : R 566 343 – R 667 128 (Level SR 11) per annum
CENTRE : Kimberley
REQUIREMENTS : An appropriate 3 year tertiary qualification in Accounting/Auditing or equivalent qualification in Auditing. 3-5 years full time experience in an Auditing environment of which 2 years must be in a supervisory capacity. Experience in government auditing or accounting, and in supervising and providing audits in Information Systems and other areas pertaining to the industry. COMPETENCIES: Extensive knowledge and skill in applying internal auditing and accounting principles and practices, management principles and preferred business practices. Knowledge of the Standard for the Standard for the professional practice of Internal Auditing and the Code of Ethics. Relationship management skills, skills in conducting quality control reviews of audit work products, business process analysis skills, negotiations skills. Knowledge of South African Public Service, Internal Audit regulatory framework and policies. Planning and organising, problem solving, decision making, and written and verbal communication skills. Knowledge of industry program policies, procedures and regulations. A valid code EB driver’s license.


ENQUIRIES : Mr. J. Van Tonder (053) 802 5035
APPLICATIONS : Application must be forwarded to: The Acting Head of Department, Northern Cape Provincial Treasury, P/B X5054, Kimberley, 8300. Hand Delivery Metlife Towers Building, Corner Knight & Stead Street 5th Floor, Kimberley 8300
FOR ATTENTION : Mr . M Mncameleni
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

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

MANAGEMENT ECHELON

POST 28/220: CLINICAL MANAGER GRADE 1: (MEDICAL) 2 POSTS

SALARY: R852 147 per annum. (A portion of the package can be structured according to the individual personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime). Please note: The cost of living adjustment for April 2015 is not included in this salary package.

CENTRE REQUIREMENTS: Minimum: educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCS) as Medical Practitioner. Registration with a professional council: Registration with the HPCS as a Medical Practitioner (independent practice). Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCS as a Medical Practitioner. Inherent requirement of the job: Valid (B/EB) driver’s licence. Competencies (knowledge/skills): Extensive clinical, surgical, obstetrical and anaesthetic experience. Extensive knowledge of national, provincial and institutional health delivery system and policies. Strong leadership, analytical, motivational, interpersonal skills and computer literacy (MS Word, Excel and PowerPoint). Excellent communication skills (written, verbal) in at least two of the three official languages of the Western Cape.

DUTIES: Duties (key result areas/outputs): Strategic management of clinical services and leadership in addressing the burden of disease. Clinical service delivery at the health facilities in the Sub-Districts as part of the multi-disciplinary team and engaging with all relevant stakeholders regarding clinical and related services within the Geographical Service Area. Ensure clinical governance, supervision and support of doctors and allied health professionals. Ensure an effective people management service, including skills development and in-service training of the multi-disciplinary team. Ensure a cost efficient financial management service with regard to laboratory services, blood, medication and medical/surgical consumables. Provide an efficient administration service regarding all clinical and medico-legal work.

ENQUIRIES: Post A: Swartland Hospital: Dr J Cronje, tel. no. (022) 487-9201
Post B: Vredenburg Hospital: Dr N Fortuin, tel. no. (022) 709-7200

APPLICATIONS FOR ATTENTION: The District Director: West Coast District, Private Bag X15, Malmesbury, 7299.

CLOSING DATE: 31 July 2015

POST 28/221: OPERATIONAL MANAGER NURSING (SPECIALITY: OBSTETRICS AND NEONATOLOGY)
(Eden District)

SALARY: R 404 700 (PN-B3) per annum. Please note: The cost of living adjustment for April 2015 is not included in this salary notch.

CENTRE REQUIREMENTS: Minimum educational qualifications: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recongnisble experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Advanced...
DUTIES

Key result areas/outputs: Manage, plan, co-ordinate and maintain an optimal, specialised nursing service in an Obstetrics setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational functions. Initiate and participate in training and research. Provide support service to the nursing service. Maintain professional growth/ethical standards and self-development.

ENQUIRIES: Mr GA Lloyd, tel. no. (044) 302-8402
APPLICATIONS: The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
CLOSING DATE: 31 July 2015

POST 28/222: ASSISTANT DIRECTOR: CLINICAL TECHNOLOGIST IN CHARGE OF UNIT (GRADE 1) (CRITICAL CARE)

SALARY: R 372 000 per annum. Please note: The cost of living adjustment for April 2015 is not included in this salary notch.
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist (Critical Care). Registration with a professional council: Registration with the HPCSA as Clinical Technologist Critical Care. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA in the relevant profession. Competencies (knowledge/skills): Good interpersonal and communication skills. Organisational and administrative planning skills. Well-developed computer skills (Ms Word and Excel). Proven strong leadership and managerial experience. Note: No payment of any kind is required when applying for this post.
DUTIES: Key result areas/outputs: Effectively manage the Clinical Technology: Critical Care Services at Groote Schuur Hospital. Manage financial resources (HR/Equipment/Operational) allocated to Critical Care. Manage all the aspects of clinical technology staff and students within critical care department. Assume responsibility for co-ordinating, supervising and participating in the Clinical technology trainee teaching programme. May be required to work after hours, over weekends and on public holidays. Responsible for delivery of quality service in all clinical technology units.
ENQUIRIES: Dr A Krajewski, tel. no. (021) 404-3169
APPLICATIONS: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION: Ms N Mbilini
CLOSING DATE: 31 July 2015