DATE OF ISSUE: 15 JULY 2016

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

PUBLIC SERVICE VACANCY CIRCULAR NO 28 OF 2016

1. Introduction

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

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

2. Directions to candidates

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

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

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

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

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

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

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

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

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

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

4.2 Candidates must be assessed and selected in accordance with the relevant measures contained in Chapter 1, Part VII. D of the Public Service Regulations, 2001.
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APPLICATIONS: The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to, Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)

FOR ATTENTION: Mr. D Mbhokota/ Mr. P Ndlovu

CLOSING DATE: 29 July 2016

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

OTHER POSTS

POST 28/01: DEPUTY DIRECTOR: LOGISTICAL SERVICES AND SUPPLIER PERFORMANCE

SALARY: R 612 822 per annum, (inclusive package) LEVEL: 11

CENTRE: Head Office, Pretoria

REQUIREMENTS: A Degree or National Diploma in Accounting, Auditing or Logistics with 3-5 years Management Experience, Strong Supply Chain Management background PLUS the following key competencies, Knowledge of Public Finance Management Act, Treasury Regulations, PPPFA, SCM Framework, Logis, Thinking Demand, Problem Solving, Creativity, Ability to Negotiate, Report Writing, Skills, Computer Literacy, Financial Management, Good verbal and written communication, Ability to communicate at all levels, Personal Attributes, Self-driven, Innovative and self-confident, Ability to work under pressure. Recommendation: Candidates who applied previously on DPSA circular No 25/08 are encouraged to re-apply.

DUTIES: KRA’s: Control and ensure compliance (with national and departmental prescripts, policies and procedures) of the process of purchasing, receiving, storing, issuing and payment of/for goods and services), Develop, maintain and implement departmental strategies, processes and procedures for the purchasing, receiving, storing, issuing and payment of/for goods and services), Manage the sub directorate, Advise users and suppliers on national and departmental strategies, processes and procedures for the purchasing, receiving, storing, issuing and payment of/for goods and services, Monitor and report on supplier performance (delivery times and quality)

ENQUIRIES: Ms B Musi ☎ 012 406 7713

POST 28/02: ASSISTANT DIRECTOR: SKILLS DEVELOPMENT

SALARY: R 311 784 per annum, LEVEL: 09

CENTRE: Head Office, Pretoria

REQUIREMENTS: A Degree/National Diploma in Human Resource Development/Human Resource Management/ Management of Training with minimum of 3 years relevant experience in HRD environment PLUS the following key competencies Knowledge of understanding of Skills Development Act and Skills Development Levies Act, EE Act, SAQA, SETA functions and requirements, National Skills Development Strategy, Knowledge of research, Knowledge and understanding of Human Resource, Basic knowledge on Adult learning, Thinking Demand, Information evaluation, Creativity, Use initiative, Follow instructions correctly, Tolerance of ambiguity, Skills, Communication Skills, Computer Skills, Writing Skills, Personal Attributes, Good Communicator, Team Player, Self-initiator, Problem solver.
DUTIES: KRA's: Coordinate the implementation of the DoE bursary Scheme, Facilitate the implementation of the DoE Internship and mentorship Programme, Review and implement training and development policies, strategies and guidelines, Oversee/Execute administrative support service of employees training, Provide secretarial services to the Skills Development Committee with regards to Skills Development programme (bursaries, intern and mentorship), Oversee Career Development, Supervise and develop staff.

ENQUIRIES: Ms. E Masipa ☎ 012 406 7405

POST 28/03: NUCLEAR ENERGY OFFICER (NUCLEAR EMERGENCY MANAGEMENT)

SALARY: R 262 272 per annum, Level: 08
CENTRE: Head Office, Pretoria

REQUIREMENTS: A Degree in Natural Science (major Physical Sciences and Chemistry) with 1-2 years experience in the field of science PLUS the following key competencies, Knowledge of Nuclear policy and legislation, Nuclear Energy in General, Government processes, Knowledge of common approaches to legislative aspects of nuclear emergency management, Thinking Demand, Demonstrated sound judgment in applying professional expertise to identify problems and contribute to their solution, Ability to analyse information, Commitment to the DoE's strategy and the ability to apply organizational policies and procedures, Skills, Ability to work in a team, Ability to communicate effectively with people, Ability to work in a multicultural and multidisciplinary environment with respect and sensitivity for diversity, Customer orientation, including the ability to develop and maintain effective working relationships with stakeholders, Ability to represent the Department effectively, Communication skills in English, including demonstrated ability in drafting technical documents and making effective oral presentations, Personal Attributes, Willing to learn, Take initiative and run with projects, Act confidently in all aspects of work, Able to work under pressure, Dedication and self-motivation, Must be able to make decisions and prioritize, Abilities to build collaborative partnerships with other relevant stakeholders in the same area, Ability to work as a team player in a multicultural/multidisciplinary environment with respect and sensitivity for diversity.

DUTIES: KRA: Consolidate nuclear emergency management information with regards to implementation of the National Nuclear Disaster Management Plan (NNDMP) by the relevant stakeholders, Review of the off-site emergency plans and procedures to ensure consistency with relevant legislation (i.e. Disaster Management Act, and the National Nuclear Disaster Management Plan), Inputs related to off-site nuclear emergency management procedures and strategies based on the studies conducted; and International research results on nuclear emergency management for possible implementation in South Africa. Collect information on how the methodologies, technologies and good practices for management of nuclear liabilities impact on our legislation. Provide assistance in the implementation of the Nuclear Emergency projects to ensure adequate emergency preparedness and response. Liaise with relevant stakeholders with regards to Nuclear Emergency Management issues. Provide secretariat services to various committees for Nuclear Emergency Management Subdirectorate: Invite relevant stakeholders, Draft agenda; Draft meeting presentations; Compile meeting documents, and Compile minutes and submissions.

ENQUIRIES: Mr. T Pie ☎ 012 406 7504
GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)

GCIS is an equal opportunity employer. Disabled applicants are welcome to apply.

APPLICATIONS: Applications can be directed to the Director-General of Government Communication and Information System, Private Bag X745, Pretoria, 0001, for attention Mr S Matshageng or hand deliver to 1035 Tshedimosetso House, Francis Baard Street.

FOR ATTENTION: Mr S Matshageng (012) 473 0286

CLOSING DATE: 29 July 2016

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). “The successful candidate must disclose to the DG particulars of all registrable financial interests”. (Criminal record, citizenship, credit record checks, qualification verification and employment verification).

OTHER POSTS

POST 28/04: PROVINCIAL DIRECTOR GCIS MAFIKENG PLL
Re-Advert Applicants who applied before are more than welcome to reapply again.

SALARY: Commencing Salary: R 864 177.00 (Including Benefits)

CENTRE: Mahikeng

REQUIREMENTS: Qualification: An appropriate 3-year Bachelor’s Degree/National Diploma in Development Communication/ Journalism/ Political Studies or Communication. Experience: Five (5) years’ experience at a middle/senior managerial level with extensive experience and knowledge of development communication, proven leadership capabilities and managerial skills, as well as skills to monitor and coordinate multi media campaigns, and project management skills. Knowledge: Sound knowledge of the Public Finance Management Act. Comprehensive knowledge of the North West province, including socio-economic, historical and development dynamics as well as the programmes and priorities of government. Skills: Must be well-versed in all aspects related to communication processes and good computer skills. Ability to liaise with clients and service providers. Proficiency in both verbal and written communication. Ability to work independently as well as in a team. Must be able to work under pressure. Must have a valid driver’s license.

DUTIES: Provide strategic leadership and management to the GCIS Provincial Directorate in the North West Province. Deliver communication campaigns in line with the government communication programme and provincial communication programme. Provide support for the extension of the government communication system to the local government sphere. Support provincial government in the rollout and promotion of a government-wide access strategy including the establishment of Thusong Service Centres. Develop and maintain communication partnerships with provincial stakeholders from government and civil society. All the shortlisted candidates 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 department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting.

ENQUIRIES: Mr Michael Currin, tel (012) 473 0183
POST 28/05 : ASSISTANT DIRECTOR: RESEARCH
Directorate: Research and Knowledge Management

SALARY : Commencing Salary: R 311 784.00 (Including Benefits)
CENTRE : Pretoria

REQUIREMENTS : Qualification: Applicants should be in possession of an appropriate three year Bachelor’s Degree (NQF7) or National Diploma (NQF6) in Communication Sciences/Social Sciences/Political Sciences or Statistics. Experience: Two years of work experience in research/communication research (full research project including all processes of research). General managerial and administration experience (related to tasks or human resources). Knowledge: Good general knowledge and interest in current and government affairs. Skills: Must be well-versed in all aspects related to communication research processes and advanced quantitative data analysis techniques. Competency in quantitative research data analysis and interpretation. Proficiency in MS programmes and data analysis packages (i.e. SPSS). Ability to liaise with clients and service providers. Proficiency in both verbal and written communication. Ability to work independently without direct supervision as well as in a team. Must be able to work under pressure

DUTIES : Assist with the management, planning and application of research to enhance effectiveness of government communication. Provide assistance in managing coordination, identification and acquisition of research findings/reports. Assist in providing a research advice and a support service to GCIS and to clients in terms of communication research. Professionally liaise with service providers. Use SPSS and MS Excel programme for quantitative data analysis. Interpret research results and prepare research reports (MS Word & MS PowerPoint) for sharing with relevant stakeholders. Provide assistance in general managerial tasks to ensure optimal resource management in the Directorate: Research and Knowledge Management. Work as part of a team in the Directorate and GCIS project teams. Competency test: Short-listed candidates will be subjected to a competency test.

ENQUIRIES : Dr Ntombifuthi Nala, tel. (012) 473-0218
GOVERNMENT PENSIONS ADMINISTRATION AGENCY

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

FOR ATTENTION: Ms Alletah Mashiane – Recruitment

CLOSING DATE: 1 August 2016, 12H00 No late applications will be considered.

NOTE: Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department (originally signed) or on the internet at http://www.gpaa.gov.za. Must be accompanied by a comprehensive CV with original certified copies of all qualifications (including matriculation), ID document and drivers licence if a prerequisite (copies of certified documents will not be accepted). Certified documents should not be older than 3 months. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications that don’t meet the above requirements will be deemed as regret. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful. Correspondence will be limited to shortlisted candidates only.

MANAGEMENT ECHELON

POST 28/06: HEAD: CORPORATE SERVICES REF NO: HCS/2016/07-1P

Role Purpose: The Head: Corporate Services’ primary goal is to support the CEO in achieving the GPAA strategic goals. The Head: Corporate Services is responsible for the management, coordination and oversight of all aspects of Management Support and Human Resources within the GPAA. The value of the role will be to relieve the logistical and administrative burden from the CEO and other managers and to provide an enabling environment for them to perform their duties efficiently and effectively.

DIMENSIONS OF THE ROLE: The Head: Corporate Services is responsible for the following: (1) Management Support which include: Security, Secretariat, Communications & PR, Facilities Management, Project Management, Management Information Services, Corporate Monitoring & Evaluation, Strategic Planning, Quality Control. (2) Human Resources which include: Human Resources Administration, Performance Management, Recruitment, Organisational Design & Development, Training & development and Employee Relations.

SALARY: R 1 267 806 to R 1 428 186 per annum (all-inclusive package)

CENTRE: Pretoria

REQUIREMENTS: A relevant post-graduate degree or equivalent qualification (NQF 8 as recognized by SAQA). At least 8 to 10 years’ relevant experience at a Senior Management level in a Corporate Services environment. Proven track record as a Programme Head. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Strategic capability. Decision making and good judgement. Planning and managing resources. Being a leader and a role model. Working towards and integrated service. Knowledge of Customer relationship management (channel management). Administration and Management: Knowledge of managing the operations of corporate services. Personnel and Human Resources: Knowledge of staff management, especially staff coaching / mentoring and performance management. Customer Service: Knowledge of providing special services to customers (i.e. internal stakeholders) based on their needs. Law and Government Mechanism: Knowledge of Accounting regulations, PFMA, GEP policies and procedures, the government administration and political process. Budgeting and Forecasting: Knowledge of budgeting and forecasting tools techniques and processes that align with annual strategic planning process as well as financial management.

DUTIES: The incumbent of the position will be responsible for a wide variety of Key Result areas which include the following, but not limited to: Lead and guide: Develop an
effective short, medium and long-term operating strategy for the Corporate Services Department to support effective and efficient service delivery. Supervise the development, delivery and achievement monitoring of the business plans and budget for the Management Support Department and Human Resources Department, to contribute to the achievement of the GPAA strategic objectives. Perform supply-demand planning and develop a production plan to ensure sufficient resources are in place, to timely meet service delivery demands / needs from members, pensioners, beneficiaries and stakeholders. Monitor and control quality of support: Identify service delivery gaps and challenges, perform root cause-analysis, define service delivery operational measures and targets, and implement remedial action strategies. Cooperate with the Risk Manager to implement an appropriate operational risk management model for Management Support and Human Resources to mitigate and minimise high-risk areas to acceptable levels. Monitor quality of service outputs to improve overall departmental performance and support to management. Monitor weekly and monthly departmental performance and where problems occur, supervise the performance of root cause analysis and the proposal of corrective actions. Manage the Corporate Services processes: Accepts accountability for all aspects of being a process owner for the Corporate Services processes. Develop, document, implement, maintain and improve policies, standard operating procedures guidelines and processes for Management Support and Human Resources. Train staff in policies, operating procedure, guidelines and processes, to ensure that staff understand and apply this correctly. Monitor operational compliance with applicable legislation, statutes, policies and rules to ensure that the GPAA is not exposed to any risk of non-compliance. Seek opportunities to continuously improve (i.e. optimise the efficiency and effectiveness) all internal process performance levels within Management Support and Human Resources, to work towards an integrated client service and improved service delivery levels. Develop an effective internal control environment: Implement and maintain an effective system of internal controls, control environment and delegations of authority for Management Support and Human Resources, to ensure that managers and staff are accountable for decisions made and work performed. Develop team-based performance culture: Actively develop staff to ensure high level of relevant competence in Management Support and Human Resources to deliver results, and improve overall quality of service delivery. Implement and maintain a team-based approach to ensure effective business results within Management Support. Develop and sustain a culture of high performance, professionalism and integrity within Management Support and Human Resources to support overall quality of service delivery.

ENQUIRIES : Ms Alletah Mashiane 012-319 1218.
NOTE : The key focus of the Head: Corporate Service is to ensure effective service delivery to management and the CEO and key stakeholders. Please note: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments.) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
ANNEXURE D

NATIONAL DEPARTMENT OF HEALTH

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

APPLICATIONS

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

FOR ATTENTION

Ms N Sombinge

CLOSING DATE

1 August 2016

NOTE

Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver’s license. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

POST 28/07

ENGINEER PRODUCTION

REF NO: NDOH 76/2016

Directorate: Health Technology Policy. Pretoria.

SALARY

Grade C: R773 688 per annum. OSD Originally certified certificates of service must be submitted with your application

CENTRE

Chief Directorate: Health Technology Policy.

REQUIREMENTS

An Engineering Degree (B Eng/BSC Eng) or relevant qualification, A postgraduate in Health Technology will be an advantage, At least five (5) years post qualification engineering experience and currently registered with ECSA, Knowledge and understanding of Medical Equipment maintenance, Public Finance Management Act (PFMA) and Procurement Procedures, Public Service Act and Regulations, Good communication (written and verbal), planning, organisation, decision making, leadership, change, people and financial management skills, Must be willing to travel and work irregular hours, A valid driver’s license.

DUTIES

Management and maintenance of medical equipment, Compile list of medical equipment assets register, Implementation of policies, Participate in Health Technology matters, Develop guidelines of Health Technology Planning for provinces and institutions, Coordination and co-operate with stakeholders, Act as WHO contact point for Regulations for medical Devices, Arrange and participate in bi-lateral discussion with counterparts in neighbouring countries, Planning at institutional level, Establish equipment committee, Management of risks and audit queries and procurement of tenders.

ENQUIRIES

Mr S Bakhane at tel no (012) 395 - 9209

POST 28/08


SALARY

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

CENTRE

Chief Directorate: Environmental Health and Port Health Services. Directorate: Port Health Northern Region. Limpopo.

REQUIREMENTS

A three year National diploma equivalent NQF 6 qualification in Environmental Health or Public Health and valid registration with HPCSA as an Environmental Health Practitioner, B-Tech in Environmental Health will be an advantage, At least ten (10) years experience of which five (5) years must be on a junior management or equivalent level in environmental and port health, Knowledge of Port Health issues, International Health Regulations and South African Health Legislation, Good computer (MS Word, MS Powerpoint and MS Excel), financial, management,
leadership, administrative, project management, planning, organizing and communication (written and verbal) skills, Must be willing to travel and work extended hours, A valid driver’s license.

**DUTIES**

Coordinate and facilitate the implementation of the International Health Regulations (2005) in points of entry, Ensure the implementation of relevant legislation, policies, standard operating procedures, norms and standards in points of entry and ensure compliance thereof, Co-ordinate the implementation of control measures and management protocols for emerging and re-emerging diseases in respect of international travellers, Ensure and monitor the provision of a comprehensive port health service in points of entry, Provide monthly data as per the provincial and national DHIS indicators, Management of human and financial resources, Ensure planned and organised orientation and induction of new staff including development of staff.

**ENQUIRIES**

Mr O Jacobs at tel no 012 395-9417

**POST 28/09**

ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH REF NO: NDOH 80/2016

**SALARY**

Grade 1: R428 292 per annum as per OSD Originally certified certificates of service must be submitted with the application

**CENTRE**


**REQUIREMENTS**

A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Environmental Health and current registration with the HPCSA as an Environmental Health Practitioner, At least eight (8) years experience in Environmental Health of which five (5) years must be in a supervisory capacity, Knowledge and experience in policy making processes, Knowledge of South African environment and health related legislation applicable to environmental health, Extensive knowledge on environmental pollution control, climate change and health adaptation and vector control programmes, Good communication (written and verbal), administrative, research, planning, organising, decision making and computer skills (MS Office package), Must be willing work overtime and travel extensively, A valid driver's license.

**DUTIES**

Develop and Implement environmental health related policies, guidelines, plans, norms and standards and procedures, Coordinate and implement the environmental pollution control (indoors, ambient, noise) programmes by Provinces and Municipalities and monitor the implementation thereof, Coordinate and implement the vector control programmes, Support Municipalities in the implementation of programmes relating to the vector control, Coordinate climate change and health adaptation and mitigation programmes and monitor the implementation thereof, Collaborate with relevant stakeholders to build capacity of Provinces and Municipalities on the implementation of environmental pollution control and climate change and health programmes, Participate in environmental pollution control and climate change and health national forums, Execute any related activities as directed by the Director.

**ENQUIRIES**

Ms A P R Cele (012) 395 8522.

**POST 28/10**

ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH REF NO: NDOH 81/2016

**SALARY**

Grade 1: R428 292 per annum as per OSD Originally certified certificates of service must be submitted with the application

**CENTRE**


**REQUIREMENTS**

A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Environmental Health and current registration with the HPCSA as an Environmental Health Practitioner, At least eight (8) years experience in Environmental Health of which five (5) years must be in a supervisory capacity, Knowledge and experience in policy making processes, Knowledge of South African environment and health related legislation related to environmental health, Extensive knowledge on environmental health surveillance of premises, food control and communicable diseases control programmes, Good communication (written and verbal), administrative, research, planning, organising, decision making and computer skills (MS Office package), Must be willing work overtime and travel extensively, A valid driver’s license.

**DUTIES**

Develop and implement environmental health related policies, guidelines, plans, norms and standards and procedures, Coordinate and implement the surveillance of premises and food control programmes, Coordinate and support the implementation of environmental health communicable diseases control and disposal of the dead programme, coordinate environmental health disaster management programmes,
monitor and coordinate environmental health service delivery by Provinces and Municipalities, Collaborate with relevant stakeholders to build capacity of and support Environmental Health Practitioners in Provinces and Municipalities on the implementation of programmes for the control of the disposal of the dead programmes and communicable diseases, Monitor and coordinate environmental health services delivery, Ensure coordination of environmental health events management.

ENQUIRIES : Ms A P R Cele (012) 395 8522.

POST 28/11 : ASSISTANT DIRECTOR: FORENSIC ANALYST GRADE I REF NO: NDOH 83/2016

SALARY : Grade I: R428 292 – R475 341 per annum as per OSD

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

REQUIREMENTS : A three-year BSc/National Diploma with Chemistry or Analytical Chemistry as major subject, Honours or Higher Diploma in Chemistry would be an advantage, At least five (5) years experience on a Chief Forensic Analyst or equivalent level in analytical laboratory, Knowledge of the types and uses of analytical equipment such as gas chromatograph, high performance liquid chromatograph, mass spectrometer, polarograph, ion chromatograph, spectrophotometer, FID Head space, Photo diode array (PDA) atomic absorption spectroscopy and associated software packages, Sound and in-depth knowledge of Criminal Procedure Act and Health and Safety Act, Knowledge of ISO17025 and its use in the laboratory, Basic knowledge of judicial systems and court procedures, Good communication (verbal and written), facilitation, presentation, research, liaison, analytical and computer skills (spreadsheets, databases, word processors), Ability to remain unbiased in the examination of court evidence, A valid driver’s licence.

DUTIES : Oversee the verification and preparation of samples for analysis in the chemistry laboratory, Record sample information, Validate the analysis conducted on samples, Produce analytical results of standard and complicated cases, Oversee analytical services of the section, Conduct statistical analysis, Review analytical data and result, Supervise the administration of human resources and physical assets, Manage the performance of allocated responsibilities, training of employees and allocation of work, Management of risk and audit queries.

ENQUIRIES : Ms K Tholo (012) 442 0860.

POST 28/12 : ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH --(PORT HEALTH) LIMPOPO – X2 POSTS REF NO: NDOH 74/2016

SALARY : Grade 1: R428 292 per annum as per OSD Originally certified certificates of service must be submitted with the application


REQUIREMENTS : A Bachelor Degree/National diploma or equivalent NQF 6 qualification in Environmental Health and current registration with the HPCSA as an Environmental Health Practitioner , At least eight (8) years experience in Environmental Health of which five (5) years must be in a supervisory position , Knowledge and application of the legislative and policy framework informing complex area of operation , Technical and practical knowledge of environmental and port health Knowledge of Public Service Regulations, Legislation, PSA, International Health Regulations and the Control of Communicable Diseases , Good communication (written and verbal) as well as interpersonal relations, Good computer (MS Word, MS Powerpoint and MS Excel), financial management, administrative, networking, leadership, planning, research and analysis skills , Must be willing to travel and work long and irregular hours *A valid driver’s license.

DUTIES : Manage and ensure implementation of the international health regulations (2005) , Develop and/or review core capacity action plans to identify challenges and gaps identified in core capacity assessment process , Manage and facilitate the rendering of a comprehensive port health service , Manage and co-ordinate inspection of all imported consignments to ensure compliance to the relevant legislation in place , Ensure a safe environment for travelers using the point of entry , Management of staff and resources , Management of risk and audit queries.

ENQUIRIES : Mr O Jacobs (012) 395 9417
This is a re-advertisement of the post with reference number NDOH 22/2016 with closing date of 14 March 2016. Applicants who previously applied are encouraged to re-apply.

**ASSISTANT DIRECTOR: COMMITTEE SERVICES 2 POSTS REF NO: NDOH 28/13**

**SALARY:**
R389 145 per annum (plus competitive benefits).

**CENTRE:**

**REQUIREMENTS:**
A three-year Bachelor’s Degree/National Diploma or equivalent NQF 6 qualification with English as a major subject or a three-year Bachelor’s Degree/National Diploma in Public Administration/Public Management, At least three (3) years experience as a Committee Officer within the Public Sector, Sound knowledge of meetings procedures, drafting of agendas, taking minutes, report writing and editing documents at an executive level, Knowledge and applications of Acts, Regulations, Policies and Guidelines governing the Public Service, Good communication (verbal and written), interpersonal, administrative, organisational and computer skills (MS Word, Excel and PowerPoint), Ability to work under pressure, A valid driver’s licence.

**DUTIES:**
Provide secretarial support to the Department and Interdepartmental policy committees as well as International Health Forums (SADC/WHO), Events management, Preparation of submissions for venue approval and secure appropriate venues, Render an effective and efficient committee services to the National Department of Health with regard to meetings, Schedule and arrange meetings and conferences for professionals and/or management staff, Render an effective and professional committee service to the National Health Policy Committees, Ensuring access to decision taken by the various committee to members and managers, Management of risk and audit queries.

**ENQUIRIES:**
Ms S Vilane (012) 395 9374.

**NOTE:**
Shortlisted candidates will be subjected to a practical test.

**ASSISTANT DIRECTOR: CHILD HEALTH REF NO: NDOH 79/2016**

**SALARY:**
R389 145 per annum

**CENTRE:**
Chief Directorate: Child Youth and School Health. Directorate: Child and Youth School Health, Pretoria

**REQUIREMENTS:**
A Degree/National Diploma or equivalent NQF 6 qualification in Health Sciences, At least five (5) years experience in health related field, Knowledge and experience in Integrated Magement of Childhood Illness Strategy (IMCI) implementation, Knowledge of policy development and legislative framework, Knowledge and experience in IMCI training methods (ICATT and DIMCI) and facilitation will be an added advantage, Good computer skills (MS Word, Excel and PowerPoint), social mobilization, communication (written and verbal), interpersonal, facilitation and organizational skills, Must be prepared to travel and work irregular hours, A valid driver’s license.

**DUTIES:**
Coordinate the development of policies, guidelines, strategies, protocols, norms and standards for child health, Provide technical support on implementation of IMCI and child health programme in various provinces, Facilitate the development of advocacy, communication and education (IEC) material for child health, Collaborate with relevant role players including International Agencies on children’s issues including ECD, Participate in monitoring and evaluation activities to enhance the implementation of quality child health services, Assist in the identification of risks and responding to audit queries related to child health programme.

**ENQUIRIES:**
Ms SS Ngake (012) 395 – 8382

**ASSISTANT DIRECTOR: PROVINCIAL SUPPORT REF NO: NDOH 78/2016**

**SALARY:**
R389 145 per annum

**CENTRE:**

**REQUIREMENTS:**
A Bachelor’s degree/National Diploma or equivalent NQF 6 qualification in finance and/or related field of study, At least three (3) years experience in financial management, government protocols and systems at a supervisory or equivalent level, Knowledge of demand management, terms of references (TORS), financial and asset management, office administration and application of legislative frameworks and policies, Project management qualification and proven working experience with Donors will serve as an added advantage, Good interpersonal, communication (written and verbal), computer (Ms Word, MS PowerPoint and MS Excel), customer services, conflict management, project and financial management skills *Ability to work independently and within a team, A valid driver’s licence.
DUTIES: Provide support on management of donor funding and compliance, Management of procurement processes of the EU funded Programme and projects, Ensure effective and efficient financial management, Assists with the compilation of budgets and MTEF inputs in line with the strategic and business plans, Maintains proper records management, Management of correspondence with internal and external stakeholders, Coordination of parliamentary questions responses from provinces and ensure safekeeping, Provide policy advice to strengthen financial management reporting, tracking and decision making, Extraction and consolidation of the Donor funds financial reports, Provide support and advice on asset management to Provincial Health Department, Risk management and audit queries.

ENQUIRIES: Mr AL Mokoana at tel no (012) 395 – 9519

POST 28/16: CHIEF ENVIRONMENTAL HEALTH PRACTITIONER MPUMALANGA REF NO: NDOH 75/2016

SALARY: R385 899 per annum as per OSD Certified copies of original certificates of service must be submitted with the application.


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

DUTIES: Supervise the inspections of airports, harbours and ground crossing in line with the international health regulations and relevant legislation, Supervise the inspection of foodstuffs, cosmetics, disinfectants, medicaments, tobacco products, used tyres, hazardous substances and human remains arriving in the port of entry to ensure compliance with relevant legislation, Supervise the prevention of cross-border/cross transmission of communicable diseases through port of entry due to international travel and trade. Management of staff and resources, Management of risk, audit queries and provide administrative support.

ENQUIRIES: Mr O Jacobs (012) 395 9417

POST 28/17: FORENSIC ANALYST:I FORENSIC PATHOLOGY SERVICES – X2 POSTS REF NO: NDOH 77/2016

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


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

DUTIES: Prepare samples for analysis in the chemistry laboratory which includes activities such as grinding, weighing, chemical treatment, heating, filtration, evaporation, distillation, digestion (wet, dry, microwave), solid phase extraction, Conduct analysis of samples by means of certain processes and methods, including, gas chromatography, liquid chromatography, visual inspection, mass spectrometry, polarography, wet chemistry, spectrophotometry, atomic absorption spectroscopy, thin layer chromatography, Maintain chain of custody, Interpret analytical data and calculate results by means of mathematical formula, Process raw data using various pre-installed software packages, Compiling case file, Issue certificates and affidavits, Reporting results by compiling analysis report and present accurate court testimony.

ENQUIRIES: Ms K Tholo at tel no (012) 442 – 0860
NOTE: A practical test will be conducted on the day of the interview to determine the ability of the candidate.
NOTE: Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications and identity document and a driver's licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV.

MANAGEMENT ECHELON

POST 28/18: SENIOR FAMILY ADVOCATE - LP9 REF NO: 136/16EC

SALARY: R821 562 – R1 284 192 per annum. (Salary will be in accordance with OSD determination) The successful candidate will be required to sign a performance agreement.

CENTRE: Family Advocate: Mthatha

REQUIREMENTS: An LLB Degree or recognized 4 year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admitted as an Advocate; The right of appearance in the High Court of South Africa; Proven track record of previous managerial experience will be an added advantage; A valid driver’s licence; Skills and Competencies: litigation, advocacy, legal research and drafting dispute resolution and case flow management, Good communication (both verbal and writing); Operations Analytical thinking; Information Management; Computer literacy.

DUTIES: Key Performance Areas: Ensure effective and efficient institutional performance of the relevant Office of the Family Advocate; Manage and ensure effective and efficient service delivery at the various service points Manage performance, Conduct advanced enquiries, training, mentoring and coaching of all occupational classes in the office; Identification and implementation of Risk Management Plan;

ENQUIRIES: Mrs. L Pretorius ☎ 043 7027000

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200

CLOSING DATE: 01 August 2016

OTHER POSTS

POST 28/19: SOCIAL WORK MANAGER REF NO: 040/16/NC

SALARY: R664 332 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Office of the Family Advocate, Kimberley

REQUIREMENTS: Bachelors Degree in Social Work or equivalent qualification; Registration with the in SA Council for Social Service Professions (SACSSP); A minimum of 10 years appropriate experience after registration with the SA Council for Social Service Professions (SACSSP); Experience in management in the field of Child Care and
Protection or related environment will be added advantage; Proof of current registration with SACSSP; Knowledge and understanding of legislation and treaties relevant to domestic and international Child protection, the PFMA and Treasury Regulations; Experience in statutory social work and expert witness in court; Knowledge of integrated approach in provision of services to families and children in civil legal disputes in accordance with domestic law and international treaties as well as expert knowledge of Child Care and Protection services; Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Project management; Mediation skills; Planning and organizational skills; Expert report writing; Knowledge on the assessment of children; Leadership.

**DUTIES**

Key Performance Areas: Implement and monitor family counselor services, profession and other relevant policies, procedures and related programmes, including norms and national uniform standards; Co-ordinate requests to and from Provinces; Provide expert guidance to Family Counsellors and Supervisors on the implementation of Child Protection, domestic and international legislation policies; Strengthen partnerships with relevant government Departments, NGOs and the SACSSP.

**ENQUIRIES**

Ms P. Molokwane *(053) 833 1019*

**APPLICATIONS**

Address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand deliveries at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301.

**CLOSING DATE**

01 August 2016

**NOTE**

Applicants who apply with duplicate copies of certified copies of qualifications, fax or e-mailed applications will not be considered.

**POST 28/20**

**FAMILY ADVOCATE LP 7 REF NO: 16/90/FS**

**SALARY**

R637 860 – R687 150 per annum. (Salary will be in accordance with the OSD determination). The successful candidates will be required to sign a performance agreement.

**CENTRE**

Office of the Family Advocate: Bloemfontein

**REQUIREMENTS**

An LLB Degree or recognized four years Legal qualification. At least five (5) years appropriate post qualification/litigation experience. Admitted as an Advocate; The right of appearance in the High Court of South Africa; A valid driver’s licence; Skills and Competencies: Litigation, advocacy, legal research and drafting dispute resolution and case flow management.

**DUTIES**

Key Performance Areas: Perform all functions and duties of the Office of the Family Advocate in accordance with relevant legislation; Endorse Settlement Agreements or commenting thereon; Institute enquiries to ascertain the best interest of the minor child by means of ADRS procedure and evaluation. Attend to Hague matters when delegated to do so; attend to relevant Circuit Courts within Free State Province.

**ENQUIRIES**

Ms. NN Sithole *(051) 407 1800.*

**APPLICATIONS**

Please direct your application to: The Regional Head, Private BagX20578, Bloemfontein, 9300, or hands deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.

**CLOSING DATE**

01 August 2016

**POST 28/21**

**DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 16/132/KZN**

**SALARY**

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

**CENTRE**

Magistrate Court, Pietermaritzburg

**REQUIREMENTS**

A three year Bachelor’s Degree in Administration (NQF Level 6) and/or a National Diploma in Services Management (NQF LEVEL 5) plus module in Case Flow Management or equivalent qualification; 6 year’s relevant experience of which three (3) years should be at management level; A valid driver’s licence. Knowledge and experience of financial management Act (PFMA); office and district administration will serve as strong recommendation; Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Strong leadership skills; Strategic capabilities;

**DUTIES**

Key Performance Areas: Co-ordinate and manage financial and human resources of offices, strategic and business planning processes as well as the facility, physical resources, information and communication related to courts; Play a leadership role in determining and implementing departmental policies at court level; Compile and analyze court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service
improvement strategies; Facilitate strategic projects intended to improve court management.

ENQUIRIES: Mr J.N. Mdaka ☏ (031) 372 3000
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, DURBAN, 4000 or Physical Address: Recruitment, First Floor, 2 Devonshire Place, Durban
CLOSING DATE: 01 August 2016
POST 28/22: DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 145/16/WC
SALARY: R612 822 – R721 878 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Regional Office, Cape Town
REQUIREMENTS: A Bachelor Degree or three (3) year National Diploma in Public Administration or Equivalent qualification; Three (3) years management experience or supervisory experience; Three (3) years’ experience in office and district administration; A valid driver’s license; Skills and Competencies: Job knowledge; Planning and execution; Reliability; taking Initiative; interpersonal relationships.
DUTIES: Key Performance Areas: Promote efficient work performance, service delivery; Regular and co-ordinated administrative assessment of all court houses and when requested, regular and coordinated quality assurance assessments at the sub-offices to determine whether the work is being done according to legislation and the prescripts of the Departmental codes; Implement Ad hoc services; Training, mentoring and coaching Assessment of physical resources; Misconduct and maladministration investigations; Provide effective people management.
ENQUIRIES: Mr. N Luddy Tel. 021 462 5471
APPLICATIONS: Please forward your application to: The Regional Head: Private Bag x 9171 Cape Town 8000 or physical address: Mezzanine floor, Plein Park B Building, Plein Street Cape Town
FOR ATTENTION: Mr N Luddy
CLOSING DATE: 25 July 2016
POST 28/23: COURT MANAGER REF NO: 16/133/KZN
SALARY: R389 145 – R458 385 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Magistrate Court: Ingwavuma
REQUIREMENTS: Three years qualification in Administration (NQF level 6) and/or a National Diploma in Services Management (NQF level 5) plus the module on Case Flow Management or equivalent qualification; At least 3 years managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver’s licence; Experience in the Court environment will be an added advantage, Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.
DUTIES: Key Performance Areas: Co-ordinate and manage the financial, human resources, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage service level agreement.
ENQUIRIES: Mr J.N. Mdaka ☏ 031 372 3000
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, DURBAN, 4000 or Physical Address: Recruitment, First Floor, 2 Devonshire Place, Durban
CLOSING DATE: 01 August 2016
POST 28/24: ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER 4 POSTS
SALARY: R311 784 – R367 254 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Ladysmith Cluster Ref No: 16/134/KZN
Empangeni Cluster: 16/139/KZN
Bethlehem And Welkom Ref No: 16/92/FS
REQUIREMENTS: An appropriate three year financial management Degree/National Diploma or equivalent qualification and applicable experience in the finance field; At least three years’ experience in a financial environment; Knowledge of the BAS accounting software, JDAS PERSAL, PFMA, Treasury Regulations, Budgets and Procurement, A thorough understanding and knowledge of the Department’s various branches will be an advantage; A valid driver’s licence; Skills and Competencies: Computer literacy; Proven managerial, verbal and written communication skills as well as ability to maintain good interpersonal relations; Ability to work under pressure and overtime, if required; A thorough understanding and knowledge of the Department’s branches will be an added advantage; Finance Management.

DUTIES: Key Performance Areas: Identify financial problems and risks by compliance assessments and report findings to the Court Manager, Area Court Manager and the Regional Finance Manager; Define and introduce financial control, procedures and methods towards sustaining a NAQ status; Identify training needs and ensure that capacity building is in line with identified needs; Facilitate financial capacity building interventions; Identify financial problems and risks at the courts within the cluster; Monitor and render support with cluster’s monthly reconciliation of third party funds; Monitor audit recommendations and action plan to ensure compliance; Monitor and support courts with budget formulation, allocation, executing and reporting; Monitor and report on effective supply chain and asset management processes within the cluster.

ENQUIRIES: KwaZulu-Natal: Mr J.N. Mdaka ☎ (031) 372 3000 Free State: Ms NN Sithole ☎ (051) 407 1800

APPLICATIONS: KwaZulu-Natal: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, DURBAN, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place, Durban; Free State: Quoting the relevant reference number, direct your application to: Postal address: Human Resources: The Department of Justice and Constitutional Development, Private Bag X20578, BLOEMFONTEIN, 9300 or Physical address: Application Box, 53 Colonial Building, Charlotte Maxeke Street, BLOEMFONTEIN, 9301

CLOSING DATE: 01 August 2016

NOTE: Separate application must be made quoting the relevant reference number.

POST 28/25: ASSISTANT DIRECTOR: COURT INTERMEDIARY REF NO: 137/16EC

SALARY: R311 784 - R367 254 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Office, East London; Service Point: Magistrate: Mthatha (Responsible for the Following Clusters: Mthatha; Bizana; Lusikisiki; Lady Frere)

REQUIREMENTS: Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, social work/ family counseling, child care and youth development, pediatrics, psychiatry, clinical counseling, educational psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Five (5) years’ experience in intermediary services of which three (3) years should be at supervisory level; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children’s Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Be fluent in the predominant language(s) of the jurisdictional area of the court; Skills and Competencies: Communication and listening skills (with children, persons with mental disabilities and other traumatized witnesses); Trauma and basic counseling skills; interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.

DUTIES: Key Performance Areas: Manage and coordinate intermediary services in the cluster; Manage, consolidate and analyze intermediary service information, statistics and reporting; Facilitate and coordinate training and development of court intermediaries; Monitor maintenance of equipment in courts at testifying rooms and its related resources; Provide effective people management.

ENQUIRIES: Mrs. Pretorius ☎ 043 702 7000

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.

CLOSING DATE: 01 August 2016

18
POST 28/26  : ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 2016/83Con/MP

12 Months Contract Appointment

SALARY  : R311 784 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE  : Regional Office, Nelspruit

REQUIREMENTS  : Three years National Diploma/Bachelor’s Degree in Financial Management/Auditing/Accounting or relevant fields; At least 3 years working experience in Asset Management environment of which 1 year supervisory experience; Proven experience in working on projects will be an added advantage; A valid driver’s license; Skills and Competencies: Computer literacy (MS Office); Good Communication skills (verbal and written); Good Interpersonal relations; Planning and organization; Ability to work under pressure; Ability to meet deadlines and Accuracy and attention to detail.

DUTIES  : Key Performance Areas: Develop and monitor the asset management project plan; Provide advice, guidance on asset management and determine a strategy for redundant, obsolete and unserviceable items; Provide asset management services & administer movable/ immovable assets; Develop/maintain/facilitate implementation of comprehensive Asset Management Strategy and manage Service Level Agreements; Manage Losses and Disposal of redundant and obsolete assets as well as accounting of the asset management module; Reconcile the asset clearing account and consolidation of the monthly reconciliation of regional office reports; Run depreciation of the assets in the system and posting of depreciation journals including closure of the module; Manage and maintain the regions asset register; Ensure performance of monthly spot checks and management of movements of assets; Plan and organise the resources of the unit; Assist in the development and management of the budget for the Unit; Provide internal control services;

ENQUIRIES  : Mr MH Hlophe ☏ 013-753 9300 Ext 207

APPLICATIONS  : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Ned bank Centre, 4th floor Nelspruit.

CLOSING DATE  : 01 August 2016

NOTE  : PWD/ African Male/ Female followed by Coloured Male or Female respectively.

POST 28/27  : ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 50/16/LMP

SALARY  : R 311 784 – R367 254 Per annum. The successful candidate will be required to sign a performance agreement.

CENTRE  : Regional Office, Limpopo

REQUIREMENTS  : An appropriate three year National Diploma/degree or equivalent qualification; Three years supervisory/management experience; Three years facilities and Auxiliary services experience; A valid driver’s licence; Skills and Competencies: Project Management; Good Financial Management skills; Strong communications skills with the ability to motivate and direct people; Strategic and conceptual orientation; Team oriented and results driven; Interpersonal relations and customer orientation; Creative and analytical; Problem solving and conflict management; Continual learning and information search; Accuracy and attention to detail; People Management skills.

DUTIES  : Key Performance Areas: Assist with the management and co-ordinate planning for Capital Works and Maintenance of infrastructure; Liaise with the Department of Public Works (DPW) on Capital Works and upgrading of infrastructure; Liaise with Area/Court Managers and Facilities Co-coordinators on additional infrastructure requirements and maintenance requirements; Assist with the implementation of OHS Act as well as physical security upgrade; Assist with development of asset management strategy and compilation of plans; Assist with the development of maintenance strategy and compilation of reports; Assist with development and management of the implementation of norms and standards; Compilation of budget and reports; Responsible for provision and management of leased accommodation

ENQUIRIES  : Mr. Maakamedi TP. ☏ (015) 287 2026

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

CLOSING DATE  : 01 August 2016
POST 28/28: ADMINISTRATIVE OFFICER 03 POSTS REF NO: 51/16/LMP

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

CENTRE: Magistrate Modimolle, Magistrate Hlanganani and Magistrate Thohoyandou (Sibasa)

REQUIREMENTS: Bachelor’s degree or equivalent qualification; Two years’ experience in Administration; A valid code B drivers’ license. Skills and Competencies: Computer literacy (MS Office); Good interpersonal skills; Ability to work under pressure; Attention to detail; Experience in Court Administration will serve as an added advantage;

DUTIES: Key Performance Areas: Supervisor of the Clerks in Court (clerk of court, finance, procurement, family court and administration); Checking the work done in the Civil and Criminal Courts; Checking the work done in finance section (MMT through JDAS and Vote Account); Reconcile Witness Fees, and MMT; Monitor and control the capturing of cases through E-Scheduler; Checking work done in Registry, Estates, Family court; and Provisioning; Manage the Performance Management System in the Office; Compile statistics to indicate performance and trends; Manage finances at offices by complying with PFMA, DFI, and other instructions issued from time to time by CFO; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Supervise administrative staff on a daily basis; Co-ordinate and manage the financial and human resources of the Office.

ENQUIRIES: Mr SP Ntsoene. ☎️ 015 287 2035 or Ms PM Manyaja. ☎️ 015 287 2034

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

CLOSING DATE: 01 August 2016

NOTE: Separate Applications will be needed for each Station

POST 28/29: SOCIAL WORKER / FAMILY COUNSELOR GRADE 1-4 REF NO: 16/85/FS

SALARY: R211 263 – R481 155 per annum. (Salary will be in accordance with the OSD determination) The successful candidate will be required to sign a performance agreement

CENTRE: Office of the Family Advocate: Bloemfontein

REQUIREMENTS: Bachelors Degree in Social Work; Registration with the South African Council for Social Services Professions (SACSSP); Appropriate experience in Social Work after registration with the SACSSP; Knowledge and experience in Mediations; Knowledge and applications of Family Law, including inter alia Mediation in certain Divorce Matters Act; Maintenance Act and Domestic Violence Act including Hague Convention on International Child Abduction; A valid driver’s licence; Skills and Competencies: Computer literacy (MS Office); Good communication skills, both verbal and in writing; Investigation and Report writing skills with attention to detail; Diversity and Conflict Management.

DUTIES: Key Performance Areas: Conduct mediation and or investigations as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related Family Law disputes; Evaluate information and compile forensic court reports and make recommendations regarding the best interest of children in Family Law disputes; Travel to townships and rural areas to conduct investigations and interview parties / source references in Family Law disputes. Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate.

ENQUIRIES: Ms N Sithole ☎️ (051) 407 1800

APPLICATIONS: Please direct your applications to: The Regional Head, Private Bag X 0578, Bloemfontein,9300 or hand deliver 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301

CLOSING DATE: 01 August 2016

POST 28/30: SENIOR COURT INTERPRETER REF NO: 16/84/FS

Re–Advertisement

SALARY: R211 194–R248 781.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate’s Office, Thaba Nchu

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

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

ENQUIRIES
Ms NN Sithole (051) 407 1800

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

CLOSING DATE
01 August 2016

POST 28/31: ADVERTISEMENT SENIOR COURT INTERPRETER REF NO: 16/88/FS

SALARY
R211 194-R248 781.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE
Magistrate’s Office, Welkom

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

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

ENQUIRIES
Ms NN Sithole (051) 407 1800

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

CLOSING DATE
01 August 2016

POST 28/32: LEGAL ADMINISTRATION OFFICER MR3–MR5 REF NO: 16/182/CLO

SALARY
R210 837 – R762 630 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE
National Office, Pretoria

REQUIREMENTS
An LLB Degree or 4 year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of South African Legal system, and
legal practices with specific reference to civil litigation; Knowledge of criminal procedures and practice; Experience in providing legal support in civil matters for and against the Department; A valid driver’s license; Skills and Competencies: Legal research and drafting; Report-writing and analytical skills; Computer literacy; Planning and decision-making skills; Communication (verbal and written) skills; Ability to work independently and in a team and to take responsibility; Good interpersonal skills.

**DUTIES**

Key Performance Areas: Perform legal administrative duties of civil litigation matters in the Constitutional Court, Supreme Court of Appeal, High Courts; Equality Courts and Magistrate’s Courts; Advise the Minister, Director – General and Chief Litigation Officer on all litigation matters affecting the Department; Represent the Department, its functionaries during consultations and liaise with and instruct the State Attorney with regard to civil matters; Draft legal papers; Manage and deal with Departmental losses, transport claims, debt recovery on behalf of the Department; Inform the Minister, Deputy Minister, NPA, Director – General and other role players on measures taken to deal with matters on their behalf; Handle ad hoc tasks in line with instructions.

**ENQUIRIES**

Ms K. Ngomani (012) 357 8661

**APPLICATIONS**

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

**CLOSING DATE**

01 August 2016

**NOTE**

People with disabilities are encouraged to apply

**POST 28/33**

REGISTRAR MR 1-MR 5 REF NO: 16/89/FS

**SALARY**

R162 726–R762 630 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**

Magistrate’s Office, Bloemfontein

**REQUIREMENTS**

An LLB or four year recognized legal qualification; A valid driver’s license; Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Numerical skills; Office management; Planning and organization skills; Communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations.

**DUTIES**

Key Performance Areas: Co-ordinate Case Flow Management Support Services to the Judiciary and Prosecution at regional level; Co-ordinate all processes that initiate court proceedings; Compile and submit monthly reports on the civil statistics and Performance of the office of the Regional Court President and DOJ & CD; Coordinate and liaise with the Office of the Regional Magistrates on civil related matters; Facilitate court sittings consideration of judgements by default and taxation of attorney’s unopposed and opposed bills of cost. Manage Appeals; Reviews and Applications for request for Access to information, Court Records and all relevant registers; Authenticate signatures of legal practitioners, notaries, sworn; Provide translators and conveyances; Provide training and guidance to assistant registrars at civil seats in Regional Division; Supervise and manage the performance of Assistant Registrars in Regional Division.

**ENQUIRIES**

Ms N Sithole (051) 407 1800

**APPLICATIONS**

Please direct your applications to: The Regional Head, Private Bag X 20578, Bloemfontein, 9300 or hand deliver 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.

**CLOSING DATE**

01 August 2016
DEPARTMENT OF LABOUR

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

CLOSING DATE: 01 August 2016

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

MANAGEMENT ECHELON

POST 28/34: COMMISSIONER: UNEMPLOYMENT INSURANCE FUND REF NO: HR 4/16/07/51HQ

SALARY: R1 267 806 per annum (all inclusive package)

CENTRE: Unemployment Insurance Fund, Pretoria


DUTIES: Lead, directs and manage the Unemployment Insurance Fund to ensure its smooth operations. Develop Strategic Plans in line with the mission and translate them into achievable objectives as well as motivate others to deliver on the organizational mandate. Advise the Director-General and the Executing Authority on an ongoing basis regarding Fund’s Operations including Strategies aimed at poverty alleviation and labour activation. Establish and maintain appropriate internal controls including the reporting systems in order to meet the performance expectations of the Fund. Strengthen the institutional capacity of the Fund. Manage all the Resources within the Unemployment Insurance Fund.

ENQUIRIES: Ms MM Matyila, Tel. 012 309 4026

APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office
POST 28/35: CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/16/07/22HO

SALARY: R 1 042 500 per annum (all inclusive package)

CENTRE: Provincial Office: Limpopo

REQUIREMENTS:

DUTIES:
Develop and manage the effective implementation of Inspection and Enforcement Services including the specialization model. Manage Labour Market Information system services in the Province. Develop and manage effective implementation of Public Employment Services. Manage implementation of Management Support Services and financial management in line with relevant prescripts. Manage strategic plan of integrated beneficiary service in the Province in line with the relevant prescripts. Develop strategic plan to reach the community of the Province. Promote sound work ethics on service delivery. Establish and maintain partnerships and working relations with key relevant stakeholders. Manage all resources within the Chief Directorate.

ENQUIRIES: Ms MM Matyila, Tel. 012 309 4026

APPLICATIONS:
Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office

OTHER POSTS

POST 28/36: INSPECTOR: TEAM LEADER 2 POSTS

SALARY: R 262 272 per annum.

CENTRE: Labour Centre: Verulam- Ref No: HR4/4/5/32
Labour Centre: Prospecton-Ref No: HR 4/4/5/27

REQUIREMENTS:

DUTIES:
Plan and independently conduct substantive occupational inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Diseases Act (COIDA), Occupational Health and Safety (OHS) and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Supervise the resources in the Sub- Section.

ENQUIRIES: Mr K Naidoo, Tel: (031) 913 9700
Ms ZP Dlamini, Tel: (032) 541 5602

APPLICATIONS:
Chief Director: Provincial Operations: PO Box 940, Durban, 4000 Or hand deliver at 267, Anton Lambede Street, Royal Hotel Building, Durban, FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office: Kwazulu-Natal
<table>
<thead>
<tr>
<th>POST 28/37</th>
<th>SENIOR EMPLOYMENT SERVICE PRACTITIONER 2 POSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R 262 272 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Labour Centre: Mount Ayliff - Ref No: HR4/4/1/30 (1 post)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Labour Centre: Pinetown - Ref No: HR 4/4/5/16 (1 post)</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advice on the availability of skills. Process applications for registration and licensing of Public Employment Agency’s (PEAs). Supervise the administration of employer services at the Labour Centres.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr M Ntonga, Tel: (039) 254 0282 (Mount Ayliff)</td>
</tr>
<tr>
<td>POST 28/38</td>
<td>INSPECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: HR 4/4/5/29</td>
</tr>
<tr>
<td>SALARY</td>
<td>R 262 272 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Labour Centre: Pietermaritzburg</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Plan and independently conduct substantive occupational inspections with the aim of ensuring compliance with labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupations Health and Safety Act (OHSA), Skills Development Act (SDA) and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr MP Tshabalala, Tel: (033) 341 5300</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Chief Director: Provincial Operations: PO Box 940, Durban, 4000, or hand deliver at 267, Anton Lambede Street, Royal Hotel Building, Durban, FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office: Kwazulu-Natal.</td>
</tr>
<tr>
<td>SALARY</td>
<td>R 262 272 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Labour Centre: Stanger</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Three year tertiary qualification in Business Administration / Management and / Public Administration / Management or Operations management. Two years functional experience. Knowledge: All Labour legislations and regulations, Private Employment Agency regulations and related ILO conventions , Batho Pele principles</td>
</tr>
</tbody>
</table>
DUTIES: Monitor and oversee the help desk at the first port of entry within Registration Services. Oversee the employment services rendered to all clients. Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all queries regarding legislation and follow up on pending queries.

APPLICATIONS: Chief Director: Provincial Operations: PO Box 940, Durban, 4000, Or hand deliver at 267, Anton Lambede Street, Royal Hotel Building, Durban.


POST 28/40: INSPECTOR: INSPECTION SERVICES (WHOLESALE AND RETAIL) REF NO: HR4/4/4/07/02

SALARY: R 262 272 per annum
CENTRE: Provincial Office: Braamfontein

DUTIES: Conduct occupational inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA), in Wholesale and Retail sector. Execute investigations on reported cases pertaining to contravention of BCEA and enforce as and when necessary including making preparation for and appearing in Court as a State witness. Conduct proactive (Blitz) inspections regularly to monitor compliance with BCEA. Conduct advocacy campaigns on BCEA, analyse impact thereof. Contribute to the planning, drafting and maintenance of regional inspection.

ENQUIRIES: Mr L Bleni, Tel: (012) 309 5256
FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office Gauteng.

POST 28/41: INSPECTOR: INSPECTION SERVICES REF NO: HR 4/4/4/07/01

SALARY: R 262 272 per annum
CENTRE: Labour Centre: Kempton Park

DUTIES: Plan and independently conduct substantive occupational inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Diseases Act (COIDA), Occupational Health and Safety (OHS) and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
ENQUIRIES:  Ms FS Tshabalala, Tel: (011) 975 9301
FOR ATTENTION:  Sub-directorate: Human Resources Management, Provincial Office Gauteng.


SALARY:  R 211 194 per annum.
CENTRE:  Provincial Office: Braamfontein

DUTIES:  Perform all registration pertaining to statutory services (BCEA, COIDA, UI, OHS, EEA, and LRA). Conduct audits to check if the necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to supervisor. Coordinate and monitors local and provincial Blitz inspections. Prepare enforcement document to Provinces, Labour Court, Public Prosecutor and Magistrate Court.

ENQUIRIES:  Mr L Bleni, Tel: (012) 309 5256
FOR ATTENTION:  Sub-directorate: Human Resources Management, Provincial Office Gauteng.

POST 28/43:  INSPECTOR: INSPECTION SERVICES 4 POSTS REF NO: HR4/4/8/14

SALARY:  R 171 069 per annum
CENTRE:  Labour Centre: Welkom (3 posts) and Zastron Labour Centre (1 post)

DUTIES:  Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, namely, Basic of Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), Skills Development Act (SDA) and UCA. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES:  Ms MM Sauer, Tel: (057) 391 0200
APPLICATIONS:  Chief Director: Provincial Operations, PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301.
FOR ATTENTION:  Human Resources Management, Bloemfontein.

POST 28/44:  ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/6/43

SALARY:  R 142 461 per annum
CENTRE:  Labour Centre: Lephalale

DUTIES:  Render Supply Chain Management function in a Labour Centre. Provide a Finance and Office Management Service to the Labour Centre. Render Human Resources Management Service. Responsible for Training and Performance activities in a
Labour Centre. Responsible for the records management in a Labour Centre and ensure safe keeping of pool of cars. Render general administrative work for the Labour Center as and when required.

**ENQUIRIES**  :  Mr MP Mosima, Tel (014) 763 2162

**APPLICATIONS**  :  Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700, Hand deliver at 42A, Schoeman Street, Polokwane, FOR ATTENTION: Sub-directorate: Human Resources Management, Limpopo

**POST 28/45**  :  **ADMINISTRATION CLERK: SUPPORT SERVICES REF NO: HR 4/4/1/29**

**SALARY**  :  R 142 461 per annum

**CENTRE**  :  Labour Centre: Mdantsane


**DUTIES**  :  Render administrative support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.

**ENQUIRIES**  :  Mr XT Madikane, Tel: (043) 761 3151

ANNEXURE G

DEPARTMENT OF MINERAL RESOURCES

APPLICATIONS: The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Francis Baard Street, former Schoeman, Sunnyside

FOR ATTENTION: Ms N Maseko or Ms T Sibutha

CLOSING DATE: 29 July 2016

NOTE: Applications should be on Z83 form (which should be completed in full, accurately, legibly, signed and dated) and must be accompanied by a comprehensive CV, and originally certified copies of qualifications as well as ID not longer than 3 months (Where a driver’s licence is a requirement, a certified copy must be attached). NB: Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. Requirements stated on the advertised posts are minimum inherent requirements; therefore criterion for shortlisting will depend on the proficiency of the applications received. The Department reserves the right to determine suitable candidate(s) during the Selection process. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

MANAGEMENT ECHELON

POST 28/46: DIRECTOR-GENERAL (RE-ADVERTISEMENT) 5-YEAR RENEWABLE CONTRACT REF NO: DMR/16/0018

This is a re-advertisement candidates who applied previously are encourage to re-apply. All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment.

SALARY: R1 656 618 per annum (all inclusive package) Level: 16

CENTRE: Head Office, Pretoria

REQUIREMENTS: Appropriate qualification (NQF Level 7) and a postgraduate (NQF Level 8) as recognised by SAQA coupled with 8-10 years’ experience at a Senior Managerial level of which 5 years must have been at SMS level with the Public Service PLUS the following competencies: Knowledge: In depth understanding and knowledge of the Mining industry, Regulatory regime affecting the Minerals and Mining industry, Government policy and legislation, Human Resource practice and procedures, Administrative procedures, Financial management, Project management, Personnel management, Skills: Strategic leadership, Sound organising and planning, Good communication, Facilitation, Creativity: Innovative and strategic thinker, Meticulous and good analytical skills, Careful, correct and appropriate decision making Other: Ability to work under extreme pressure, Ability to work long hours voluntarily, Ability to gather and analyse information, Ability to work individually and in a team, Honestly.

DUTIES: Provide direction in the development and promotion of mineral and mining related policies. Ensure the regulation of the Mining and Minerals industry. Ensure the safe mining of minerals under healthy working conditions. Ensure that a corporate service function is rendered (communication, management, etc. Ensure provisioning of Supply Chain and Information Management support service. Ensure the establishment of reporting on procedures to facilitate effective performance monitoring and evaluation. Advice the Ministers and Management the performance of their duties and promote co-operative governance.

ENQUIRIES: Ms PB Gamede 012 444 3005

OTHER POSTS

POST 28/47: PRINCIPAL INSPECTOR OF MINES REF NO: DMR/16/0019

SALARY: R 864 177 per annum (all inclusive package) Level: 13

CENTRE: Head Office, Pretoria

REQUIREMENTS: An appropriate B-degree (Mining Engineering), NQF Level 7 and Mine Manager Certificate of Competency in Metalliferous or Coal /Mine Surveyor’s Certificate of
Competency, Certificate in Mine Environmental Control Certificate or Government Certificate in Mechanical or Electrical Engineering or a Professional Engineer, coupled with 5 years' experience at Middle Management in the mining industry, plus a valid driver's license, Knowledge of: The Mine Health and Safety Act, 1996 (Act 29 of 1996), underground and surface mining, mining health and safety hazards and risks, Labour Relations and Human Resource management, Understanding of DMR’s policies aimed at optimal utilisation of mineral resources. Skills: High level of managerial skills, Conflict resolution, Negotiation, Planning and Organising skills, Budget Communication: Ability to communicate verbally and in writing in such a way that the image of and professionalism of the Department in enhanced. Creativity: Ability to analyse workload related challenges and to implement a continuous improvement strategy.

**DUTIES**

- Enforce the Mine Health and Safety Act, Develop Health and Safety strategies to improve health and safety performance of mines in the region. Provide support and assistance on the promotion of health and safety in the mining industry. Make inputs in the development of health and safety legislation such as regulations and guidelines, Manage the performance of Inspectors and support staff. Manage the information system. Report health and safety information to the Deputy Chief Inspectors of Mines and other stakeholders.

**ENQUIRIES**

Mr M Zondi (012 444 3668/3663)

**NOTE**

Coloureds, Indians as well as people living with disabilities are encouraged to apply. 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 interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment.

**POST 28/48**

**DEPUTY DIRECTOR: CRIMINAL ENFORCEMENT REF NO: DMR16/0020**

**SALARY**

R612 822 per annum LEVEL: 11

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**

- A three year tertiary qualification in Law/Policing coupled with relevant experience at junior/middle management level with a valid drivers licence. Plus the following competencies: Knowledge: National Environmental Management Act (NEMA), MPRDA, Criminal Procedure Act (CPA), Constitutional Law, Administrative Law, Criminal Justice System of South Africa, Concept of Cooperative Governance, Skills: Legal drafting skills, Computer Literacy, Interpersonal skills, ability to negotiate, ability to apply DMR policies and develop guidelines and procedures, good managerial skills, Communication: Excellent communication skills, both verbal and writing, as the incumbent will be required to e.g. manage and supervise the drafting and compilation of court documents and legal correspondence, Creativity: Problem solving.

**DUTIES**

- Determine enforcement measure to be employed i.e. administrative or criminal enforcement in relation to environmental crimes related to mining; Initiate criminal prosecution of environmental crimes related to mining; Prepare court documents to be used during prosecution; acquisition of additional information required for prosecution of environmental crimes related to mining; interview prospective witnesses, perform functions of EMRI by enforcing compliance with the provisions of NEMA, Establish and maintain appropriate internal controls and reporting systems; supervise junior staff.

**ENQUIRIES**

Mr TI Moloto (012 444 3939)

**NOTE**

Exposure/experience in criminal court processes will be an added advantage. Successful candidates must be prepared to undergo EMRI training before completion of probation.
ANNEXURE H

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (NSG) is mandated to train and develop the public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant, mandatory training programmes. Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals from the previously disadvantaged groups.

APPLICATIONS: Principal: National School of Government, Private Bag X759, Pretoria, 0001 / National School of Government by hand at ZK Matthews Building, 70 Meintjes Street, Sunnyside, Pretoria.

FOR ATTENTION: Ms L Raseroka, HR Department, E-mailed and faxed applications will not be accepted. Enquiries: In connection with the applications kindly contact Ms L Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017 and in connection with the post the relevant Senior Manager as indicated below each position.

CLOSING DATE: 29 July 2016 @ 16h00

NOTE: Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); certified copies of ID document and educational qualifications. The relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short-listed candidates may be required to undertake a competence assessment exercise and be subjected to security and qualifications vetting. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

OTHER POST


Chief Directorate: Management

SALARY: (Salary level 5) commencing at R142 461.00 per annum

CENTRE: Pretoria.

REQUIREMENTS: Grade 12 or Matric Certificate. Extensive experience in the area of office administration. Knowledge and skills: understanding of Public Sector. Knowledge of training cycle. An understanding of requirements of accredited training programmes. Advanced skills in MS Office Suite. Problem solving skills as well as the ability to provides solutions to logistical problems. Ability to advice leaners on course selections. Good client relations skills and ability to review documents and make recommendations. Personal Attributes: The person will have to demonstrate analytical, systematic, organised, accurate, attention to detail, dynamic, independent, flexible, willingness to learn, keep up with trends, possesses the ability to meet deadlines, honest, responsible, professional with a strong work ethic, a team player, interpersonal skills, self-driven and systematic.

DUTIES: Render administrative support during review meeting and updating of course material in the Stream. Provide administrative support and logistical support which includes amongst others for special training events and seminars. Receive and escalate queries from departmental coordinators and leaners (content specific queries such as selection of course in the M&E programme). Keep training data and capturing of all induction training course draft and prepare submissions and other documents in support of the Supervisor as part of training implementation. Maintain records in relation to curriculum materials as prescribed. Record keeping on updated training materials.

ENQUIRIES: Mr L Raphela, (012) 441-6701
OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA

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

CLOSING DATE: 29 July 2016

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three months old). Please note that only original applications will be accepted, e-mailed and faxed applications will be disqualified. Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. The successful candidate/s will be subjected to Pre Vetting (Pre-Screening) Financial records will only be checked and considered for applicants applying for finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Please refer to the advertisements on the Judiciary Website for the relevant skills and competencies - www.judiciary.org.za we welcome application from persons with disabilities.

OTHER POSTS

POST 28/50: ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 2016/176/OCJ

SALARY: R 311 784.00 – R 376 626.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office

REQUIREMENTS: Diploma or Degree in Psychology / Social Studies or a relevant three-year tertiary or equivalent qualification, registered with the relevant body plus a minimum of three (3) years’ appropriate hands-on experience within the Employee Health and Wellness (EHW) field. Valid Driver’s License and willingness to travel. EHW Strategic Framework.

DUTIES: The successful candidate 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); 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; Market 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.

ENQUIRIES: Ms L Mothemane (010) 493 2533

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

POST 28/51: ASSISTANT DIRECTOR: EMPLOYEE RELATIONS (LABOUR RELATIONS) REF NO: 2016/177/OCJ

SALARY: R 311 784.00 – R 376 626.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office

REQUIREMENTS: A relevant three-year tertiary or equivalent qualification plus at least five years’ working experience in a labour relations environment. Sound knowledge and understanding of all Labour Relations legislation. In depth knowledge of project
management and communication systems. Understanding of all relevant human resources legislative framework, regulations and prescripts. Valid Driver’s License and willingness to travel.

**DUTIES**

Co-ordinate and finalising all misconduct cases in the Department promptly and effectively. Finalise all grievances and complaints received from employees in the Department. Handle appeals promptly and effectively. Coordinate and provide support in terms of representing the department in all disputes referred to the Public Service Sectorial Bargaining Council and the Commission for Conciliation, Mediation and Arbitration. Develop and manage the information and records of all activities in the Employment Relations and capturing of cases on persal. Accurately update the case management system. Provide training and advocacy relating to Employment Relations matters. Serving as an Employee Relations expert, providing guidance and conducting comprehensive investigations for all complex and escalated issues or those representing significant risk to the organization. Coordinate the effective Collective Bargaining within the Department by ensuring healthy working relationships and engagement with the relevant recognized Trade Unions. Assist in the management of strike action within the department. Provide Specialist Labour Relations expertise and skills. Conduct the disciplinary and grievance process to ensure sound Labour Relations. Perform timeous resolution of designated disputes and escalated to the unit Manager where appropriate. Ensure procedural and substantive compliance in the management grievance processes. Competently represent the department at external dispute resolution forums involving designated high profile and complex matters.

**ENQUIRIES**

Ms L Mothemane 📞 (010) 493 2533

**APPLICATIONS**

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

**POST 28/52**

**PRINCIPAL COURT INTERPRETER REF NO: 2016/178/OCJ**

**SALARY**

R 262 282.00 – R 308 943.00 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Northern Cape High Court: Kimberley

**REQUIREMENTS**

NQF level 4/Grade 12 and a National Diploma in Legal Interpreting (NQF Level 5); Five(5) years practical experience as Court Interpreter with a minimum of two years supervisory experience. Proficiently in English and two or more indigenous languages; Candidates will be required to undergo oral and written languages proficiency testing. A valid driver’s licence.

**DUTIES**

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

**ENQUIRIES**

Ms R Ruthven 📞 (053) 807 2733

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Postal Address: The Human Resources Management: High Court, The Office of the Chief Justice, Private Bag X5043, KIMBERLEY. Application can also be hand delivered to: Ms S Ruthven, High Court, Sol Plaatje Drive, Room B107, Kimberley.

**POST 28/53**

**SNR ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF NO: 2016/179/OCJ**

**SALARY**

R 262 272.00 – R 308 943.00 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

National Office

**REQUIREMENTS**

A relevant three-year tertiary or equivalent qualification plus at least five years’ An appropriate National Diploma /Bachelor’s Degree in Risk Management/ Internal Audit/ Compliance/ Accounting & Auditing or equivalent qualification on NQF level 6; Three (3) years’ experience in Risk Management or Internal Auditing or Compliance; Knowledge of the Public Finance Management Act (PFMA), Public Sector Risk Management Framework and Treasury Regulations; Knowledge of Risk Management processes; Knowledge of BarnOwl system or CURA system will be an added advantage; A valid driver’s licence.
DUTIES: Perform administrative functions for Risk Management Directorate; Provide Administrative support during Risk Assessments; Assist in the maintenance of risk registers on the system; Manage all administrative requirements, reporting, records management, resources and correspondence for the unit.

ENQUIRIES: Ms B Motene (010) 493 2629
APPLICATIONS: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, MARSHALLTOWN, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, 188, 14th Road, Noordwyk, MIDRAND.

POST 28/54: SNR ADMINISTRATIVE OFFICER: INSTITUTIONAL SECRETARIATE REF NO: 2016/180/OCJ

SALARY: R 262 272.00 – R 308 943.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office
REQUIREMENTS: An appropriate National Diploma /Bachelor’s Degree in Public Administration or equivalent qualification on NQF level 6; Three (3) years’ experience in administration; A valid driver’s licence.

DUTIES: Ensure that all the meeting venues are secured and other requirements such as booking of transport and accommodation for members are managed; Assist with the production and distribution of meeting documentation to members. Executive Management and other relevant officials; Assist with any other Divisional activities where necessary including printing and binding documents, courier of meeting packs; Assist with the confirmation of availability of members to attend meetings; Maintain the Secretariat Division archiving and filing system; Liaise with the Managers within the Directorate Secretariates Services. Responsible for requisition of the Secretariat Directorate stationery requirements according to the Supply Chain Management policy and monitoring thereof on a monthly basis; Arrange catering for Committee meetings where catering is required.

ENQUIRIES: Ms S Ratshefola (010) 493 2628
APPLICATIONS: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, MARSHALLTOWN, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, 188, 14th Road, Noordwyk, MIDRAND.

POST 28/55: SNR ADMINISTRATIVE OFFICER: INTEGRITY AND ETHICS REF NO: 2016/181/OCJ

SALARY: R 262 272.00 – R 308 943.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office
REQUIREMENTS: An appropriate National Diploma /Bachelor’s Degree in Public Administration or equivalent qualification on NQF level 6; Three (3) years’ experience in Integrity and Ethics; Knowledge of the Public Finance Management Act (PFMA), Public Sector Integrity Management Framework and Treasury Regulations; Knowledge of Integrity and Ethics Management processes; Knowledge of e-disclosure system will be an added advantage; A valid driver’s licence;

DUTIES: Coordinates the Integrity and Ethics Management; Coordinate e-disclosure, Remunerative work outside Public Service and gift register; Provide e-disclosure support to Senior Managers; Manage all Administrative requirements, reporting, records management, resources and correspondence of Integrity and Ethics Sub-unit.

ENQUIRIES: Ms B Motene (010) 493 2629
APPLICATIONS: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, MARSHALLTOWN, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, 188, 14th Road, Noordwyk, MIDRAND.

POST 28/56: SNR ADMINISTRATIVE OFFICER: MONITORING, EVALUATION & REPORTING REF NO: 2016/182/OCJ

SALARY: R 262 272.00 – R 308 943.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office
REQUIREMENTS: An appropriate National Diploma in Public Management or Administration or equivalent qualification on NQF level 6; Three (3) years’ experience in administration;
Knowledge of Monitoring, Evaluation and Reporting; Understanding of GWM&E framework and relevant Treasury Regulations.

**DUTIES**

Provide overall administrative and technical support to the Monitoring and Evaluation Unit; Develop tools and templates for reporting; Provide M&E support with regards to the Department’s performance; Assist with data collection, analysis and reporting; Assist with data verification to ensure data accuracy and integrity; Assist with any research / evaluations as need arises; Assist in compiling and editing of reports; Provide case tracking system for monitoring performance; Manage and control Procurement (Assets, Stationery, claims etc).

**ENQUIRIES**

Mr M Masilo ☎️ (010) 493 2502

**APPLICATIONS**

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

**POST 28/57**

**ADMINISTRATIVE OFFICER: COMMUNICATIONS REF NO: 2016/183/OCJ**

**SALARY**

R 211 194.00 – R 248 781.00 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

National Office

**REQUIREMENTS**

An appropriate National Diploma in Public Management or Administration or equivalent qualification on NQF level 6; Two (2) years’ experience in administration; Knowledge of Public Finance Management Act (PFMA); Understanding of the Department’s Accounting System (Persal and BAS); Understanding of the Departmental Financial Instructions (DFI) and Departmental policies and procedures; Knowledge of Performance Management; A valid driver’s licence.

**DUTIES**

Responsible for the effective administrative functioning of the Communication Unit; Provide support to the Head of Unit in his/her management of the HR, Finance and project management functions; Assist in the management of OCJ events; Handle procurement processes for the Communication Unit; Responsible for all logistics; planning related to travel and events; Organise and document meetings of the Communication Unit; Manage incoming and outgoing correspondence; Develop and maintain standard operating systems and procedures within the Unit. Manage internal and external customer relations; Draft correspondence and manage workflow record systems; Support project monitoring and prepare quarterly and annual performance reports; Assist with any other activities of the Communication Unit.

**ENQUIRIES**

Ms L Mothemane ☎️ (010) 493 2533

**APPLICATIONS**

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

**POST 28/58**

**FORENSIC AUDITOR: INTERNAL AUDIT AND FORENSIC UNIT REF NO: 2016/184/OCJ**

**SALARY**

R 211 194.00 – R 248 781.00 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

National Office

**REQUIREMENTS**

3 years’ Bachelor’s Degree or National Diploma in Forensic, Law or Policy Administration and at least 2 years relevant experience in Policy / Investigations / Forensics/ Security; Certificate in Forensic Investigations and report writing;Advanced knowledge of fraud investigations and report writing; Knowledge of the relevant applicable legislation and ability to apply knowledge in practical situations; The successful candidate will be required to undergo a security clearance; A valid driver’s licence.

**DUTIES**

Provide evidence of fraud risks and contribute to the development of an early warning system; Conduct forensic audit investigation in accordance with the investigation methodology and within the determined time frames; Represent the Department in the criminal and civil recovery processes; Liaise with other State Law enforcement agencies on the reported cases; Advise management on areas where inadequate measures exist to mitigate risks; Co-ordinate the forensic audit assignments with other units within the Department.

**ENQUIRIES**

Mr RE Mabunda ☎️ (011) 493 2500

**APPLICATIONS**

The Director: Human Resources, Office of the Chief Justice, Private Bag X10, MARSHALLTOWN, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, 188, 14th Road, Noordwyk, MIDRAND.
POST 28/59 : INTERNAL AUDITOR 3 POSTS REF NO: 2016/185/OCJ

SALARY : R 211 194.00 – R 248 781.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office

REQUIREMENTS : An appropriate three (3) year Degree or National Diploma with majors in Forensic, Law or Police Administration with 2 years minimum relevant experience in Police / Investigations/ Forensics / Security/ Auditing/Internal Auditing/ Accounting/ Commerce of which 1 year experience must be in Internal Auditing (Includes. Internship/ Learnership). Certification in Forensic Investigation / Crime Investigation / Anti-Corruption and Fraud; Knowledge of Public Finance Management Act and relevant applicable legislation; In-depth knowledge of the standards set by the Institute of Internal Auditors (IIA); The successful candidate will be required to complete a security clearance.

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

ENQUIRIES : Mr RE Mabunda ☎ (011) 493 2500

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

POST 28/60 : LIBRARIAN REF NO: 2016/186/OCJ

SALARY : R 211 194.00 – R 248 781.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Land Claims Court: Johannesburg

REQUIREMENTS : Grade 12 and relevant three (3)years recognized qualification in Library or Information Science or equivalent. Minimum of 3-5 years’ experience in Library and Information Systems; Experience in a legal environment will be an added advantage;

DUTIES : Render support service which provide information to clients in line with Batho Pele Principles. Render an accurate and current support services to clients in line with Batho Pele Principles by making information accessible through technology i.e. printed publications as well as electronic publications. Render a support service which provided information to clients by managing information by organising, retrieving, storing and disseminating information sources. Render an accurate support service to clients according to the code publications by organizing, storing and distribution information as well as updating loose leaf publications. Render a support service to clients by organizing, storing and retrieving judgements in printed as well as electronic format.

ENQUIRIES : Ms Sharon Mnisi ☎ (011) 335 0284

APPLICATIONS : Quoting the relevant reference number, direct your application to: OCJ Provincial Head, Private Bag X07, JOHANNESBURG, 2000 or Physical Address: High Court Of South Africa: Gauteng Local Division: Johannesburg, 12th Floor Cnr. Prichard and Kruis Street: Johannesburg.

POST 28/61 : VETTING INVESTIGATOR: RISK MANAGEMENT (RE-ADVERTISEMENT) REF NO: 2016/188/OCJ APPLICANTS THAT PREVIOUSLY APPLIED ARE WELCOME TO RE-APPLY

SALARY : R 211 194.00 – R 248 781.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office

REQUIREMENTS : A 3 year National Diploma or Degree in Human / Social Sciences, Security Management, Law, Public Administration; One year experience in conducting investigations; Short courses Vetting/Investigation courses provided by the SSA/Defence Intelligence *DI/ SAPS will be an added advantage; Willingness to travel extensively and work extended hours; Ability to analyse information in an objective and decisive manner; A valid Driver’s License; Security clearance will be an added advantage; Experience in conducting vetting investigations

DUTIES : Conduct vetting investigations in respect of Confidential, Secret and clearance levels; Provide inputs for the development and the implementation of policies, guidelines, norms and standards in vetting investigations; Provide effective communication channels and systems between the Department and State Security Agency (SSA)
and other related agencies; Administer vetting files and reports; Conduct pre-screening on prospective/current employees and suppliers. Perform other tasks as directed by management.

ENQUIRIES
: Ms B Motene ☎ (010) 493 2629

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

POST 28/62
: ACCOUNTING CLERK REF NO: 2016/189/OCJ

SALARY
: R 142 461.00 – R 167 814.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE
: North West High Court: Mafikeng

REQUIREMENTS
: Grade 12 or equivalent qualification; Relevant experience; Experience in salaries and payments will be an added advantage

DUTIES
: Render financial accounting transactions, Perform salary administration Support Services, Capture all financial transactions (e.g. payments, S&T’s, allowances and overtime). Check claims for correctness, verification. Compile daily, weekly and monthly statistics; Handle external and internal enquiries, Assist with general office duties.

ENQUIRIES
: Ms M Monkge ☎ (018) 397 7065

APPLICATIONS
: The Provincial Head, Office of the Chief Justice Service Centre, Mafikeng High Court, Private Bag X2010, MMABATHO, 2735. Applications can also be hand delivered to Office of the Chief Justice, 22 Molopo Road, Ayob Building, MAHIKENG, 2745

POST 28/63
: ACCOUNTING CLERK: PAYROLL REF NO: 2016/190/OCJ

SALARY
: R 142 461.00 – R 167 814.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE
: National Office

REQUIREMENTS
: Grade 12 or equivalent qualification; Relevant experience on BAS; Understanding of Government Prescripts.

DUTIES
: Receive and compile payments at Payroll Section; Capture payments and journals on BAS and S&T claims on PERSAL for the Department; Maintain S&T and BAS payment records and update files, spreadsheet; Distribute payslips, follow up Pay sheet Certificate and update Pay sheet spreadsheets; Reconcile paid S&T against spreadsheet for received S&T and disbursements, post and file stubs and batch vouchers on a monthly basis.

ENQUIRIES
: Ms P Morapedi ☎ (010) 493 2589

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

POST 28/64
: ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: 2016/191/OCJ

SALARY
: R 142 461.00 – R 167 814.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE
: National Office

REQUIREMENTS
: Grade 12 or equivalent qualification; Relevant experience on Persal and BAS; Understanding of Government Prescripts.

DUTIES
: Receive and prepare all sundry payments for suppliers; Capture sundry and order payments and journals on BAS for the Department; Maintain BAS payments records and update files spreadsheet; Maintain payment records and update files; Reconcile paid vouchers against disbursements, post and file stubs and batch vouchers on a monthly basis; Reissuing/ cancelling, interfaces.

ENQUIRIES
: Ms P Morapedi ☎ (010) 493 2589

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

POST 28/65
: ADMINISTRATION CLERK (2 POSTS) REF NO: 2016/192/OCJ

SALARY
: R 142 461.00 – R 167 814.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE
: KwaZulu-Natal High Court: Durban
**REQUIREMENTS**: Grade 12 or equivalent qualification; 1 -2 Years’ experience in an administrative environment; Computer Literacy.

**DUTIES**: Render general clerical support service in supply chain management, personnel administration and financial administration within the component.

**ENQUIRIES**: Ms L Marrie (031) 372 3109

**APPLICATIONS**: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X54372, DURBAN, 4000. Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 3rd Floor, 2 Devonshire place, off Anton Lembede streets (Smith Street), DURBAN, 4000.

**SALARY**: R 142 461.00 – R 167 814.00 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: Northern Cape High Court: Kimberley

**REQUIREMENTS**: Grade 12 or equivalent qualification. Appropriate experience in general administration or court related functions with regard to court recordings and / or case flow management. Willingness to travel to Circuit Courts. Drivers licence will be an added advantage. Understanding of confidentiality in Government.

**DUTIES**: The successful candidate will be required to travel to Circuit Courts; Test and operate court recordings equipment and ensure the safekeeping and maintenance thereof; Record court proceedings; Maintenance of criminal record books and charge sheets, writing and tracing of summonses; Writing of witness fees books; Completion and issuing of committal warrants and warrants of arrest; Provide administrative support in general court and case flow management; Provide any administrative support as required by the Judiciary, Court Manager and/ or Supervisor.

**ENQUIRIES**: Ms R Ruthven (053) 807 2733

**APPLICATIONS**: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resources Management: High Court, The Office of the Chief Justice, Private Bag X5043, KIMBERLEY. Application can also be hand delivered to: Ms S Ruthven, High Court, Sol Plaatje Drive, Room B107, Kimberley.

**SALARY**: R 142 461.00 – R 167 814.00 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: OCJ Service Centre: Western Cape High Court: Cape Town

**REQUIREMENTS**: Grade 12 or equivalent certificate plus two (2) years’ experience in Human Resource Management; Knowledge of PERSAL System; In-depth knowledge of the prescripts regulating Human Resources.

**DUTIES**: Implementation of transactions on PERSAL system in respect of appointments, leave, pensions, transfers, housing allowance, acting allowance, performance management, training, service termination, labour relations, etc; Address Human Resource Administration enquiries to ensure the correct implementation of HR Management Practices; Document and Record Management; General administration duties.

**ENQUIRIES**: Ms L Adams (021) 469 4000

**APPLICATIONS**: Quoting the relevant reference number, direct your application to: Postal Address: The Provincial Head: The Office of the Chief Justice Service Centre Private Bag X9020, CAPE TOWN, 8000. Application can also be hand delivered to: 35 Keerom Street, Cape Town, 8000.

**SALARY**: R 142 461.00 – R 167 814.00 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: Western Cape High Court: Cape Town

**REQUIREMENTS**: Grade 12 or equivalent qualification; 0-2 years’ experience

**DUTIES**: Assist with the management and control of Court records; Filing of civil processes and criminal matters; Uploading and updating of case information in the integrated Case Management Systems (ICMS); Typing, answering telephone and referring all incoming calls; Act as liaison between Judges and Legal Practitioners; Perform any other duties required for the effective and efficient functioning of the court as required by the Judiciary, Court Manager and/ or Registrar.

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

POST 28/69: REGISTRAR’S CLERK 2 POSTS REF NO: 2016/196/OCJ

SALARY: R 142 461.00 – R 167 814.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Polokwane High Court

REQUIREMENTS: Grade 12 or equivalent qualification; 0-2 years’ experience.

DUTIES: Render support services to case flow management; Rendering of efficient and effective support service to the court; Attend and oversee to general public enquiries/correspondence; Store and keep court records safely; Provide administrative support in general as requested by Court Manager and Supervisor.

ENQUIRIES: Ms E Kotze ☎ (051) 230 4000

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

POST 28/70: SECRETARY 2 POSTS

SALARY: R 142 461.00 – R 167 814.00 per annum. The successful candidate will be required to sign a performance agreement.


REQUIREMENTS: Grade 12 (with typing as a subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactorily). A relevant Diploma in Secretarial studies/Office Administration/Management will be an added advantage. Knowledge of Financial and Supply Chain administration procedures and process will serve as an added advantage. Good interpersonal and organizational skills. Good communication skills (written and verbal). Ability to work in a team and independently. A valid driver’s license. Computer literate and advance skills in Word, Excel and PowerPoint.

DUTIES: Provide secretarial support to the Director and general administration support to the Directorate. Handle travel and accommodation arrangements and process travel and subsistence claims for the Directors and members of the unit. Manage the diary and calendar management for the Finance Director and maintain an appropriate schedule for appointments. Operate office equipment like fax machine, photocopier etc, and ensure that it is in good working order. Coordinate effective internal and external meetings, seminars, works shops and events. Compile agenda and take accurate minutes during meetings. Remain up to date with regards to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the Finance Director. Manage the leave register. Maintain an effective filing and document tracking system (electronic and physical). Draft routine correspondence, memos, submissions, reports and other correspondence and notes. Handling basic enquiries and assisting clients as well receiving visitors

ENQUIRIES: Directorate Internal Audit and Risk Management - Mr RE Mabunda ☎ (010) 493 2500

APPLICATIONS: Directorate Monitoring and Evaluation - Mr M Masilo ☎ (010) 493 2502

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

POST 28/71: DRIVER REF NO: 2016/197/OCJ

SALARY: R 119 154.00 – R 140 361.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Executive Support Services: Private Office of the Chief Justice

REQUIREMENTS: Adult Basic Education and Training(ABET)/(Grade 10) A valid Code 8 (EB) driver’s licence (PDP will be an added advantage).

DUTIES: Collect mail from the Post Office daily and deliver mail to various offices; Timeously deliver and distribute mail to various offices and institutions; Transportation of staff
for work-related purposes, including meeting and greeting at airport. Transportation of international guests of the Chief Justice when meeting the Chief Justice where such support is required. Provide logistical support to designated meetings and events to be attended by the Chief Justice; Perform such ad-hoc tasks as assigned by supervisor and assist with the provision of successful and proactive Driver services aimed at supporting the Directorate Executive Support Services; Must be willing to work long hours when required to do so in order to complete tasks; Maintain accurate and up to date trip authority sheets inclusive of mileage and fuel consumption records; Report accidents and identified defects timeously and compile vehicle condition reports and other records required by Management; Keep vehicle clean and in good condition.

**ENQUIRIES** : Ms L Mothemane (010) 493 2533

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

**POST 28/72** : LIBRARY ASSISTANT REF NO: 2016/198/OCJ

**SALARY** : R 119 154.00 – R 140 361.00 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : North West High Court: Mafikeng

**REQUIREMENTS** : A Grade 12 or equivalent qualification; Relevant experience and general knowledge for a legal library will be an added advantage. A valid driver’s licence will be an added advantage.

**DUTIES** : Proactively manage and perform all aspects of Law Library operations; Assist with tracking of Law Library collections; Track usage of online research database to ensure they are within the limits of the budget; Select and recommend potentially beneficial new acquisitions to the library committee; Annotations and updating of legislations; Circulation of legislation (Journals and Government Gazettes); Liaise with the publishers and address queries; Verify orders and file the library materials accordingly; Continuously review library collections for duplicate, obsolete or superseded materials; Keep Library registers; Perform any other administrative duties.

**ENQUIRIES** : Ms M Monkge (018) 397 70 65

**APPLICATIONS** : The Provincial Head, Office of the Chief Justice Service Centre, Mafikeng High Court, Private Bag X2010, MMABATHO, 2735. Applications can also be hand delivered to Office of the Chief Justice, 22 Molopo Road, Ayob Building, MAHIKENG, 2745.

**POST 28/73** : TYPIST REF NO: 2016/187/OCJ

**SALARY** : R 119 154.00 – R 140 361.00 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 with typing as a passed subject; Two (2) years relevant experience; Minimum typing speed of 35 wpm; An appropriate word processing course successfully completed; Short-listed candidates will be required to pass a typing test.

**DUTIES** : Type reports and court orders; General Correspondence; Answer telephone and take messages; Type all judgments and any other correspondence; Assist with research on citations; Compile statistics on judgments; Type all the required court rolls; Report all delivered judgments for publication; Render any other duties as directed by the Court Manager.

**ENQUIRIES** : Mr B Moeketsi 051 407 1800

**APPLICATIONS** : The Provincial Head, Office of the Chief Justice, Free State High Court, Private Bag X20612, BLOEMFONTEIN, 9300 OR PHYSICAL ADDRESS: Office of the Chief Justice, Free State High Court, Corner: President Brand and Fontein Streets, BLOEMFONTEIN, 9301
ANNEXURE J

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

APPLICATIONS

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

CLOSING DATE

29 July 2016 @ 12:00 pm

NOTE

The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. Note: Failure to submit the above information will result in the application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful.

Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

POST 28/74

CHIEF TOWN AND REGIONAL PLANNER REF NO: 038/2016

One (1) year contract

SALARY

R785 295.00.00 – R858 672.00 all-inclusive salary package per annum based on OSD

CENTRE

Pretoria

REQUIREMENTS

A recognised Bachelor’s Degree in Town and Regional Planning with a minimum of 10 years appropriate experience with spatial planning. A Master’s Degree will serve as an added advantage. Must be registered as a Professional Planner with the South African Council for Planners. Must have Programme and project management skills, spatial planning principles and methodologies, research skills, professional judgement, knowledge of the legal and technical operational environment of spatial planning and land use management. Must have problem solving, analysis and decision making skills, team leadership, analytical skills, self-management, creativity, communication and presentation skills. Must have computer and planning, organising and execution skills, conflict management and change management skills and negotiation skills.

DUTIES

The incumbent of the post will be responsible for playing a leading role in the development of the National Spatial Development Framework for South Africa, in line with planning legislation, guidelines, policies and regulations. This entails conducting research, analysis, modelling, forecasting, stakeholder consultation, working with government and non-governmental stakeholders, and managing other professional
staff and service providers. This also include reporting on progress to the Department of Planning, Monitoring and Evaluation and the National Planning Commission (NPC) Branch. Presenting to the NPC task teams and related meetings on the NSDF work and particular milestones, Technical work in support to the process related to the shifting of the spatial planning function from the Department of Rural Development and Land Reform.

ENQUIRIES : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post, Ms B Drost at Tel No (012) 312-0259

POST 28/75 : AUDIT COMMITTEE MEMBER REF NO: 039/2016

Three (3) Years contract

SALARY : Members of the Audit Committee will be remunerated in terms of National Treasury rates

CENTRE : Pretoria

REQUIREMENTS : A B Com / B Degree or Post graduate qualification in Accounting, Auditing, Risk Management, Law, and Information and Communication Technology. A Master in Business Administration and/or professional qualification such as CA/SA, CISA, LLB, and CIA will be an added advantage. Extensive leadership experience within the Financial, Audit, Legal, Information and Communication Technology or Risk Management positions. Excellent communication skills (verbal and written). Extensive leadership and experience in serving on an Audit Committee, but not a political office bearer. Preference will be given to applicants who are serving as professionals in other Government departments, public entities, private sector institutions, academic institutions or retired professionals. Applicants may not be in the employment of the DPME, and must have no business or personal relationships with the DPME. Knowledge of the Planning, Monitoring and Evaluation sector will serve as an advantage. Knowledge of the Public Finance Management Act and Treasury Regulations, and other relevant legislation/policies is essential.

DUTIES : The Audit Committee member will be required to carry out its responsibilities as legislated by the Public Finance Management Act and Treasury Regulations, and operate according to its approved charter. The Audit Committee Member will also be required to carry out its roles and responsibilities as clearly defined in the approved Audit Committee Charter. He/She will fulfill the oversight roles and responsibilities to ensure that DPME maintains adequate, effective, efficient and transparent systems of financial, risk management, governance and internal control. He/She will be required to review the effectiveness of the Internal Audit Activity and provide direction to the work of external auditors and the DPME’s financial statements. The Audit Committee Member will also be required to ensure compliance with legislation and assist the Accounting Officer in the effective execution of his/her responsibilities by reporting and making recommendations to the Accounting Officer.

ENQUIRIES : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post, Mr N Miyen at Tel No (012) 312 0016
STATISTICS SOUTH AFRICA

Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: Intellectual capability to lead the scientific work of statistics, Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public, Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness, Political competence in understanding the political environment without being political or Politicized (commitment of delivery without fear of favor), Administrative competence: The ability of bringing it all together.

APPLICATIONS

Head Office, Pretoria: Post to the Recruitment Manager, Statistics SA, Private Bag X44, Pretoria 0001 or hand-deliver at 167 Manaka Heights Building, corner Andries (Thabo Sehume) and Vermeulen (Madiba) Streets, Pretoria.

CLOSING DATE

29 July 2016 at 16h00

NOTE

Applications must be submitted on form Z83, obtainable from any Public Service department, and must be completed in full. Certified copies of your identity document and qualifications as well as a CV must be attached. Applicants risk being disqualified for failing to submit all the required documents. If you do not hear from us within three months after the closing date, please regard your application as unsuccessful. Correspondence will be entered into with short listed candidates only. Stats SA reserves the right not to make an appointment. Appointment is subject to security clearance, the signing of a performance agreement, verification of the applicant’s documents, and reference checking. Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for in your application.

OTHER POST

POST 28/76

ADMINISTRATIVE ASSISTANT POST REF NO: 13/07/16HO

Directorate: Stakeholder Relations and Marketing Division

SALARY

R142 461 per annum

CENTRE

Head Office

REQUIREMENTS

A Matric certificate with Typing. Experience in general office administration. Knowledge of record keeping and document management. Knowledge of MS Office Suite. Person Profile: This position will suit persons with: Good interpersonal, communication and organisational skills. Ability to act with tact and discretion. Willingness to work long hours and under pressure.

DUTIES

Provide a secretarial/receptionist support service to the manager. Provide a clerical support service to the manager. Remain up to date with regard to prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager.

ENQUIRIES

Mr Collen Mokonyane, tel. (012) 310 – 4604
ANNEXURE L

PROVINCIAL ADMINISTRATION: EASTERN CAPE
PROVINCIAL TREASURY

APPLICATIONS: Applications can be forwarded through one of the following options: Post: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag x0029 ,Bhisho,5605 Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashes Building, Bhisho. Failure to submit a signed Z83 form will result in the disqualification of the application from the process. 25 JULY 2016, TIME: 16h00. Applications received after the closing date will not be considered. no faxed applications will be accepted.

CLOSING DATE: 28/77

NOTE: This is a re-advertisement. NOTE: Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, drivers license (where applicable) and Identity Document (with an original certification stamp, Z83 form must be signed by an original signature)It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA).All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. All shortlisted candidates will be required to undergo security screening. The Department of Provincial Treasury welcomes people with disabilities. Shortlisted candidates will be required to undergo competency assessments. Females and people with disabilities are encouraged to apply.

POST 28/77: CHIEF DIRECTOR: BUDGET AND PUBLIC FINANCE MANAGEMENT: REF PT 16/33: CENTRE: BHISHO

Purpose: To prepare and exercise control over the implementation of provincial budget and to develop, manage and monitor policy frameworks for the utilisation of provincial government’s fiscal resources.

SALARY: R1042 500 PER ANNUM (All inclusive) Salary level 14 (including basic salary = 70% of package, the State’s contribution to the Government Employees Pension Fund = 13% of basic salary and a flexible portion. The flexible portion can be structure according to the individual’s needs.

REQUIREMENTS: Undergraduate qualification (NQF Level 7) in Financial Management/ Public Finance/ Economics or relevant field.7 years experience in Finance or related field. Five (5) years Senior Management (SMS) experience in a Budget Management environment.

DUTIES: Promote and enforce transparency and effective management of provincial financial information in order to inform the process of improving provincial fiscal performance. Co-ordinate the consolidation of the budget submission that will be tabled in the Provincial Legislature. Ensure that a report is compiled on the previous year’s financial and non-financial information in order to inform the process of improving provincial resource management. Co-ordinate and ensure that reports are compiled for the provincial MTEC hearings by utilising the first budget submission. Recommend preliminary and final allocations for departments according to national and provincial priorities within the fiscal framework. Ensure that an analytical report is prepared on policy alignment and allocative efficiency as inputs for NT Benchmark exercise by utilising the second budget submission. Co-ordinate and ensure that support is provided to departments to compile their budget submissions. Ensure that a report is compiled on the main budget and that it is loaded on BAS. Provide oversight and ensure that the quarterly performance reporting model is managed effectively. Co-ordinate and ensure that an analysis is undertaken on departmental budgeting and expenditure through budget achievability and expenditure reviews. Ensure that a close-out report is prepared on the previous year’s financial and non-financial information in order to inform the process of improving provincial resource management. Co-ordinate and ensure that reports are compiled for the provincial MTEC hearings by utilising the first budget submission. Recommend preliminary and final allocations for departments according to national and provincial priorities within the fiscal framework. Ensure that an analytical report is prepared on policy alignment and allocative efficiency as inputs for NT Benchmark exercise by utilising the second budget submission. 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Ensure that an analytical report is prepared on policy alignment and allocative efficiency as inputs for NT Benchmark exercise by utilising the second budget submission. Co-ordinate and ensure that reports are compiled for the provincial MTEC hearings by utilising the first budget submission. Recommend preliminary and final allocations for departments according to national and provincial priorities within the fiscal framework. Ensure that an analytical report is prepared on policy alignment and allocative efficiency as inputs for N
the performance of the investment and a liability is done. Ensure that advice on debt management and on creditor’s management is provided as and required. Ensure that the Departmental Strategic Plans (SP) and Annual Performance Plans (APP) are linked to budget allocation & government priorities: Oversee and monitor departmental SP and APP and ensure alignment with national and provincial policy priorities as well as NT frameworks. Ensure that analysis report on the first and second draft SP and APP submissions are submitted to departments. Ensure that support is provided to departments to compile their SP and APP budget submission. Ensure that departments table the SP and APP in the Provincial Legislature. Provide guidance on the analysis of strategic and annual performance plans. Manage the quarterly performance reports model. Ensure that the analysis of QPR from departments is undertaken and compile consolidated quarterly report to NT. Ensure that quarterly QPR feedback including the performance score cards are provided to departments on the analysis by PPT. Ensure that the integration, analysis and reporting on non-financial and financial performance information is undertaken. Ensure that support is provided to departments to with the implementation and monitoring of the QPR. Conduct quarterly QPR workshops for with departments and entities. Ensure that site visits are undertaken and a report compiled at least every quarter to inform budget and other policy decisions. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit’s Annual Operational Plans, monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are in place and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of risk, finance and supply-chain management protocols and prescripts in area of responsibility. Identify and manage risks in area of responsibility: Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit’s assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES: Ms A. Guga 040 1010 071/072
PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF TREASURY

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

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

CLOSING DATE: 29 JULY 2016

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

MANAGEMENT ECHELON

POST 28/78: CHIEF DIRECTOR: SUSTAINABLE RESOURCES MANAGEMENT
REFERENCE NO: FSPT 014/16

SALARY: Salary Level 14. An all-inclusive salary package of R 1 042 500.00 per annum (This all-inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE: Bloemfontein

REQUIREMENTS: A Bachelor’s degree in Commerce or equivalent qualification with a minimum of ten years working experience of which at least five years’ experience should have been in a senior management position. At least three years’ of the required in a senior management position should have been in a financial management environment. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act and economic policies. Computer literate. Knowledge of research methodology. Good interpersonal, supervisory and analytical skills. Valid driver’s license.

DUTIES: Determine and evaluate economic parameters and socio economic imperatives within a provincial and macro-economic context. Enhance the provincial revenue growth through the development and implementation of sound policy frameworks in the Free State Province in order to promote socio-economic growth. Ensure effective allocation of provincial resources in line with provincial government priorities. Manage the preparation of main budgets and adjustment budgets. Monitor and give advice on the financial and non-financial performance of provincial departments and public entities to ensure sound management of resources. Manage controls on possible risks that might hamper the smooth running of the Chief Directorate. Manage the resources of the Chief Directorate to ensure efficiency and effectiveness within the Chief Directorate.

ENQUIRIES: Mr. G. Mahlatsi: (051) 403 3065
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All short-listed SMS 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 28/79

DEPUTY MANAGER: NURSING (QUALITY ASSURANCE) TERTIARY HOSPITAL

REF NO: 001424

Directorate: Quality Management

SALARY: R 793 536 per annum (all-inclusive remuneration package, of which a portion could be structured according to the individual’s needs).

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: Degree/Diploma as a health professional. Current registration with the relevant Health Professions Council. Basic computer literacy and project management. Minimum of ten (10) years appropriate/recognizable experience in the related field after registration. At least five (5) years of the period mentioned above should be appropriate/recognizable managerial experience in the quality management field/area/department. Knowledge of health legislative framework and National Core Standards. In-depth training on customer care and complaints management. Excellent communication (verbal and written) and interpersonal skills. Exceptional analytical and interpretation skills. Ability to work under pressure and meet deadlines. Excellent planning and organizational skills. Have high level of ethical conduct and integrity. Ability to liaise with staff at all levels within the organization. Service delivery orientated. Ability to think strategically. Must have numeracy and analytical skills. A post graduate qualification in risk management will be an added advantage.

DUTIES: Provide expert guidance and support for the implementation of the Quality Assurance Program. Provide technical support to Executive Management on the implementation of National Core Standards. Ensure that prescribed policies and guidelines are adhered to. Participate in projects aimed at improvement and sustaining of customer care and patient advocacy. Analyze trends from reports and develop plans for quality improvement. Monitor and coordinate all quality assurance programs in the Functional Business Units. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System. (contracting, quarterly reviews and final assessment).

ENQUIRIES: Ms D Ngidi (011) 933 9779/0134

APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808 Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za). Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

CLOSING DATE: 29 July 2016
POST 28/80: DEPUTY MANAGER NURSING - LEVEL 3 HOSPITALS (PN-A9) (THEATRE, ICU, BURNS AND UNIT EMERGENCY DEPARTMENT & RADIOLOGY DEPARTMENT) REF NO: 001425
Directorate: Nursing Services

SALARY: R793 536 per annum (all-inclusive remuneration package, of which a portion could be structured according to the individual’s needs).

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Must be in position of a Diploma in Nursing Administration/Management or Health Care Management obtained from a recognized institution. Current registration with the South African Nursing. Minimum of 10 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC and at least 5 years of the period referred to above must be appropriate/recognizable experience at Nursing Management level, preferably Assistant Manager/Area Manager in a District, Regional or Tertiary Hospital. A post basic nursing qualification with duration of at least one (1) year accredited by the SANC in Operating Theatre Nursing Science, Critical Care Nursing Science (General) or Critical Care Nursing Science (Trauma & Emergency Nursing) will be an added advantage. COMPETENCIES/KNOWLEDGE/SKILLS: Application of legislation and Health related Acts and Ethical Nursing practices. Knowledge of and ability to describe the application of the scope of practice for different categories of Nurses. Ability to plan, organize, lead and co-ordinate the nursing services in the Hospital. Develop and monitor the implementation of nursing services that promote the Rights of patients. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills is essential. Must have a valid driver’s license.

DUTIES: Lead and give direction to nursing services and overall control of quality patient care in the Theatres, ICU, Burns Unit, Emergency Department and Radiology Department OF CHBAH. Provide professional technical and management support for the provision of quality patient care through management of nursing programmes. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, protocols/procedures and standards pertaining to nursing care. Establish, maintain and participate in inter-professional and multi-disciplinary team for effective and efficient care. Manage and monitor the utilization of Human resources and Finances in accordance with relevant directives and prescripts. Participate in Hospital Executive decision making body. Collaborate with other team members in the hospital to identify actual and potential risks. Support Nursing and Health care Research to improve the quality of care. Lead the implementation of the National Core Standards (NCS). Proactively Identify Continuing Professional Development (CPD) requirements for nurses and midwives. Actively participate in the implementation of the National Strategic Plan for Nurse Education, Training and Practices 2012 -2017.

ENQUIRIES: Ms D Ngidi, Tel No: (011) 933 9779/0134
APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808 Or apply online at: www.gautengonline.gov.za. Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

CLOSING DATE: 29 July 2016

POST 28/81: DEPUTY DIRECTOR: HEALTH SERVICES REF NO: S-001434
Directorate: Public Health: Non-Communicable Diseases a Geriatrics Long Term Domiciliary Therapy

SALARY: R612 822. per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

CENTRE: Central Office

REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing as a Professional Nurse) plus a post basic nursing qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the PHC. A minimum of 10 years’ appropriate/
recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least more than 3 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Diploma in Clinical Health Assessment, Treatment and Care. At least 3 years of the period referred to above must be appropriate/recognizable experience as a Clinical Programme Coordinator/Manager. Knowledge of Strategic Plan for Non Communicable Diseases, Long Term Domiciliary Oxygen Therapy and Older Persons’ Health Services. Knowledge of the Acts and Regulations pertaining to the program. Computer literacy. Good skills in communication and interpersonal relationships. Ability to work independently and in a team. Ability to work under pressure. Good supervisory skills. A valid driver’s licence.

**DUTIES:**
Ensure effective and efficient implementation of National Strategies relating to Prevention and Control of Non-Communicable Diseases, Management of Geriatric Services both in the Community and in Residential Care. Improve the quality of life for patients on Long Term Domiciliary Oxygen Therapy. Support adherence to long term treatment through adherence clubs/support groups. Monitor and support activities relating to the program – meetings, campaigns and training. Manage and control allocated budget. Forge and maintain partnerships with relevant stakeholders related to the program. Generate and submit reports.

**ENQUIRIES:**
Mrs D Mthombeni, Tel No: (011) 355-3336

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

**CLOSING DATE:**
29 July 2016

**NOTE:**
The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability. This is a non-OSD position and evidence of registration with a health professional regulatory body is required due to the nature of the post specific functions.

**POST 28/82**
DEPUTY DIRECTOR: EPWP PROVINCIAL COORDINATOR, REF NO: S-001435
Directorate: District Health Service

**SALARY CENTRE:**
R612 822 per annum (all inclusive remuneration package)
Johannesburg (Central Office)

**REQUIREMENTS:**
Degree or National Diploma in Health or Social Science. A minimum of 7 years’ experience as Manager working in the DHS with Expanded Public Works Programme experience. Extensive knowledge of Expanded Public Work Programme (EPWP), Community Health Workers Programme (CHWP), Ward based Outreach Teams (WBOT) and Training. Knowledge of the PFMA and the South African Qualification Authority (SAQA) Training Framework. Valid Drivers Licence, Computer Literacy.

**DUTIES:**
Lead the EPWP social sector and coordinate the Ward Based structures. Liaise with relevant stakeholders in the EPWP sector and WBOT. Manage and Supervise the EPWP and WBOT Coordinators in the five Districts. Coordinate the EPWP Training in line with SAQA framework and develop the EPWP participant’s career exit strategy. Maintain the implementation of Sound Financial Management and effective communication in the EPWP social sector. Develop the EPWP annual business plan and allocate budget according to the EPWP key priorities.

**ENQUIRIES**
Ms. M Molebatsi, Tel: 011 355-3384

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

**CLOSING DATE:**
29 July 2016

**POST 28/83**
ASSISTANT MANAGER NURSING -PNA7 REF NO: S-001430
Directorate: Nursing

**SALARY CENTRE:**
R509 148 per annum (all inclusive package)
West Rand District-Westonaria Sub District

**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 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at Management level. Excellent
DUTIES: Support strategies for implementation of disease prevention and health promotion thus reducing the disease burden. Ensure, support towards universal coverage through development of NHI, Facilitate implementation of re-engineering of primary health care, and improve health facility planning by implementing norms and standards. Improve financial management by ensuring compliance to contract management and supply chain management processes. Develop an efficient health management information system for improvement of decision making, budgeting and service delivery improvement. Improve human resource for health by ensuring adequate staffing utilising the WISN process, training and accountability measures.

ENQUIRIES: Mrs. T Matshaba, Tel No: (011) 953 4515

APPLICATIONS: Applications must be submitted on a Z83 form with a C.V, certified copies of ID document, driver’s license and Qualifications attached. Applications should be submitted Physical Address: West Rand health District, Cnr luipaard and Vlei Street, Krugersdorp, 1740, Postal Address: P/BAG X2053, Krugersdorp, 1740. Or apply online at: www.gautengonline.gov.za

CLOSING DATE: 29 July 2016

POST 28/84: OPERATIONAL MANAGER: NURSING SPECIALITY IN CRITICAL CARE UNIT (PN-B3) REF NO: 001426

Directorate: Nursing Services

SALARY: R 465 939 per annum (all inclusive package)

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing: Critical Care Nursing Science (General). Competencies/Knowledge/Skills: Leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES: Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

ENQUIRIES: Ms D Ngidi (011) 933 9779/0134

APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808 Or apply online at: www.gautengonline.gov.za. Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

CLOSING DATE: 29 July 2016

POST 28/85: OPERATIONAL MANAGERS: NURSING SPECIALITY IN PAEDIATRIC DEPARTMENT REF NO: 001427

Directorate: Nursing Services

SALARY: R 465 939 per annum (all inclusive package)

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage.
added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing; Child Nursing Science (Trauma and Emergency Nursing). COMPETENCIES/KNOWLEDGE/SKILLS: Leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES: Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

ENQUIRIES: Ms D. Ngidi (011) 933 9779/0134

APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808 Or apply online at: www.gautengonline.gov.za. Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

CLOSING DATE: 29 July 2016

POST 28/86: OPERATIONAL MANAGER: NURSING SPECIALTY IN EMERGENCY DEPARTMENT (TRAUMA & EMERGENCY UNIT) PN-B3 REF NO: 001429

Directorate: Nursing Services

SALARY: R 465 939 per annum (all inclusive package)

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing; Trauma and Emergency Nursing Science. Competencies/Knowledge/Skills: Leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES: Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

ENQUIRIES: Ms D. Ngidi (011) 933 9779/0134

APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808 Or apply online at: www.gautengonline.gov.za. Application without proof of necessary documents will
be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**CLOSING DATE**: 29 July 2016

**POST 28/87**: OPERATIONAL MANAGERS: NURSING GENERAL IN MEDICINE

**DEPARTMENT 2 POSTS REF NO: 001428**

Directorate: Nursing Services

**SALARY**: R 367 815 per annum (all inclusive package)

**CENTRE**: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. Competencies/Knowledge/Skills: Leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

**DUTIES**: Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

**ENQUIRIES**: Ms D Ngidi (011) 933 9779/0134

**APPLICATIONS**: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808 Or apply online at: www.gautengonline.gov.za. Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**CLOSING DATE**: 29 July 2016

**POST 28/88**: OPERATIONAL MANAGER NURSING GR 1(GENERAL): INFECTION PREVENTION AND CONTROL REF NO: S-001466

Directorate: Nursing Management

**SALARY**: R367 815 per annum (Plus Benefits)

**CENTRE**: Carletonville Hospital

**REQUIREMENTS**: Basic R425/R683 qualification i.e. Diploma/Degree in General, Psychiatry, Community and Midwife/ Diploma in General Nursing. Proof of current Registration with the SANC as professional nurse. Qualification in Infection prevention and Control will be an added advantage. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Able to develop contracts, build and maintain networks of professional relations in order to enhance service delivery. Demonstrate basic computer literacy. Display strong leadership abilities and problem solving skills. Knowledgeable in legal requirements in public health care sector. Ability to take charge and make appropriate independent decisions. Skilled to develop ongoing training programmes in Infection prevention and control principles for all categories of staff. Research skills to advise Hospital Management. Valid driver’s licence.

**DUTIES**: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing care as directed by the professional scope of practice and nursing standards as determined by the facility. Work as part of multidisciplinary team to ensure good nursing care. Facilitate, coordinate and implement national, provincial and regional legislation regarding infection prevention and control and waste management. Monitor and review infection control and waste
management guidelines and protocols. Implement and maintain an effective hospital infection control surveillance system and waste management programme in alignment with relevant policies. Monitor utilisation of Financial Human resources. Develop and monitor the implementation of Infection control and waste Management Programme, and education and training programmes. Participate in immunisation programme related activities. Conduct periodic audits (e.g. adherence to IPC standards, hygiene audits, hand washing audits) and develop quality improvements plans. Notification of notifiable conditions, maintain professional/ethical standards and self-development, promoting the image of the nursing profession and the hospital. Develop and sustain infection prevention and control committee. Provision of effective support to nursing services: do relief duties (calls) as required by the service.

ENQUIRIES : Mrs. M. Matandela, Tel No: 018 788 1704

APPLICATIONS : People with disabilities are encourage to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. Application should be submitted at Carletonville Hospital, Corner Falcon & Annan Road or posted to: The HR Department, Carletonville Hospital, Private Bag x 2023,Carletonville,2500 or apply on line at www.gautengonline.gov.za.

CLOSING DATE : 29 July 2016

POST 28/89 : LECTURER GRADE 1 (PND1) / GRADE 2 (PND 2)3 POSTS COMMUNITY NURSING SCIENCE REF NO: S-001458

Directorate: Nursing Education and Training

SALARY : R317 271 per annum (plus benefits) PND1
          R390 216 per annum (plus benefits) PND2

CENTRE : Chris Hani Baragwanath Nursing College

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

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

ENQUIRIES : Ms. M.I. Makgoka, Tel No: (011) 983 3012

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

CLOSING DATE : 29 July 2016

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

Directorate: Information Management

REF NO: S-001449

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

**CENTRE**: Central Office

**REQUIREMENTS**: An appropriate Degree/National Diploma in Health Sciences/ Health Information Management/ Statistics; PLUS A minimum of three (3) years management experience in data management in public service preferable in PHC environment or Grade 12 with 10yrs experience in data management; PLUS valid Code B driver’s licence (Code 08). The incumbent of this post will be responsible to ensure effective and efficient data management for Strategic Health Programme in the province. The ideal candidate must possess knowledge of Public Service Legislation. Possess extensive knowledge of District Health Information Software (DHIS). Possess strong analytical skills including analysis of both quantitative and qualitative data. Possess strong project and time management skills to enable the timeous collection and verification of input of data into quarterly, annual and other reports to meet deadlines. Possess strong knowledge of strategic health goals and guidelines, legislative and policy framework such as 90-90-90 Strategy for HIV and TB, Sustainable Development Goals (SDG). Possess knowledge of the DORA framework governing the Strategic Health Programme. Have the ability to manipulate raw data into meaningful, usable information to enable relevant stakeholders to plan effectively. Possess strong knowledge of project management. Have in-depth familiarity with National and Provincial Strategic Health Programme Indicators. Have the ability to work independently and as part of a team. Have excellent computer skills in Microsoft word, Microsoft Access, Microsoft Excel and Microsoft PowerPoint. Possess excellent communication skills (both written and verbal).

**DUTIES**: Key Performance Areas: Manage health information systems that provide all strategic health programme data. Ensure that the data and information requirements of primary users are satisfied timeously. Provide assistance that ensures quality of data at all levels. Collaborate with data collection and Monitoring and Evaluation Manager to assist in providing favorable environment for electronic systems. Support the implementation of all ad-hoc, campaigns and annual surveys that are conducted. Assist in developing policies and S O P’s in relating to data Management. Ensure data remains consistent across the database and it is clearly defined. Ensure effective data/information management. Provide health information coordination and leadership. Enhance data dissemination and use. Select and review indicators in routine health information systems. Facilitate Provincial Indicator Data Set (PIDS) review process. Monitor DHMIS policy implementation, NIDS and PIDS implementation. Obtain sign-off from Head of Department for data to be exported to National level.

**ENQUIRIES**: Ms. N Makhubele: 011 241 5819 / Ms. M Tshabalala: 082 479 9356

**APPLICATIONS**: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NBI Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83 Or apply online at: www.gautengonline.gov.za

**CLOSING DATE**: 29 July 2016

ASSISTANT DIRECTOR: DISTRICT HEALTH SERVICES SUPPORT

Directorate: District Health System Support

REF NO: S-001450

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

**CENTRE**: Johannesburg (Central Office)

**REQUIREMENTS**: Degree and National Diploma in Health Sciences. Project Management, research, and analytical skills. Experience in the Health Sector. A minimum of five (5) years’ experience in health services, and transformation management. Computer literacy and valid driver’s licence. Registration with South African Nursing Council (SANC). Core management competencies: Planning and Organizing work to achieve objectives that meet service standards; applying problem solving strategies as a manager in the public service; Managing own performance and development; Planning service delivery to meet client expectations and communicating as a manager in the public service.

**DUTIES**: Ensuring support of access to primary health care services. Strengthen comprehensive primary health care (PHC) in the province. Support the process of liaison and coordination of specific health system components across the province including liaison with key stakeholders (Local Government, NGOs, and Traditional Health Practitioners etc.) Liaison with priority programmes, district health information
and ensure sustainability through capacity building. Assist the Deputy Director DHSS with District Health System development with specific focus on support of the health districts on reviews, PHC package, district health plans, ideal clinic assessments and realisation supervision and best practice.

ENQUIRIES: Mrs Florrie Kgatoke, Tel: 011 355-3217
APPLICATIONS: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online by visiting www.gautengonline.gov.za
CLOSING DATE: 29 July 2016
NOTE: This is a non-OSD position and evidence of registration with health professional body is required due to the nature of the post specific functions.

POST 28/92: ASSISTANT DIRECTOR ADMIN AND SUPPORT REF NO: S-001431
Directorate: Administration and Support Services
SALARY: R289 761 per annum (plus benefits)
CENTRE: Sebokeng Hospital
REQUIREMENTS: Grade 12 qualification with 10 years experience in Public Health Service or a relevant 3years degree or diploma from an accredited Institution with a minimum of 5 years’ experience in management in Public Health Services, facility and other areas of importance. Understanding of administration in the hospital environment will be an advantage. Skills required: Good communication skills (verbal and written) analytic skills, Supervisory skills, organizing skills, leadership skills, interpersonal skills, problem solving, conflict management, project management and presentation skills and be conversant with the Labour Relations Act and procedures. Must be service and time driven, value diversity, self motivated and willing to learn. Be conversant with Customer Care and Batho Pele principles. A driver’s license will be an added advantage.
DUTIES: The incumbent will be responsible to take leadership of the support services including Facility management, transport, security, cleaning, grounds, linen, client information, registry, nurses- and doctor’s residence. Ensure that hostel management /hospitality of the hospital with regard to cleanliness is of a high quality. Ensure the Hospital environment is free of pests through ensuring clean standard and effective pest control. Monitor the implementation of policies, directives and procedures relating to patient administration and records management. Manage resources in patient administration, porters and ward clerks. Coordinate the activities of patient affairs strengthen record keeping processes; ensure maximum revenue collection and reduction of debts. Prepare monthly reports and statistics. Develop strategic and operational plans for patient administration. Ensure compliance with AG recommendations and Quality assurance improvement plans and standards. Responsible for performance appraisals and development of staff. Apply discipline. Overall operational management of manual and electronic records management processes i.e. record tracking, record safekeeping and disposal. Management of mortuary attends meetings and training. Comply with PMDS.
ENQUIRIES: Dr Z Ngcwabe, Tel No: (016) 930 3306
APPLICATIONS: Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng. Please refrain from online applications as we are experiencing system challenges. People with disabilities are encouraged to apply
CLOSING DATE: 29 July 2016

POST 28/93: OCCUPATIONAL THERAPIST REF NO: TRH12/2016
Directorate: Allied
SALARY: (Grade 1): R262 020 per annum (plus benefits)
(Grade 2): R308 649 per annum (plus benefits)
(Grade 3): R 363 582 per annum (plus benefits)
CENTRE: Tshwane Rehabilitation Hospital
REQUIREMENTS: Bachelor of Occupational therapy. Registration with HPCSA as an Occupational Therapist and annual proof of payment is required. Experience in rehabilitation, good communication skills and computer Literacy will be an added advantage. Experience: GRADE 1: Have completed community service. GRADE 2 a Minimum of 10 years appropriate in Occupation Therapist after registration with HPCSA is required. GRADE 3 A minimum of 20 years appropriate experience in Occupational Therapy after registration with HPCSA is required. Ability to work in a team using interdisciplinary approach.
DUTIES: Render patient centred Occupational Therapy service that complies with standards and norms as indicated by health policies and protocols. To work with colleagues, relieve as and when the need arise, and to work closely with the interdisciplinary team members. Perform clinical supervision of allocated staff (e.g. community service therapist and or Occupational Therapy Assistants/ Technician). To Participate in student training, supervision and performance evaluation. Implement and maintain quality assurance and National Core standards and norms at departmental level. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of interdisciplinary team members. Participate in mini research projects for the institution.

ENQUIRIES: Ms Mogale, Tel. No: (012) 354 – 6819

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

CLOSING DATE: 29 July 2016

POST 28/94: SWITCHBOARD SUPERVISOR REF NO: 001454
Directorate: ICT

SALARY: R 211 194 per annum (Plus benefits)

CENTRE: Dr. George Mukhari Academic Hospital

REQUIREMENTS: Grade 12 certificate with minimum of 5 years experience or a National Diploma in Office Administration or equivalent qualification with 3 years experience working in switchboard environment. Exposure to administration, supervision and reporting in switchboard environment. Relevant health environment related experience working with telephones system such as PABX and TMS will add as an advantage. Competencies: Strong interpersonal and communication skills with good knowledge in computer packages (MS Word, Excel, Ms Power Point and Access) and Batho Pele Principles. Proficiency in English and other official Languages.

DUTIES: Management of the switchboard. Ensuring the availability of communication services on a 24/7 basis. Monitor all incoming and outgoing calls. Ensuring a pleasant working environment and customer relations at all times. Perform Office Administration, execute and implement the unit’s operational plan. Continual updating of the internal telephone directory. Responsible for fault reporting on telephone systems and liaising with service providers when needy. Ensure the utilisation of the Telephone Management System to manage and minimize telephone costs. Manage performance of staff through PMDS. Draft, avail and monitor the work shifts roster, implicating the 24/7 hours of work as per hospital shift work cycle. Provide monthly operational report, including ad-hoc reports.

ENQUIRIES: Mr. Pilane Mogomotsi, 012 529 3772/55

APPLICATIONS: Application must be submitted on Z83 form and must be accompanied by certified copies of qualifications, ID copy and a CV. Applications can be delivered to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za. The Department reserves the right to fill this position(s).

CLOSING DATE: 12 August 2016

POST 28/95: TELEPHONE SUPPORT TECHNICIAN REF NO: 001455
Directorate: ICT

SALARY: R 211 194 per annum (Plus benefits)

CENTRE: Dr. George Mukhari Academic Hospital

REQUIREMENTS: Grade 12 certificate with 3 years experience. N+ or Cabling Certificate with minimum of 2 years experience. A National Diploma in Information Technology or equivalent qualification with 12 months experience working in telephone environment. Must have good knowledge of troubleshooting wired and wireless network. Must be able to work under pressure. Relevant health environment related experience working with telephone system such as PABX and TMS will add as advantage. Competencies: strong interpersonal and communication skills with good knowledge in computer packages (Ms. Word, Excel, Ms Power Point and Access) and Batho Pele Principles. Proficiency in English and other official languages is a must have skill.

DUTIES: Management of Switchboard calls. Troubleshoot the telephone faults and ensure the availability of communication services on a 24/7 basis. Ensuring that all logged calls are attended to and closed with turnaround time frame. Ensure a pleasant working environment and customer relations at all times. Perform installation, repairs and
maintenance of telephone extensions and provide first line support to the hospital telephone system (PABX). Responsible for faults reporting on telephone system and liaising with the supervisor and relevant service providers. Ensure the support of the Telephone Management System to enable management and minimization of telephone costs.

ENQUIRIES: Mr. Pilane Mogomotsi, 012 529 3772
APPLICATIONS: Application must be submitted on Z83 form and must be accompanied by certified copies of qualifications, ID copy and a CV. Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Sefiogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za. The Department reserves the right to fill this position (s).

CLOSING DATE: 12 August 2016

POST 28/96: SECRETARY REF NO: 001419
Directorate: Nursing Services

SALARY: R 142 461- R167 814 per annum (plus benefits)
CENTRE: Bheki Mlangeni District Hospital
REQUIREMENTS: Grade 12 or equivalent qualification. A secretarial certificate. At least 3 years' experience as a Secretary nursing service. Excellent communication and good interpersonal skills. Computer literacy in Microsoft Office suite. Ability to work independently and under pressure, business writing skills. Proficiency in all secretarial/office administration duties. Have to be a self-driven individual with flexible approach to work duties. Good time management skills and the ability to juggle multiple responsibilities.

DUTIES: Making and receiving telephone calls, typing of letters, memos and taking accurate minutes. Managing the diaries of responsible manager(s). Plan and organize meetings. Plan, organize and manage events. Ensure office is equipped with necessary needs and stationery. Manage student enquiries. Develop and implement an efficient filing system. Writing Reports, Assist other Secretaries when on leave.

ENQUIRIES: Mrs. N Ngwenya Tel No. (011) 241 5842
APPLICATIONS: Applications must be filled on a Z83 accompanied by certified copies of certificates and ID documents. Applications may be submitted to Bheki Mlangeni District Hospital, P.O. Box 731, Jabulani, 1868 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 29 July 2016

POST 28/97: SECRETARY: EPWP, REF NO: S-001451
Directorate: District Health Service

SALARY: R142 461 per annum (plus benefits)
CENTRE: Johannesburg (Central Office)
REQUIREMENTS: Grade 12 or Certificate in Secretariat or Administration. A minimum of 1 year experience in secretarial function and administration. Knowledge of secretariat function and procurement of goods and services. Computer Literacy preferably Ms Word, Excel, Power Point and Access.

DUTIES: Arrange venue and accommodation during the National EPWP workshops and the meetings. Compile minutes of the Directorate District Health Services staff meetings and the EPWP social sector. Procure goods and services (Process the RLS01, RLS 02 and the VA2). Liaise and communicate with the Districts and other stakeholders in the Directorate. Perform general administrative duties which include data capturing, registry, filling and record keeping.

ENQUIRIES: Ms. Tiny Mbha, Tel: 011 355-3389
APPLICATIONS: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83 or apply online by visiting www.gautengonline.gov.za
CLOSING DATE: 29 July 2016

POST 28/98: ADMINISTRATION CLERK REF NO: S-001440
Directorate: Administration Department

SALARY: R142 461 per annum (plus benefits)
CENTRE: Cullinan Care and Rehabilitation Centre
REQUIREMENTS: Grade 12 with 1-2 years experience in an office management environment. Computer literacy (Ms Office). Experience in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. High level of reliability. Ability to handle information
confidentially. Sound verbal and written communication skills. Good telephone etiquette and interpersonal skills. Minute-taking and documents management skills must have office administration competency. Must be able to work under pressure and work independently.

**DUTIES**

Render effective and efficient support to the manager with regards to the Administration duties and basic Human Resource related functions. Management of personal files at the department. Keep records of all leave applications and overtime claims and ensure submission on time. Ensure that all administration duties of the department are rendered. Order stationary and goods for the Department and keep records. Administer the in and out flow of correspondence. Administer the filling system, typing of agendas, reports, submissions, memos, and Letters. Coordinate and manage meetings, workshops and the minutes during Meetings. Assist with various administrative duties a assigned by the Manager.

**ENQUIRIES**

Masigo N .A, Tel: 012 734 700 Ext 215/ 0127347001

**APPLICATIONS**

The applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

29 July 2016

**POST 28/99**

**ADMIN CLERK (FMU) REF NO: S-001457**

Directorate: Facility Management Unit (FMU)

**SALARY**

R 142 461 per annum (plus benefits)

**CENTRE**

Tara the H. Moross Centre, Sandton

**REQUIREMENTS**

Grade 12 or equivalent qualification with 1-2 years relevant experience in facility management unit. Good communication and interpersonal relations skills (Verbal and written). Good customer care attitude. Must be able to work in a team. Must be computer literate and have knowledge of E-maintenance system

**DUTIES**

Responsible for administration functions of FMU. Record keeping pertaining to all institutional projects. Do walkabout repairs and report to authorities for further attention. Monitoring and recording of facility assets. Attend to day-to-day maintenance, works orders, fixing minor maintenance, attend to emergencies. Adhere to relevant legislation such as OHS its processes and procedures. Assist with building inspections and auditing attend to facility management tasks. Report any faults and/or related work to the supervisor or relevant directorate. Ensure that all work orders from end-users are loaded on the GDID e-maintenance system. Assist facility manager to capture and update electronic data on a daily basis. Be Responsible for compilation and keeping of weekly and monthly records of all defects reported, completed and assigned to GDID. Adhere to any lawful instruction(s) given by the supervisor

**ENQUIRIES**

Ms. M. Manyaka Tel: (011) 535 3060

**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**

29 July 2016

**POST 28/100**

**MATERIAL RECORDING CLERK 3 POSTS REF NO: 001350**

Directorate: Supply Chain Management

Kindly note that this is a re-advert, the correct salary is R142 461 and not as stated in Post 27/106

**SALARY**

R142 461 per annum plus benefits

**CENTRE**

Tshwane District Heath Service

**REQUIREMENTS**

A grade 12 certificate or equivalent, A minimum of one year experience required in Supply Chain/Finance. Computer skills, Planning and Organisation skills, Language skills, Good verbal and communication skills. Job knowledge, communication, interpersonal relations, flexibility and team work. Knowledge of clerical duties, practice as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of working procedures in terms of the working environment.

**DUTIES**

Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for purchasing of standard office items. Stock control, keep and maintain the asset register.

**ENQUIRIES**

Ms Evonne Binang, Tel No: (012) 451 9003
APPLICATIONS: Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett Streets, Hatfield or post to PO Box 9514, Pretoria 0001 or apply online at www.gautengonline.gov.za

CLOSING DATE: 29 July 2016

POST 28/101: FINANCIAL CLERK (Revenue) X4 REF NO: HRM 47/2016
Directorate: Finance

SALARY: R142 461 per annum plus benefits

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: Grade 12 Certificate (National Diploma will be an added advantage) and the following key competencies: Knowledge of: Accounting and Basic accounting system (BAS), MEDICOM and understanding of Public Finance Management Act, Treasury Regulations, Computer literacy (Spreadsheets techniques) and numeracy. Ability to use Excel, communicate at all levels. Customer Service, experience in client liaison and telephone etiquette as well as good communication skills.

DUTIES: The successful candidate will be expected to perform all offices related tasks. This comprises to raise patient’s invoices, be familiar with ICD10 Code, making follow ups of outstanding debts, writing-off of long outstanding untraceable debts and submission of patient’s accounts to different stakeholders.

ENQUIRIES: Ms. S Robertson or Ms. A Mukhithi Tel: (012) 354 1790/1131

APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 29 July 2016

POST 28/102: DRIVER: REF NO: S-001438
Directorate: Supply Chain Management

SALARY: R119 154 – 140 361 per annum (plus benefits)

CENTRE: Sizwe Tropical Disease Hospital

REQUIREMENTS: Grade 10 or equivalent achievement with 10 years driving experience or grade 12 with 10 years driving experience. Must have a valid code C1 drivers licence or more with (PDP). Advance driving will be an added advantage. Must be able to work shifts (Day, night, including weekends and public holidays). Must have at-least 1 year working experience in GDH. Must have good driving skills. Must have writing, reading and listening skills.

DUTIES: Transport referred and discharged patients. Transport stuff to meetings and various institutions. Deliver patients meals to wards. Load and unload boxes from vehicles. Weekly cleaning of vehicles. Report vehicle defects and complete logbooks and logsheets. Comply with the transport policy 4 of 2000. Deliver and collect documents, post and letters to various institutions including Central Office. Perform other duties allocated by the supervisor.

ENQUIRIES: Mr LP Pheeha: (011) 531 4372

APPLICATIONS: Applications must be submitted on a Z83 form with CV, certified copies of ID and qualifications to be attached. Applications can be posted to: HR Manager, Sizwe TD Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe TD Hospital, Cnr club and Modderfontein Road, Sandringham, 2131 or apply on at: www.gautengonline.gov.za

CLOSING DATE: 29 July 2016

POST 28/103: STORES ASSISTANT REF NO: S-001439
Directorate: Supply Chain Management

SALARY: R100 545 – 118 440 per annum (plus benefits)

CENTRE: Sizwe Tropical Disease Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 1 year appropriate experience in Gauteng Health. Must be able to communicate both verbally and in writing. Must be able to work under pressure. Must have a clear listening and reading skills.

DUTIES: Daily issuing of inventory to wards and sections. Move equipment from one section to the other as directed by supervisor. Pack and unpack inventory from shelves. Perform weekly and monthly stock counts. Assist stocktaking teams during annual stocktake. Collect and deliver VA2s and other documents to procurement and other sections. Marking of boxes and equipment. Load and unload stock into vehicles. Perform other duties allocated by the supervisor.
ENQUIRIES : Mr L. P Pheeha, Tel. No: (011) 531-4372
APPLICATIONS : Applications must be submitted on a Z83 form with CV, certified copies of ID and qualifications to be attached. Applications can be posted to: HR Manager, Sizwe TD Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe TD Hospital, Cnr club and Modderfontein Road, Sandringham, 2131 or apply on at: www.gautengonline.gov.za
CLOSING DATE : 29 July 2016
POST 28/104 : OPERATOR (PHOTOCOPIER)-LEVEL 2 REF NO: 001447
Directorate: Nursing
SALARY : R84 096 per annum (plus benefits)
CENTRE : Ann Latsky Nursing College
REQUIREMENTS : Grade 10 or ABET Certificate. Basic numeracy skills. Ability to perform routine tasks, ability to operate photocopy machine. Conversant with English language, ability to work under pressure. Sound Interpersonal relations.
DUTIES : Successful candidate will be responsible to manage and operate photocopying machine. Manage and administer printing of documents, order printing paper. Report faults on the machines. Perform other related duties as directed by the supervisor.
ENQUIRIES : Mrs. ME Moerane, Tel No: (011) 644 8917 OR Mr. JD Cloete,(011) 644 8912.
CLOSING DATE : 29 July 2016

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

APPLICATIONS : Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and All Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted SMS 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.
MANAGEMENT ECHELON

POST 28/105 : DIRECTOR: MUNICIPAL BUDGETS: (5 YEAR FIXED TERM PERFORMANCE BASED CONTRACT)
Closing date extension. The post of Director: Municipal Budget was advertised in DPSA Circular 23 dated 10 June 2016. The position is a 5 Year performance based contract: The closing date has been extended to 22 July 2016. Those who applied should not re-apply as their applications will be considered
Directorate: Municipal Financial Governance

SALARY : R 864 177.00 per annum, (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : An undergraduate qualification (NQF Level7) as recognized by SAQA in Finance/Accounting or related to the job content. 5 or more years of experience at middle/senior management level. 5 years or more years’ experience in the Finance/Accounting or related field.
ENQUIRIES : Mr Robert Tsotetsi Tel, No: (011) 227 9000
CLOSING DATE : 22 July 2016

POST 28/106 : DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT: (5 YEAR FIXED TERM PERFORMANCE BASED CONTRACT)
Closing date extension. The post of Director: Provincial Supply Chain Management was advertised in DPSA Circular 23 dated 10 June 2016. The position is a 5 Year performance based contract and some of the requirements have been amended: The closing date has been extended to 22 July 2016. Those who applied should not re-apply as their applications will be considered
Directorate: Provincial Supply Chain Management

SALARY : R 864 177.00 per annum, (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : An undergraduate Legal qualification (NQF Level 7) and an SCM/Finance qualification/background. A relevant postgraduate qualification will be an advantage. 5 years experience at middle/senior management level. 5 years experience in public sector Supply Chain Management. 5 years of policy development, implementation and assessment experience.
DUTIES : Develop strategies to improve and implement Supply Chain Management reforms at Local and Provincial institutions in the Province. Analyse Supply Chain Management policies from Local and Provincial institutions to ensure compliance Annual review and update of the SCM Provincial Framework and implement such in the province. Develop and implement a compliance framework for local and provincial institutions. Annually conduct a financial management capability maturity model assessment throughout all institutions. Produce results of the analysis and make recommendations to key stakeholders. Facilitate the treatment and resolutions of irregular expenditure throughout all institutions. Manage the application and implementation of laws and regulations in local and provincial institutions. Manage the development and implementation of all SCM reforms through policy, norms and standards. Conduct knowledge and information sharing of SCM regulations, circulars and practices. Benchmarking best practice and dissemination of all SCM related information from National Treasury to all local and provincial institutions. Prompt communication and dissemination of all SCM related information from National Treasury to all local and provincial institutions. Manage all output and resources allocated to the unit, inclusive of budget and people.
ENQUIRIES : Mr Robert Tsotetsi Tel, No: (011) 227 9000
CLOSING DATE : 22 July 2016

OTHER POSTS

POST 28/107 : DEPUTY DIRECTOR – LOCAL GOVERNMENT RESOURCE MANAGEMENT
Chief Directorate: Local Government Resource Management

SALARY : R612 822.00 per annum (All-inclusive package)
CENTRE : Johannesburg
**REQUIREMENTS**

A three year Tertiary qualification in Finance and or Economics/Auditing, 1-2 years’ experience in team management/supervision, 2-3 years’ experience in Finance/Local Government / Treasury environment.

**DUTIES**

To manage local government resources and enforce MFMA compliance in the Province, Develop an integrated grants management and investment framework in line with relevant legislation, coordinate and manage the Debt management Committee and its functions, Ensure sound relations between municipalities, departments and parastatals, Ensure credible financial and non-financial reporting, Liaise with municipalities, departments and other relevant stakeholders on grants as may be appropriate, Ensure credible financial and non-financial reporting relating to grants, Assist in developing and enhancing monitoring and evaluation tools of grants, Regularly update and maintain database on grants, Produce quality assessment report on all of the frameworks, Monitor and report on grants conditions on a monthly basis, Ensure accurate reporting and timely communications by transferring departments and with municipalities, Regularly follow up and report on progress of grant spending, Assist in drafting presentation and submission, Support the Director: LGRM in offering advice and guidance to transferring departments and municipalities on the grants programme, Contribute towards responses on enquiries.

**ENQUIRIES**

Ms. Bulelwa Mtshizana  Tel No: (011) 227-9000

**CLOSING DATE**

29 July 2016

**POST 28/108**

**ASSISTANT DIRECTOR: PERFORMANCE AUDIT SERVICES**

Directorate: GAUTENG AUDIT SERVICES

**SALARY**

R 389 145 per annum (plus benefits)

**CENTRE**

Johannesburg

**REQUIREMENTS**

Relevant Bcom degree or diploma with 4 years’ experience in Performance Auditing.

**DUTIES**

To assist the Deputy Director: Performance Audit in conducting assigned performance audits in a professional manner based on the approved methodology, thereby, ensuring efficient and cost effective performance audits on behalf of the Gauteng Provincial Government. Assist the Deputy Director with implementation of activities allocated in terms of the business plan to reach set targets. Plan assigned performance audit projects. Determine the resources required for the project and compile a resource and time budget. Assist in the compilation of the planning memorandum including the audit criteria. Mentoring, coaching, motivating and training of team (Maintain the standards set by the IIA and performance audit methodology). Co-ordinate short term (quarterly) plans. Sign-of focus area document prepared by performance audit team. Sign-of planning memorandum prepared by performance audit team. Liaise with team members at the planning, execution and reporting phases of each performance audit project. Appraise and evaluate the performance of the team members and draw up developmental plans. Prepare weekly progress report to be submitted to the Supervisor: Performance Audit. Review working papers compiled by the team members and sign-of working papers. Review the audit findings and possible areas for improvement/recommendations. Compile the performance audit report. Conduct interviews with client when required. Comply with GAS admin requirements.

**ENQUIRIES**

Ms. Linda Ninzi Tel No: (011) 227-9000

**CLOSING DATE**

29 July 2016

**DEPARTMENT OF ROADS AND TRANSPORT**

Applications can be delivered: to Sage Life Building, Ground floor, 41 Simmonds Street, Marshalltown, Johannesburg, 2107.

**CLOSING DATE**

29 July 2016

**NOTE**

Shortlisted candidates will be subject to pre-employment screening (vetting) and will also be required to undergo a functional competency test on the posts requirements as part of the short listing and interviews process. An updated CV, certified ID copy & certified qualifications must be attached failing to do so, will lead to your applications being disqualified. Late applications will be disqualified. Your Z83 form must be signed, if not your application will be disqualified. Errors and omissions expected. The Department reserves the right to fill the position(s).

**OTHER POST**

**POST 28/109**

**DEPUTY DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: S-001146**

Directorate: Stakeholder Relation

**SALARY**

R612 822.00 per annum (all-inclusive package) level 11
CENTRE: Johannesburg

REQUIREMENTS: An appropriate 3 year tertiary qualification (equivalent NQF level 6/ NQF level 7 qualification) in Communications, Public Relations and Marketing relevant to the post with 5 years middle management. A postgraduate degree and training in Public Administration and Management will be an added advantage. A sound knowledge of government policies. Experience in and exposure to the transport sector as well as stakeholder management is essential. Excellent project management, communication (written & verbal) skills and computer literacy (MS Excel, Word, Project & Power point) are key. The incumbent must be willing and able to work under pressure. A valid driver’s license is essential.

DUTIES: To build and sustain, in conjunction with branches identified, concrete and structured partnerships with all sectors of society that are either beneficiaries or co-sponsor of departmental initiative. Facilitate and assist with Cabinet/Executive Council (EXCO) Imbizo’s and other community consultation processes. Develop and implement the Departmental Public Participation and Outreach programs. Build and sustain the departmental image to the public. Generate and update a list of current and future projects in preparation for oversight visits. Identify stakeholder information needs in terms of the department’s policies and programs. Conduct mobilization and social facilitation of projects for the department. Develop and implement stakeholder engagement strategy. Monitor and analyse stakeholder development trends and patterns. Convene and attend meetings, draft brief reports for project implementation. Manage sub-directorate.

ENQUIRIES: Mr. M. Rabothata Tel no: (011) 355-7028
ANNEXURE O

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

NOTE
An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS, THERE WILL BE NO PAYMENT OF S&T CLAIMS.

OTHER POSTS

POST 28/110: NURSING MANAGER REF NO: NURSMAN/1/2016

SALARY: R793 536 per annum (All inclusive salary package)
CENTRE: Inkosi Albert Luthuli Central Hospital (IALCH)
REQUIREMENTS:
Degree/Diploma in General Nursing and Midwifery. Current registration with SANC as General Nurse and Midwife. A minimum of 10-years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5-years of the period referred to above must be appropriate / recognizable experience at management level. Diploma/Degree in Nursing Administration will be an advantage. Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislative framework governing the public service. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, and other members of the multi-disciplinary team including the writing of reports. Good human relations displaying a concern for patients, promoting and advocating patients needs and expectations ( Batho Pele). High concern for excellence, tenacity and resilience. Leadership and management skills. Problem analysis and decision making skills. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the units. Be able to work under pressure.

DUTIES:
Provide guidance and leadership towards the realization of strategic goals and objectives of the nursing division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Represent Nursing Department in the Senior Management Team. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective patient care across all domains. Ensure effective management, supervision and utilization of human and material resources. Ensure adherence to prescribed nursing policies and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Deal with disciplinary and grievance matters. Evaluate and monitor compliance with clinical protocols, norms and standards of the hospital. Participate in implementation and adherence to National Core Standards. Work effectively and amicably with persons of diverse intellectual, cultural, racial or religious differences.

ENQUIRIES: Dr TT Khanyile (031) 240 1001
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
CLOSING DATE: 29 July 2016
**POST 28/111** : HUMAN RESOURCE MANAGER (L11) REF NO: HRMAN/1/2016

**SALARY** : R612 822 pa (an all-inclusive remuneration package)

**CENTRE** : Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS** : Degree/National Diploma in Human Resource Management/Public Management and Administration/ Human Sciences with majors in Human Resource Management. Three years managerial experience, roof of current and previous experience in an HR environment endorsed by the HR Department or the relevant employer OTHER REQUIREMENTS: Unendorsed valid code EB driver’s License (Code B). Perusal Certificate. Certificates: MS Office Software Applications i.e. Ms Word, Excel, PowerPoint and Outlook. Knowledge, Skills, Training and Competencies Required: Project Management and Strategic Planning. Broad knowledge of HR practices/HR Development and planning, Employee Relations. Excellent Management, facilitation, communication and interpersonal skills. Expert knowledge of legislative and policy framework informing the area of operation. Ability to work in a multi-disciplinary team at a senior management level. Ability to prioritise issues and other work related matters in order to comply with tight deadlines. Extensive knowledge of computerised personnel and salary systems (PERSAL), MS Packages and applications thereof.


**ENQUIRIES** : DT TT Khanyile – 031 2401001

**APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

**CLOSING DATE** : 29 July 2016

**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.

**FOR ATTENTION** : Mr C McDougall

**CLOSING DATE** : 29 July 2016

**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). Applications lacking evidence of relevant experience will not be considered. 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. 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. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the post(s).

MANAGEMENT ECHELON

POST 28/112: DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: P 02/2016
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY: R1 267 806 per annum (all Inclusive, flexible remuneration package)
CENTRE: Head Office, Pietermaritzburg


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resources of the Branch: Manage human resources. Manage financial resources. Manage assets for the Branch. Provide training, advice and guidance to staff. Manage EPMDS.

**ENQUIRIES** : Mr BS Gumbi 033 – 355 8808

**NOTE** : It is the intention of this Department to consider equity targets when filling this position.
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.

CLOSING DATE: 29 July 2016
NOTE: It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 28/113: DEPUTY DIRECTOR: PROPERTY MANAGEMENT

SALARY: R 612 822 per annum (A portion of the package can be structured according to the Individual’s personal needs).
CENTRE: Directorate: Infrastructure Planning, Head Office, Cape Town
REQUIREMENTS: Minimum educational qualification: Appropriate Bachelor’s Degree. Experience: Appropriate relevant experience in Property Management in government with specific reference to the Government Immovable Asset Management Act (No. 19 of 2007) (GIAMA). Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work extended hours, travel throughout the Western Cape and on occasion, nationally. Competencies (knowledge/skills): Proficiency in (MS Word, Excel, Outlook and PowerPoint).Negotiation and communication skills. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Report writing and presentation skills. Data and Project Management Information System administration. Geographic Information Systems (GIS) and/or Town and Regional Planning. Strategic Planning in terms of estate management user agreements/optimisation of assets. Prepare reports, submissions and presentations. Note: Shortlisted candidates may be subjected to a practical/competency test. A full job description is available upon request. No payment of any kind is required when applying for this post.

DUTIES: Property acquisition, disposals and transfer, including interaction with various structures within government. Data and system management (Information management systems). Policy formulation and management with regard to estate management. Co-ordinate, utilise WCGH properties and office accommodation.

ENQUIRIES: Ms M van Leeuwen, tel. no. (021) 483-5084
APPLICATIONS: The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION: Mr L Snyders

POST 28/114: ENGINEER PRODUCTION GRADE A TO C (MECHANICAL)
Directorate: Infrastructure Planning

SALARY: Grade A: R 594 477 per annum, Grade B: R 676 653 per annum, Grade C: R 773 688 per annum (A portion of the package can be structured according to the individual's personal needs) (Salary within the range will depend on years of experience post professional registration).
CENTRE: Head Office, Cape Town
REQUIREMENTS: Minimum educational qualification: University degree in Mechanical Engineering or Mechanical and Electrical Engineering. Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: Grade A: At least 3 years appropriate/recognisable experience in an area after obtaining the relevant qualification e.g. BSc (Eng.) or as otherwise determine by ECSA. Grade B: At least 14 years appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. BSc) (Eng.) or as otherwise determine by ECSA. Grade C: At least 26 years appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. BSc) (Eng.) or as otherwise determine by ECSA. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). A health science related post-graduate qualification will be beneficial. Experience in and understanding of the design and construction of complex buildings. Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications.
and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new functional and technical norms and standards. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

**DUTIES**

Key result areas/outputs: Develop, interpret and customise functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

**ENQUIRIES**

Mr A Cunninghame, tel. no. (021) 483-5589/0833019015

**APPLICATIONS**

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

**FOR ATTENTION**

Mr L Snyders

**POST 28/115**

**OPERATIONAL MANAGER NURSING (SPECIALITY: TRAUMA)**

(Chief Directorate: Metro District Health Services)

**SALARY**

R 465 939 (PN-B3) per annum

**CENTRE**

Kraaifontein Community Health Centre

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma/Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as 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 as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Relief shift duties in trauma if and when required/standby call duties on behalf of Facility manager. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of relevant legislation, hospital procedures and policies. Note: No payment of any kind is required when applying for this post.

**DUTIES**

Key result areas/outputs: Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Trauma complex, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the operating trauma services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards.

**ENQUIRIES**

Ms L Steyn, tel. no. (021) 987-0080

**APPLICATIONS**

The Director: Northern/Tygerberg Sub-structure Office, Nurses Home, 1st floor, Karl Bremer Hospital, Private Bag X1, Bellville 7535.

**FOR ATTENTION**

M A Kader

**POST 28/116**

**PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: MENTAL HEALTH) 2 POSTS**

**SALARY**

Grade 1: R 317 271 (PN-B1) per annum
Grade 2: R 390 216 (PN-B2) per annum

**CENTRE**

Post A: Green Point CDC, Post B: Kensington CDC

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year accredited with the SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years
appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of and insight into relevant legislation and policies related to mental illness. Effective written and verbal communication in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES
- Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in mental health care delivery. Liaise with other role players. Conduct research related to mental health and service delivery.

ENQUIRIES: Ms L Appolis, tel. no. (021) 202-0933
APPLICATIONS: The Director: Metro District Health Services: Southern/Western Sub-structure Office, DP Marais Nurses Home, Corner of White and Main Roads, Retreat, 7945 or P.O. Box 30360, Tokai, 7966
FOR ATTENTION: Mr F Le Roux
POST 28/117: SENIOR PERSONNEL PRACTITIONER (TALENT SOURCING)

SALARY: R 262 272 per annum
CENTRE: Overberg District Office, Caledon
REQUIREMENTS:
- Minimum educational qualification: Senior Certificate (or equivalent). Experience: Extensive experience in the field of People Management, especially Recruitment and Selection. Extensive supervisory experience. Inherent requirement of the job: Valid Code B/EB driver’s licence and willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills and presentation skills. Extensive knowledge of HR Policies, procedures, practices relevant to Establishment, Recruitment and Selection. Computer skills – intermediate to advance (MS Office, Excel and PowerPoint). Ability to communicate in at least two of the three official languages of the Western Cape. Extensive knowledge of PERSAL. Note: No payment of any kind is required when applying for this post.

DUTIES: Co-ordinate and effective control of the Recruitment and Selection administration within the District including the drafting of submissions for filling of posts and scrutiny of motivations for procedural and substantive correctness as well as fairness and process verification checks. Maintain monthly reports on status of posts, compiling a database of applications and tracking progress of posts advertised. Supervise recruitment and selection function, monitor SPMS for staff in the unit and investigate complaints and grievances. Provide support and guidance to the institutional manager, line managers and personnel with regard to employment sourcing function. Provide training within the sub-structure regarding recruitment and selection matters.

ENQUIRIES: Ms A Brits, tel. no. (028) 214 5850
APPLICATIONS: The Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION: Ms A Brits
POST 28/118: ADMINISTRATIVE OFFICER: PROFESSIONAL SUPPORT (HEALTH INSPECTORATE)

Directorate: Professional Support Services

SALARY: R211 194 per annum
CENTRE: Head Office: Cape Town
REQUIREMENTS:
- Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in general office administration. Appropriate experience to a business management environment. Inherent requirement of the job: A valid (Code B/EB) driver’s licence and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team building skills within and outside the Licensing and Inspectorate Component and Directorate Professional Support Services. Client and task orientated. A sound knowledge of the functions and duties of Provincial Government

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Western Cape. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and E-mail. Ability to communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

**DUTIES**

Key result areas/outputs: Assist in the office with regard to ambulance services licensing and inspections, planning and assisting in the execution of such inspections and handle the correspondence relating to ambulance services inspections. Respond to enquiries and obtaining the relevant administrative records to attend to the enquiries. Comprehensive administrative support to the Office of the Deputy-Director with the appropriate documentation and administration before, during and after meetings. Perform office support service effectively and professionally. Human Resource Management as it relates to the supervision of support staff and assist with the management of the duties of the division. Execute the correct procedure in levying and collecting of inspection fees from ambulance services in terms of applicable health legislation.

**ENQUIRIES**

Mr N Mavela, tel. no. (021) 483-3303

**APPLICATIONS**

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

**FOR ATTENTION**

Mr L Snyders