1. **Introduction**

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

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

2. **Directions to candidates**

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

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

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

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

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>NATIONAL DEPARTMENT</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRICULTURE, FORESTRY AND FISHERIES</td>
<td>A</td>
<td>03 – 04</td>
</tr>
<tr>
<td>ENERGY</td>
<td>B</td>
<td>05 – 06</td>
</tr>
<tr>
<td>ENVIRONMENTAL AFFAIRS</td>
<td>C</td>
<td>07 – 08</td>
</tr>
<tr>
<td>GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM</td>
<td>D</td>
<td>09 – 10</td>
</tr>
<tr>
<td>GOVERNMENT PENSIONS AND MINISTRATION AGENCY (GPAA)</td>
<td>E</td>
<td>11 – 13</td>
</tr>
<tr>
<td>HEALTH</td>
<td>F</td>
<td>14</td>
</tr>
<tr>
<td>JUSTICE AND CONSTITUTIONAL DEVELOPMENT</td>
<td>G</td>
<td>15 – 18</td>
</tr>
<tr>
<td>LABOUR</td>
<td>H</td>
<td>19 – 20</td>
</tr>
<tr>
<td>NATIONAL SCHOOL OF GOVERNMENT</td>
<td>I</td>
<td>21 – 24</td>
</tr>
<tr>
<td>OFFICE OF THE PUBLIC SERVICE COMMISSION</td>
<td>J</td>
<td>25</td>
</tr>
<tr>
<td>PUBLIC ENTERPRISES</td>
<td>K</td>
<td>26</td>
</tr>
<tr>
<td>PUBLIC WORKS</td>
<td>L</td>
<td>27 – 29</td>
</tr>
<tr>
<td>SOCIAL DEVELOPMENT</td>
<td>M</td>
<td>30 – 31</td>
</tr>
<tr>
<td>SMALL BUSINESS DEVELOPMENT</td>
<td>N</td>
<td>32</td>
</tr>
<tr>
<td>TOURISM</td>
<td>O</td>
<td>33</td>
</tr>
<tr>
<td>TRADE AND INDUSTRY</td>
<td>P</td>
<td>34 – 35</td>
</tr>
<tr>
<td>WATER AND SANITATION</td>
<td>Q</td>
<td>36 – 37</td>
</tr>
<tr>
<td>THE PRESIDENCY</td>
<td>R</td>
<td>38</td>
</tr>
</tbody>
</table>

## PROVINCIAL ADMINISTRATIONS

<table>
<thead>
<tr>
<th>PROVINCIAL ADMINISTRATION</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAUTENG</td>
<td>S</td>
<td>39 – 59</td>
</tr>
<tr>
<td>KWAZULU NATAL</td>
<td>T</td>
<td>60</td>
</tr>
<tr>
<td>WESTERN CAPE</td>
<td>U</td>
<td>61 – 71</td>
</tr>
</tbody>
</table>

---

2
ANNEXURE A

DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

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

Gauteng: Reception, Agriculture Place, 20 Steve Biko Street (formerly Beatrix Street), Arcadia, Pretoria

KwaZulu-Natal: Reception (5th Floor), Old Mutual Building, 185 Langalibalele Street, Pietermaritzburg

Limpopo: Reception (Ground Floor), Magistrates Building, 103 cnr Landdros and Munnik Streets, Makhado

Mpumalanga: Reception (2nd Floor), Permanent Building, 27 Brown Street, Nelspruit

Eastern Cape: King William’s Town: Reception (Ground Floor), Old SABC Building, 2 Hargreaves Avenue

Mthatha: Reception (3rd Floor), PRD Building, Sutherland Street Western Cape: Cape Town: Reception (Ground Floor), Foretrust Building, 3 Martin Hammerslag Way, Foreshore

Stellenbosch: Reception (Support Building), Quarantine Station, Polkadraai Road

CLOSING DATE: 23 October 2015

NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the Internet at http://www.daff.co.za/doaDev/doc/Z83.pdf which must be signed and dated (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric certificate must also be attached) and ID document and driver's licence (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.

Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Applications submitted via e-mail, fax or online must include the post title and reference number in the subject line and a scanned, signed and dated Z83 form (a Z83 form without a physical signature and date will disqualify an application) together with all relevant documents as indicated above. Persons with disability are encouraged to apply.

OTHER POSTS

POST 40/01: DEPUTY DIRECTOR: INFRASTRUCTURE REF NO: 252/2015

Directorate: ICT Service Delivery and Operations

This is a re-advertisement of Ref. 31/2015. All candidates who previously applied should re-apply.

SALARY: R569 538 per annum (all-inclusive package)

CENTRE: Pretoria
**REQUIREMENTS**
A National Diploma/Bachelor’s degree in Computer Science or Information Technology plus MCSE/MCITP and Project Management Certificate. Managerial experience in an ICT infrastructure environment, working in a server or data centre environment. Knowledge of ITIL. Excellent communication skills (verbal and written). Planning, organising and problem solving skills. A valid driver’s licence and willingness to travel.

**DUTIES**
Monitor the departmental Information Communication and Technology environment and strategy. Conduct research to provide solutions to the Department of Agriculture Forestry and Fisheries (DAFF), PDAs, other national departments, maintenance, implementation and integration. Provide requirements and specifications/business cases for the procurement of ICT-related goods and services and serve on the SITA/BID tender evaluation/adjudication committee. Ensure that ICT Operating Infrastructure is an operational environment for the following institutions: DAFF, PDAs, ARC, Embassies, private organisations, NGOs, Municipalities, International, Imports and Exports, WOSA, etc. Manage resources such as policies, processes, equipment and a team of professionals and service providers directly or indirectly, that are necessary to perform and deliver ICT solutions (servers and backup of electronic information on servers). Ensure quality control and service delivery in accordance with internal standards, requirements and specifications. Formulate work breakdowns structures and schedule ICT projects. Manage and control ICT projects during implementation. Plan, control and coordinate government initiatives related to DAFF. Manage change control, knowledge management and Master Information Systems Plan. Monitor and evaluate contracts and ICT procurement. Assess customer needs and ensure integration of customer needs. Be responsible for ICT oversight of major projects running in the DAFF. Manage mentorship programme of a trainee/mentee that is appointed at ICT. Oversee policy development and Service Improvement Plan development.

**ENQUIRIES**
Ms. C. Hlungwani, tel. (012) 319-6195/6179

**APPLICATIONS**
daff1@humanjobs.co.za or fax: 086 762 2863

**NOTE**
This position is subject to job rotation and enrichment. Applicants must be prepared to undertake appropriate competency tests, be able to learn quickly and be trained continually and must be prepared to travel.

**POST 40/02**
**SENIOR ADMINISTRATIVE OFFICER REF NO: 267/2014**
(1-Year, 6-Months Contract)
Directorate: Genetic Resources

**SALARY**
R243 747 per annum

**CENTRE**
Pretoria

**REQUIREMENTS**
A 3-year National Diploma or Bachelor’s degree in Administration or Grade 12 with extensive experience. Experience in and knowledge of general human resource management, management of budgets, asset management and procurement processes in the Public Sector. Planning and organising skills. Good communication (verbal and written) skills. Computer literacy in MS Office software.

**DUTIES**
Manage the Directorate’s budget. Coordinate procurement of goods and services. Coordinate and maintain a control system for the Directorate’s assets. Facilitate human resources management and development. Manage and supervise subordinates. Facilitate administrative tasks.

**ENQUIRIES**
Ms. N. Netnou-Nkoana, tel. (012) 319-6214

**APPLICATIONS**
daff2@humanjobs.co.za or fax: 086 762 2864

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

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

FOR ATTENTION: Mr. T Kekana / Mr D Mbhokota

CLOSING DATE: 23 October 2015

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

OTHER POSTS

POST 40/03: APPLICATIONS PROGRAMMER

SALARY: R289 761 per annum, Level 09

CENTRE: Head Office (Pretoria)

REQUIREMENTS: A National Diploma/ B: Tech Information Technology/ Bsc Degree in Computer Science with 3-5 years experience PLUS the following key competencies: Knowledge of: Ability to prioritise and complete work under deadlines; Ability to develop and deliver presentations; Ability to create, compose and edit written materials; Knowledge of System Analysis principles and practices, Thinking Demand: Creativity; Proper planning, organizational and paying attention to detail; Ability to manipulate and analyse information; Problem solving, Skills: Interpersonal Skills; Training skills; Workshop facilitation; Problem solving skills; Team player; Self-motivator; Strong work ethics; Driving; Researching ability; Service delivery; Quality assurance Innovative; Creative; Analytical, Personal Attributes: Innovative; Creative; Analytical; Able to assess and evaluate information; Ability to work well under pressure. Recommendation/Note: MCSD

DUTIES: Develop, maintain and implement custom-made information system: Prepare technical and functional specifications for enhancements and changes to existing systems; Create and test new systems; Program system functionality; Investigate new technology for system improvements; Coordinate the development of systems in the Department; Coordinate user acceptance testing and training. Procure, maintain and implement off-the-shelf information systems: Identify, analyse and resolve information gaps in current systems; Develop detailed designs, technical specifications and test scripts, in the maintenance of current systems; Conduct unit and string tests; Execute the coding and testing of systems; Administer user access and systems security; Investigate new technology for system improvements; Coordinate the deployment of systems in the Department; Co-ordinate user acceptance testing and training. Develop and maintain the departmental websites: Monitor and report on site usage and performance; Identify, analyse and resolve gaps and shortcomings in the departmental websites; Update website content upon user requested. Provide information technology functional support and advice. Draft,
maintain and implement policies and strategies pertaining to information systems and
the departmental websites. Provide advice on information systems and the
departmental websites. Promote the utilisation of technology as key enablers for
service delivery and transformation.

ENQUIRIES : Ms Z Ndawana ☎ 012 406 7791

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Mr S Van Der Walt ☎ 012 406 7714

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Ms Z Ndawana ☎ 012 406 7791

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Mr S Van Der Walt ☎ 012 406 7714

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Ms Z Ndawana ☎ 012 406 7791

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Mr S Van Der Walt ☎ 012 406 7714

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Ms Z Ndawana ☎ 012 406 7791

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Mr S Van Der Walt ☎ 012 406 7714

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Ms Z Ndawana ☎ 012 406 7791

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Mr S Van Der Walt ☎ 012 406 7714

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Ms Z Ndawana ☎ 012 406 7791

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Mr S Van Der Walt ☎ 012 406 7714

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Ms Z Ndawana ☎ 012 406 7791

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Mr S Van Der Walt ☎ 012 406 7714

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Ms Z Ndawana ☎ 012 406 7791

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Mr S Van Der Walt ☎ 012 406 7714

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Ms Z Ndawana ☎ 012 406 7791

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Mr S Van Der Walt ☎ 012 406 7714

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Ms Z Ndawana ☎ 012 406 7791

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Mr S Van Der Walt ☎ 012 406 7714

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Ms Z Ndawana ☎ 012 406 7791

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Mr S Van Der Walt ☎ 012 406 7714

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Ms Z Ndawana ☎ 012 406 7791

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Mr S Van Der Walt ☎ 012 406 7714

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Ms Z Ndawana ☎ 012 406 7791

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Mr S Van Der Walt ☎ 012 406 7714

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Ms Z Ndawana ☎ 012 406 7791

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)

ENQUIRIES : Mr S Van Der Walt ☎ 012 406 7714

POST 40/04 : STATE ACCOUNTANT (BUDGET, DEPARTMENTAL & DONOR FUND
MANAGEMENT)
APPENDIX C

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

The National Department of Environmental Affairs is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment / promotion / transfer will promote representivity will receive preference.

APPLICATIONS: and forwarded to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

CLOSING DATE: 26 October 2015

NOTE: Must be submitted on a signed Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to these positions will be subjected to a security clearance. The department reserves the right not to make an appointment.

OTHER POSTS

POST 40/05: BIODIVERSITY OFFICER PRODUCTION GRADE A: UNCCD AND WETLANDS IMPLEMENTATION REF NO: BC13/2015

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

CENTRE: Pretoria

REQUIREMENTS: An appropriate 3-year Bachelor’s degree/National Diploma in Environmental Science/Management, Geography, Town and Regional Planning, Development Studies, Landscape Architecture, Soil Sciences, or Natural Sciences. Relevant experience in the implementation of international Conventions, Treaties and Protocols particularly the United Nations Convention to Combat Desertification (UNCCD) and promotion of the sustainable use of natural resources. Knowledge and experience in the implementation of related sustainable natural resource management strategies and policies in and outside protected/conservation areas including land based livelihood programmes. Good interpersonal skills, communication skills, computer skills, administrative, planning and organizational skills. The applicant must have a valid driver’s license and be prepared to travel extensively.

DUTIES: Assist in the implementation and coordination of sustainable land management programmes and land based livelihood projects as well as all activities related to the UNCCD. Assist in the implementation of the UNCCD Conference of Parties (COP) / Committee for the Review of Implementation of the Convention (CRIC) / Committee on Science and Technology (CST) decisions and resolutions and National Action Programme (NAP). Assist in the implementation of the NAP priorities. Provide support to other relevant initiatives like Environmental Protection and Infrastructure Programmes, Biodiversity and Climate Change, Local Government and Coordination, People and Parks and Working for Land. Provide technical input into the implementation of the Greening Programme and municipal open space master planning exercise. Provide general administration support to the Sub-Directorate and the inter-governmental structures. Stakeholder liaison and data base management.

ENQUIRIES: Ms M Ramonyai (012) 399 9576

FOR ATTENTION: Mr G Nkosi
POST 40/06
ASSISTANT DIRECTOR: RISK MANAGEMENT AND CONTROL
REF NO: COO40/2015

SALARY: R361 659 per annum (Total salary package of R492 153 per annum)
CENTRE: Pretoria
REQUIREMENTS:
A relevant 3 year degree or a National Diploma in Risk Management/ Internal Audit or an equivalent relevant qualification; Experience in risk management. Experience and knowledge of policy development and implementation. Membership to the Institute of Risk Management will be an added advantage. Ability to develop and apply policies and ability to work individually and in a team. The applicant must have good interpersonal and excellent communication (verbal/written) skills. Computer literate, strategic thinker and be able to conceptualise matters. Creativity, innovative, analytical, and energetic. Facilitation and presentation skills. Knowledge of: Public Sector Risk Management Framework, Treasury Regulations, PFMA, King III on Corporate Governance, COSO Framework and Risk Management strategies and policy. Training for staff.
DUTIES:
Facilitate sessions/meetings for identifying risks in the different functional areas within the Department. Assist in facilitating the process of developing risk treatment action plans. Maintain and manage the departmental risk registers. Design and maintain departmental risk register. Monitor the implementation of risk treatment action plans. Assist in discharging responsibilities of the departmental risk manager.
ENQUIRIES: Mr K. Manda Tel: 012-399 9902
FOR ATTENTION: Mr LI Letshedi

POST 40/07
CONTROL ARCHITECT TECHNOLOGIST GRADE B
REF NO: EP09/2015

SALARY: Appropriate salary will be determined according to the Public Service regulatory framework (based on OSD)
CENTRE: Pretoria
REQUIREMENTS:
A Bachelor’s degree in Architecture / or equivalent qualification. Registration with South African Council of Architects or any other recognized professional bodies. The applicant should at least have a minimum of 3 years’ experience working as an Architect; in-depth knowledge of build environment polices and legislations, in-depth practical project management experience, proven experience of participating in Project Professional Technical Team. The following skills will serve as recommendations:, computer literacy in Specialized Architectural Software/s, MS Office, Excellent mathematical and analytical skills, good verbal and written communication skills, interpersonal, coordination and stakeholder management skills, organizational skills, facilitation skills and a good understanding of government planning processes. Practical experience in management of Expanded Public Works Programme (EPWP) is strongly recommended. The successful candidate must have a valid driver’s license as he/she will be expected to travel extensively.
DUTIES:
Review of Architectural designs. Provide architectural professional advice and support to Environmental Protection and Infrastructure Programmes (EPIP) within the Department on planning and implementation of projects. Support supervision of contract implementation and statutory requirements. Participate in the Technical Review/Quality Control meetings. Confirm percentage of completed works in projects. Develop and maintain applicable Architecture guides for the programme. Develop and maintain planning and implementation tools for the programme. General administration and financial management.
ENQUIRIES: Mr M Thage Tel: (012) 399 1815
FOR ATTENTION: Mr R Mashele
DEPARTMENT OF GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM

APPLICATIONS

The CEO of Government Communication and Information System, Private Bag X 745, Pretoria, 0001 or Hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria

FOR ATTENTION

Mr S Matsha

CLOSING DATE

23 October 2015

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”.

OTHER POSTS

POST 40/08

SENIOR SECRETARY GR III

Chief Directorate: Human Resources

SALARY

R158 985 per annum excluding benefits

CENTRE

Pretoria

REQUIREMENTS

Qualifications: Applicants must be in possession of a Diploma in Secretarial studies or equivalent qualification with atleast 2 years relevant experience. Special requirements / skills needed: Excellent interpersonal skills. Good communication skills (written and oral), and exceptional organising and planning skills. Ability to work independently, under pressure and in a team. Time management and pro-activeness. Problem solving skills and results orientated individual. Attention to detail. Computer literate (Microsoft Word, Power Point, Access and Excel). Job Knowledge: Report writing, compilation and collation of information from directorates. Advanced minute taking and development of action plans. Credible and proven experience in the secretarial and administrative function of an organisation.

DUTIES

Provide secretarial support to the Chief Director: Human Resources and general administration support to the Chief Directorate. Write routine notes, memos, letters and reports. Maintain an effective filing and document tracking system (electronic and physical). Manage the Manager’s diary (electronic and manual) and maintain an appropriate schedule for appointments. Develop new ideas to change existing procedures so as to improve filing, tasking and document tracking. Create and maintain databases of internal and external stakeholders. Coordinate effective internal and external meetings, appointments and events. Compile agenda and take accurate minutes during meetings. Diary and calendar management. Receive visitors, and organise parking and refreshments. Handle travel and accommodation arrangements, subsistence & Travel (S&T) claims and budget cash flow information. Manage the leave register. Apply relevant public service and GCIS policies and procedures. Budget and projections administration for the office of the Chief Director. Handle catering services in the office of the Chief Director.

ENQUIRIES

Mr Keitumetse Semakane, Tel: (012) 473 0128
POST 40/09 : ASSISTANT HR OFFICER
(12 Months Contract)
Chief Directorate: HR

SALARY : R18 150.78 per month (including 37% benefits)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 and National Diploma/Degree in Human Resources Management NQF Level 6. HR Interns with 6 Months experience are encouraged to apply. The incumbent must be able to work independently and efficiently under pressure. Must be Computer literate (specifically MS Word, Excel, Powerpoint and other software packages), Excellent Organizational and planning skills, Accuracy and attention to detail. Must be self-driven, innovative, creative with flair in dealing with people. Good Communication skills both verbal and written, Knowledge of PFMA, EPMDS and procedures, PSA Act and Public Service Regulations.

DUTIES : Administer the implementation of performance management development system*Provide advice on the development of performance agreements and development plans*Provide inputs in compilation of performance management reports*Provide logistical support to the PDMS Committees [ Ensure booking of venues, Ensuring moderation files are placed in relevant venues for the moderation]*Advise and attend to enquiries pertaining to Employee Performance Management and development*Develop and manage a database pertaining to Employee Performance Management and Development*Ensure effective management of PMDS and probationary information & risks. Provide general administrative support and perform other ad hoc duties as assigned. Collection and safe keeping of relevant and critical documentation that relates to the unit. Liaise with internal stakeholders and other support staff for operational efficiency.

ENQUIRIES : Ms E Mohapi, Tel: (012) 473 0080
NOTE : Applications must be accompanied by a Z83 and a comprehensive CV, as well as certified copies of qualifications and ID document. Correspondence will be limited to successful candidates only. If you have not been contacted within 1 month 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). HR Interns or Ex Interns are encouraged to apply.
ANNEXURE E

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE: 21 October 2015, 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. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 40/10: MANAGER: FRAUD PREVENTION REF NO: MFP/2015/10-1P

FRAUD PREVENTION AND CASE MANAGEMENT

SALARY: R569 538 – R 670 890 per annum (All inclusive package)

CENTRE: Pretoria

REQUIREMENTS: A relevant three year degree/national diploma or equivalent three year qualification in Forensics/Risk Management/Law with at least 8 years’ experience in the fraud prevention or fraud awareness field of which three years should be in a supervisory/management capacity. Applicants whose exposure in fraud awareness are within a pension fund/financial services environment will be an added advantage. Excellent knowledge of applicable legislation in the field of fraud prevention. A valid driver's license. Computer literacy that include a good working knowledge of Microsoft Office products. Knowledge of modern principles, comprehensive practices, procedures, instruments and methods used in fraud prevention. Knowledge of applicable legislation, policies and procedures with regard to pension administration and PFMA. Knowledge of criminal prosecution and associated evidentiary laws. Knowledge of prevention/audit tools, techniques, methodologies and approaches. Ability to recognize subtle signs of fraud and raise awareness on the prevention controls to mitigate risks. Excellent communication skills both written and verbal. Strong presentation skills. Ability to multi-task. Analytical thinking. Fraud/corruption risk assessment & management. Ability to conduct research. Conceptualization and fraud risk consulting experience. Ability to prepare and present accurate and complete factual information pertaining to fraud prevention. Excellent organizational and planning skills. Problem solving and decision making. Proven financial and technical report writing skills. Reliable, capable of being entrusted with sensitive information. Ethical business conduct

DUTIES: Manage the development of fraud prevention policy and strategy: Develop required fraud prevention policies and procedures in line with Enterprise Wide Risk Management Policy and Fraud Prevention Policy. Develop action plans and mitigation plans related to fraud. Coordinate information dissemination and awareness campaigns: Organise information sessions and road shows to promote awareness of ethics, fraud, whistle-blowing, etc. within the Department. Identify risks and threats to the department and advise line managers on the department’s capability to counter such threats and measures to be instituted. Liaise regularly with
relevant internal and external structures and agencies. Initiate fraud and integrity awareness campaigns, and training. Communicate threats in the appropriate forums. Monitor and implement fraud prevention strategy: Facilitate and conduct Risk and Fraud Awareness Campaign for the Department. Monitor monthly fraud statistics, consolidate quarterly and prepare report. Ensure that control measures recommended are being implemented. Report and communicate fraud information and awareness to the relevant stakeholders: Analyse the impact of fraud cases and make appropriate recommendations. Manage fraud hotline queries, calls and resolve escalated queries. Draft the monthly/weekly fraud awareness reports. Promote whistle blowing. Manage fraud prevention in the Department: Implement the fraud prevention plan, fraud detection strategy. Evaluate fraud and corruption database for trends analysis and ensure corrective actions. Review controls to avoid recurrence of fraud and corruption and ensure control improvement to prevent and minimize fraud.

ENQUIRIES : Alinah Mogaswa 012-399-2487
APPLICATIONS : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria.
FOR ATTENTION NOTE : Ms Alinah Mogaswa – Recruitment

POST 40/11 : ASSISTANT MANAGER: RE-ISSUES AND UNCLAIMED BENEFITS REF NO: AM/RIUB/2015/10-1C
Finance Section
36 months contract Position

SALARY : R 289 761 per annum plus 37% in lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : B.Com/B.Compt or a three year recognized Tertiary qualification in Finance with at least 5 years Financial Management experience of which at least two years involved supervising/management of staff. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be an added advantage. Knowledge of PFMA and National Treasury regulations will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proven ability to build, manage and foster a team-oriented environment. Excellent communication (written and oral) and interpersonal skills. Excellent leadership and management skills. Embracing continuous improvement. Ethical business conduct/Integrity. Must be able to work independently, but must know when assistance is required. Deadline driven and ability to work under pressure. Ability to prioritize urgent matters. Project Management skills. Collaboration. Emotional intelligence.

DUTIES : The purpose of the role is to assist the Manager in tracing of beneficiaries to enable the re-issuing of benefits for GPAA. Support the administration and processing of re-issues: Supervise the processing of journals and general ledger transactions related to re-issuing of benefits, checking compliance with standard accounting procedures. Ensure that the tracing of beneficiaries for re-issue purposes occurs in terms of relevant processes and procedures. Assess the authenticity of beneficiaries successfully traced. Approve the amendment of pay point changes according to relevant policies. Authorise journal and general ledger transactions on re-issue, confirming the accuracy of figures presented. Manage the operations of the re-issues section: Check the integrity of the re-issues data being captured on the system; make sure that it is reliable and valid at all times. Coordinate daily operational activities to ensure that the area functions effectively and efficiently, achieving service level...
agreements. Assist in compiling various communications to be distributed to all stakeholders from the re-issues area, ensuring accuracy and professionalism of communication. Submit reports, reflecting accurate information on achievement of the section's objectives for reporting. Implement and maintain internal control processes for the section: Recommend internal procedures and processes which will improve effectiveness and efficiency of the section and ensure adherence. Research latest trends and developments relating to the section, recommending plans to improve service delivery to the Manager. Provide information for management forums within GPAA, contributing accurate details to enable sound decision making. Section Management: Deal with queries and escalated issues in timely manner, achieving resolution. Manage the performance of direct reports in accordance with the GPAA performance management policy and procedure. Identify training and development needs, implementing plans to address requirements, as appropriate. Manage staff resources and productivity, minimizing absenteeism. Compile work plans for the section achieving a consolidation of operational plans. Discipline staff in accordance with organizational codes and procedures so that improvement is shown. Facilitate communication through appropriate structures and systems. Monitor compliance to allocated budget, raising non-compliance identified with Manager.

ENQUIRIES
APPLICATIONS : Mapule Mahlangu 012-399-2639
: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria.
FOR ATTENTION
NOTE : Ms Mapule Mahlangu – Recruitment
: One position of an Assistant Manager: Re-Issues and Unclaimed Benefits is currently available at the Government Pensions Administration Agency. This position will be filled on a 36 months contract.
ANNEXURE F

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 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 : 26 October 2015

NOTE : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

POST 40/12 : DIRECTOR: SUPPLY CHAIN MANAGEMENT) REF NO: 149/2015

SALARY : An all inclusive remuneration package of R864 177 per annum [basic salary consists of 70% of total package, the State’s contribution to the Government Employee’s Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.


REQUIREMENTS : A Bachelor Degree/NQF Level 7 or equivalent qualification in Public Administration/Supply Chain/Business Management/B.Com in Economics, At least 5 years experience at the middle management level, Knowledge of government procurement and logistics processes together with policy procedures, processes, prescripts, acts and people management, Good communication (written and verbal), interpersonal and presentation skills, A valid driver’s licence.

DUTIES : Key Performance: Ensure that supplier database is properly maintained and rotated, Ensure that needs of the department are consolidated and bids are timeously advertised, Implement invoice tracking system and ensure execution of payments within 30 days, Ensuring that all relevant supply chain management registers are available and maintained, Implementation of approved and reviewed supply chain management policies, Ensure stock takes and inventory verification are performed per quarter.

ENQUIRIES : Ms D Tshabalala at tel. (012) 395-9667
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration.

NOTE: Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 & CV must be accompanied by original certified copies of qualifications and identity document. A driver’s license must be attached if indicated as a requirement. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. 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). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and 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 Shortlisted candidates will be subjected to a personnel vetting process. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 40/13: ASSISTANT DIRECTOR: GUARDIAN FUND (TPF) REF NO: 15/292/CFO

SALARY: R289 761 – R341 313 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office, Pretoria

REQUIREMENTS: 3 years Bachelor’s Degree/ National Diploma or equivalent qualification in Finance; 3 years relevant experience in Financial accounting/management environment, of which 1 year should be at supervisory/junior management level; Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations; Knowledge of the Guardian Funds functions and services will serve as recommendation; A valid driver’s license. Skills and Competencies: Computer literacy (MS Word, Excel, Power Point and Outlook); Communication skills (verbal and written); Interpersonal relations; Ability to work independently under pressure; Supervisory skills; Report writing skills; Ability to interpret and apply policies; Analytical skills; Planning and organizing.

DUTIES: Key Performance Areas: Review and validate cash books, bank reconciliations and capture sheets sent by the regional offices – checking for errors and calculation accuracy; Track all RFS’s logged and prepare a register. Analyze financial data changes and validate their accuracy; Reconcile individual transactions from the cashbook to individual transactions on the Guardian’s Fund System and ensure that all differences are resolved; Prepare a monthly audit file for review by the Deputy Director and actively assist during audits; Accurately capture journals and capture sheets on the financial system to produce a trial balance; Provide effective people management.

ENQUIRIES: Ms. E Sebelebele (012) 357 8662

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development,
POST 40/14 : ASSISTANT DIRECTOR: OFFICE MANAGER IN THE OFFICE OF THE REGIONAL HEAD – REF NO: 227/15EC

Re-Advertisement

CLOSING DATE : 15 October 2015
NOTE : People with disabilities are encouraged to apply.

SALARY : R289 761 – R341 313 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Regional Office: Eastern Cape
Three years relevant Bachelor’s Degree / National Diploma; Minimum of 3 years’ experience in management; Knowledge of Departmental strategic goals; Knowledge of the Public Service and the working of Government; Skills and Competencies: Strategic thinking and leadership skills; Project Management; Research and negotiation skills; Creative and analytical; Problem solving and decision making; Conflict management; Accuracy and attention to detail; Understanding confidentiality in Government; Report writing; Communication (oral and written) skills; Computer literacy (MS Office, intranet and Internet); Presentation skills; Customer service orientation; Ability to work independently, yet as part of a team when required and work under pressure and meet deadlines; Professionalism; Policy analysis and implementation; Financial management.

DUTIES : Key Performance Areas: Provide support to the Regional Head in decision making and planning; Attend to correspondences in the Regional Head’s office; Monitor and track business objectives; oversee the office’s activities and resources of the Regional Head; 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 : 26 October 2015

POST 40/15 : INTERNAL AUDITOR: GENERAL ASSURANCE: REF NO: 15/310/IA

SALARY : R243 747 – R287 121 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Northern Cape: Kimberley
An appropriate three (3) year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 1 year experience in Internal Auditing (includes internship/learnership); Knowledge of the Public Finance Management Act; Successful candidates will be required to complete a security clearance; In-depth knowledge of the standards set by the Institute of Internal Auditors (IIA). Skills and competencies: Communication (written and verbal); Financial Management; Computer skills; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.

DUTIES : Key performance areas: Provide inputs in conducting risk assessments; Prepare audit programmes together with the Audit Manager; Gather adequate, competent and useful audit evidence; Prepare draft reports to be reviewed by management; Conduct ad-hoc assignments and follow up audits; Assist in the administration of the Internal Audit activities; Assist in planning and conduct audit assignments in accordance with the audit methodology.

ENQUIRIES : Ms. MD Modibane ☎️ (012) 315 1886
APPLICATIONS : Direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 26 October 2015
NOTE : People with disabilities are encouraged to apply
POST 40/16 : ADMINISTRATION OFFICER: CONTRACT MANAGEMENT 03 POSTS REF NO: 15/291/COO

SALARY : R196 278 – R231 210 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A Bachelor's Degree/ National Diploma in Administration/ Public Administration or an equivalent qualification; Minimum of 3 years' experience in Administration or General Office administration; Knowledge and understanding of Public Finance Management Act (PFMA) and Treasury instructions notes and (PFMA); A valid driver's license. Skills and Competencies: Computer literacy; Good communication skills (verbal and written); Ability to make good presentation; Able to work under pressure; Knowledge of relevant legislation; Financial management skills; Planning and organizing skills; Problem solving; Policy analysis; Sound interpersonal skills; Ability to work independently and in a team; Knowledge of procurement system; Initiative skills.

DUTIES : Key Performance Areas: Assist in compiling the required services/specifications in relation to Security Contracts both Guarding and Cash in Transit; Monitor contractor/service provider performance and expenditure/provide inputs to financial statement and Conduct Site Inspection; Draft and write official letters, minutes, memorandums, proposals and submissions; Liaise with management on developments on security procedures; Establish partnership relationships with (court managers, NIA, SAPS, Correctional Services, Judiciary and Prosecution; Render administrative support in the unit;

ENQUIRIES : Mr. C. Sibiya ☎ 012 315 - 4561

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

CLOSING DATE : 26 October 2015

POST 40/17 : ADMINISTRATIVE OFFICER: VICTIM SUPPORT REF NO: 15/307/CS

SALARY : R196 278 – R231 210 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office

REQUIREMENTS : 3 years National Diploma in Administration/Management or an equivalent qualification. At least 3 years relevant experience in Office Administration, financial management and liaison with stakeholders; Knowledge of government provisioning and procurement processes and Public Finance Management Act and budgetary/financial management will also be an advantage. Skills and Competencies: Computer literacy (MS office); Project Management; Communication (verbal and written) skills; Interpersonal skills; Customer Service Orientation; Be able to work under pressure and maintain a positive attitude.

DUTIES : Key performance areas: Manage finances by complying with PFMA and DFI; Perform any other office administration duties as directed by the Supervisor; Develop and maintain a sound filing and record-keeping system; Ensure proper records keeping of complaints received and resolved; Develop and maintain database of stakeholders; Assist with the coordination of workshops, training and meetings.

ENQUIRIES : Mr. T Rangwato ☎ (012) 315 1456

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

NOTE : People with disabilities are encouraged to apply.

POST 40/18 : CHIEF ACCOUNTING CLERK: THIRD PARTY FUNDS: CENTRAL ELECTRONIC FUNDS TRANSFER UNIT REF NO: 15/316/CFO

SALARY : R196 278 - R231 210 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: National Office: Pretoria

REQUIREMENTS: Grade 12 certificate or equivalent; 3 years' relevant experience; Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Skills and Competencies: Communication skills (verbal and written); Computer literacy (MS Office); Finance Management skills; Planning and organizing skills; Telephone etiquette; Supervisory skills.

DUTIES: key performance areas: Manage and render financial accounting transactions; Provide daily, weekly and monthly reports to the State Accountant and Assistant Director; Perform general office administration; Ensure the payment of maintenance beneficiaries through Electronic Fund Transfer (EFT); Supervise and perform SAP bookkeeping support function; Provide effective people management.

ENQUIRIES: Ms E Zeekoei at (012) 315 1436

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

CLOSING DATE: 26 October 2015

NOTE: People with disabilities are encouraged to apply.
DEPARTMENT OF LABOUR

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

CLOSING DATE : 26 October 2015 at 16:00
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s) including a Senior Certificate and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. 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.

AMMENDMENT : Kindly note the post of Deputy Director: COIDA Ref No: HR 4/4/4/8/01 for Provincial Office: Braamfontein advertised on the PSVC No: 33 of 2015 with a closing date been 07 September 2015 is hereby withdrawn. Enquiries mat be directed to Mr Menzi Nxumalo, Tel (011) 853 0500. The post of Inspector: OHS (Mechanical Engineering) Ref No: HR 4/4/5/18 which was advertised on the PSVC No: 36 of 2015 for Labour Centre: Pietermaritzburg with the closing date of 28 September 2015 is hereby withdrawn. Enquiries may be directed to Ms SF Zungu, Tel: (033) 341 5300

OTHER POSTS

POST 40/19 : SENIOR ADMINISTRATION OFFICER: ASSESSMENT SERVICES REF NO: HR4/4/4/09/06

SALARY : R243 747 per annum
CENTRE : Provincial Office: Gauteng
DUTIES : Verify all claims are processed on relevant Systems. Authorize payments to qualifying UI beneficiaries. Ensure all discrepancies are investigated. Ensure and maintain close working relationship with all stakeholders. Manage resources in the section.
ENQUIRIES : Mr H Dalasile, Tel (011) 853 0303

SALARY: R158 985 per annum
CENTRE: Provincial Office: Gauteng

DUTIES: Collect outstanding Overpayments balance. Keep all Overpayment Debtors Records manually and electronically. Monitor the payment of benefits to clients.

ENQUIRIES: Mr H Dalasile, Tel (011) 853 0303
APPLICATIONS: Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001
FOR ATTENTION: Sub-directorate: Human Resource Management, Gauteng

POST 40/21: ACCOUNTING CLERK: ACCOUNTS PAYABLE AND BUDGET CONTROL REF NO: HR 5/1/2/3/49

SALARY: R132 399 per annum
CENTRE: Compensation Fund, Pretoria


ENQUIRIES: Mr M Dzivhani, Tel: (012) 3199 248
APPLICATIONS: Chief Director: Human Resources Management: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.
FOR ATTENTION: Sub-directorate: Human Resource Operations, Compensation Fund
DEPARTMENT OF NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (NSG) is mandated to train and develop 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 training interventions. Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education. Applicants are requested to visit the DPSA website at www.dpsa.gov.za or the NSG website at www.thensg.gov.za for full information on the requirements and duties of the positions.

APPLICATIONS FOR ATTENTION
Principal: National School of Government, Private Bag X759, Pretoria, 0001
Ms L Raseroka, HR Unit, National School of Government by hand at ZK Matthews Building, 70 Meintjes Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted. Enquiries: In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.

CLOSING DATE
23 October 2015 @ 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); 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 shortlisted candidates will be required to submit certified copies of their identity document and qualifications before the interviews. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview the recommended SMS candidates will be required to attend a generic managerial competency assessment. They will also 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.

MANAGEMENT ECHELON

POST 40/22
DIRECTOR: EDUCATION TRAINING AND DEVELOPMENT SALARY LEVEL 13
REF NO: NSG 18/2015

SALARY
An inclusive remuneration package commencing at R864, 177 per annum, comprising basic salary, contribution to the Government Employee Pension Fund and a flexible portion.

CENTRE
Pretoria.

REQUIREMENTS
M degree/equivalent in education training and development Valid driver’s license (Willing to travel and work after hours). Assessor (Unit standard 115753) qualification. Moderator (Unit standard 115759) qualification. Registered with the relevant SETA. A minimum of five (5) years’ experience at middle management level and substantial theoretical and practical knowledge of public service frameworks. Knowledge of the Education, Training and Development Practitioners’ (ETDP) environment, National Qualifications Framework and outcomes based course development. Proven ability to apply qualitative and quantitative information towards decision taking and problem solving as well as to specify, design or evaluate, and implement re-engineered work processes and technology Computer literacy in Microsoft Office Suite. Experience in capacity building/training on INDUCTION. Good project and people management skills. Ability to deliver within time frames as reflected in project plans. Good communication and liaison skills and demonstrated ability to communicate at all levels, particularly at executive level. Report writing skills. Research skills. Planning and time management Analytical skills, problem-solving skills Monitoring and Evaluation skills. Negotiation skills. Team work. Client orientation and customer focus
skills. Change management skills. Training, Assessment and Moderation skills. Appropriate training or competence in delivering high volume training.

**DUTIES**
- Manage and facilitate the identification of appropriate service delivery improvement and capacity building activities at all spheres of Government;
- Lead the facilitation of INDUCTION training, including formal programmes, workshops and seminars, just-in-time interventions and follow-up institutional support where necessary. Establish and manage networks and multi-sector relationships.
- Facilitate regular quality assurance review and feedback sessions with relevant stakeholders. Present training. Prepare learners and the learning environment for effective learning. Facilitate on-line pre-and post-course activities and facilitate on-line training programmes. Create strategies to encourage dialogue between all participants. Advise on all aspects regarding the administration of training within departmental context. Reply on queries of departments/learners. Assess portfolio of evidence and generate feedback reports to ensure a moderation service to issue certificates of competence and provide RPL service when requested.

**ENQUIRIES**
- Ms L Lepan (012) 441 6088

**OTHER POSTS**

**POST 40/23**
- CHIEF TRAINING AND DEVELOPMENT PRACTITIONERS 10 POSTS REF NO: NSG 19/2015
- One year fixed term contract, additional to the fixed establishment

**SALARY**
- An inclusive remuneration package commencing at R674 979 per annum, Salary Level 12

**CENTRE**
- Pretoria.

**REQUIREMENTS**
- Honours degree/equivalent in education training and development. Valid driver’s license (Willing to travel and work after hours). Assessor (Unit standard 115753) qualification. Moderator (Unit standard 115759) qualification. Registered with the relevant SETA. 10 years’ experience in facilitation of training to adult learners and the design of training material in a higher education institution. Experience and competence in ABET Training and ODET/DP Certificate or equivalent. Development and assessment of Competencies aligned with SAQA requirements. Good understanding of the functioning of the Public Service and work. Deep knowledge of a wide range of study fields and the statutory framework in the Public Service. (Demonstrated ability to grasp current statutory prescripts & be able to draw on experience in studying existing and new legislation, obtaining opinions from legal counsel, enforcing and advising on needed actions). Demonstrated subject expertise and full use of professional knowledge. Excellent training facilitation skills. Good presentation skills. Coaching and mentoring skills. Excellent communication skills (Demonstrated ability to speak clearly and concisely, adapt style and wording to each listener and to explain complex issues to co-workers and learners). Good interpersonal skills. Research and report writing skills. Good problem solving skills. Good records management skills. Good Time Management skills and turnaround times. Excellent Strategic Capability and leadership skills. Project & Programme Management skills. Computer literate and demonstrated ability on the use of the MS Office suite in especially PowerPoint and the design of presentations.

**DUTIES**
- Conduct research on latest training trends and to improve professional knowledge.
- Research on determination of training needs, evaluation techniques and training aids.
- Liaise with other training organizations in and outside the public service. Organise and provide training and assessment using a variety of methodologies. Maintain an effective and efficient records management system. Provide inputs on the development of training materials and learning aids, monitoring & evaluation of courses. Manage the work flow and quality of output of Sub-directorate. People and Resource Management. Respond to Audit reports for the sub-directorate. Provide budget inputs. Knowledge and application of legislative requirements. Ensure implementation of systems, procedure and processes.

**ENQUIRIES**
- Ms L Lepan (012) 441 6088
POST 40/24: SENIOR EDUCATION TRAINING & DEVELOPMENT PRACTITIONERS 5 POSTS
REF NO: NSG 20/2015
One year fixed term contract, additional to the fixed establishment

SALARY: An inclusive remuneration package commencing at R495 473 per annum, Salary Level 10

CENTRE REQUIREMENTS: Pretoria.

REQUIREMENTS: B Hons degree/equivalent in education training and development Valid driver’s license (Willing to travel and work after hours). Assessor (Unit standard 115753) qualification Moderator (Unit standard 115759) qualification. Registered with the relevant SETA 5 years’ experience in facilitation of training to adult learners and the design of training material in a higher education institution. Experience and competence in ABET Training and ODET/DP Certificate or equivalent development and assessment of competencies aligned with SAQA requirements. Good understanding of the functioning of the Public Service and work. Wide knowledge of a range of study fields and the statutory framework in the Public Service. (Demonstrated ability to grasp current statutory prescripts & be able to draw on experience in studying existing and new legislation, obtaining opinions from legal counsel, enforcing adherence to requirements and advising on needed actions). Good understanding on the design and management of the process of developing course material and curriculum design. Excellent training facilitation skills. Good presentation skills. Coaching and mentoring skills. Excellent communication skills (Demonstrated ability to speak clearly and concisely, adapt style and wording to each listener and to explain complex issues to co-workers and learners). Good interpersonal skills. Research and report writing skills. Good problem solving skills. Good records management skills. Good Time Management skills and turnaround times. Project & Programme Management skills. Computer literate and demonstrated ability on the use of the MS Office suite in especially Powerpoint and the design of presentations. Facilitate on-line training

DUTIES: Conduct research on latest training trends and to improve professional knowledge. Research on determination of training needs, evaluation techniques and training aids. Liaise with other training organizations in and outside the public service. Organise and provide training and assessment using a variety of methodologies. Maintain an effective and efficient records management system. Provide inputs on the development of training materials and learning aids, monitoring & evaluation of courses. Manage the work flow and quality of output. People and Resource Management. Respond to Audit reports. Provide budget inputs. Knowledge and application of legislative requirements. Ensure implementation of systems, procedure and processes

ENQUIRIES: Ms L Lepan (012) 441 6088

POST 40/25: EDUCATION TRAINING & DEVELOPMENT PRACTITIONERS 5 POSTS REF NO: NSG 25/2015
One year fixed term contract, additional to the fixed establishment

SALARY: An inclusive remuneration package commencing at R333 933 per annum, Salary Level 8

CENTRE REQUIREMENTS: Pretoria.

REQUIREMENTS: B degree/equivalent in education training and development. Valid driver’s license (Willing to travel and work after hours). Assessor (Unit standard 115753) qualification. Moderator (Unit standard 115759) qualification. Registered as assessor and moderator at relevant SETA. Minimum of 1 years’ experience in facilitation of training to adult learners and the design of training material in a higher education institution. Experience and competence in ABET Training and ODET/DP Certificate or equivalent. Basic knowledge of a narrow range of study fields. Good understanding on the design and management of the process of developing course material and curriculum design. Demonstrated ability to establish networks with training institutions. Demonstrated ability to identify emerging issues in order to maintain practices by recommending and advising on development of training & development policies and procedures. Knowledge of the statutory framework in the Public Service. Good training facilitation skills. Good presentation skills. Coaching and mentoring
skills. Good communication skills. (Demonstrated ability to speak clearly and concisely, adapt style and wording to each listener and to explain complex issues to co-workers and learners). Good interpersonal skills. Research and report writing skills. Good Time Management skills and turnaround times. Project & Programme Management skills. Computer literate and demonstrated ability on the use of the MS Office suite in especially Powerpoint and the design of presentations.

**DUTIES:**
Conduct research on latest training trends and to improve professional knowledge. Research on determination of training needs, evaluation techniques and training aids. Liaise with other training organizations in and outside the public service. Organise and provide training and assessment using a variety of methodologies. Maintain an effective and efficient records management system. Provide inputs on the development of training materials and learning aids, monitoring & evaluation of courses. Advise on updating existing training courses, learning aids, techniques, methods, approaches and practices. Customise learning slides for target audience according to prescribed guidelines. Evaluate the effectiveness and state of material and learning aids. Provide advice on all aspects regarding the administration of training within departmental context. Provide weekly progress reports.

**ENQUIRIES:**
Ms L Lepan (012) 441 6088
OFFICE OF THE PUBLIC SERVICE COMMISSION

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

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

FOR ATTENTION: Ms A West

CLOSING DATE: 30 October 2015

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

OTHER POST

POST 40/26: ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT TO THE DEPUTY CHAIRPERSON (LEVEL 9) REF NO: ASD/AS/10/2015

SALARY: All inclusive remuneration package of R289 716 per annum. (This remuneration package consists of a basic salary, the state’s contribution to the Government Employee Pension Fund.

CENTRE: Head Office

REQUIREMENTS: A recognized three year National Diploma (New NQF Level 6)/Bachelor’s Degree (New NQF Level 7) in a relevant field or equivalent qualification. 3 to 5 years’ relevant experience in rendering strategic secretariat support. Experience in a legal environment will be an advantage. Experience in drafting of submissions and conducting research. Knowledge of legislation and prescripts regarding public administration. Demonstrate knowledge of the Public Service environment. Ability to analyse, develop, interpret and apply information, policies, data, etc. Analytical skills. Communications skills, written and verbal. Networking skills. Drafting skills. Research skills. Financial management skills. Good grooming and presentation. Knowledge of financial administration. Possess a valid code EB driver’s licence.

DUTIES: Key Performance Areas: Manage documentation and correspondences in the Office of the Deputy Chairperson. Manage the flow of submissions in the Office of the Deputy Chairperson. Keep an up-to-date workplan for the PSC including Parliament’s programme and events of the PSC. Prepare and draft submissions, documents, reports, correspondences, papers and presentations. Conduct research and prepare presentations for the Deputy Chairperson. Maintain an effective and user friendly filing system in the Office of the Deputy Chairperson. Make all the necessary travel, accommodation and related arrangements for the Deputy Chairperson. Manage the diary of the Deputy Chairperson. Act as liaison with the stakeholders. Provide personal support to the Deputy Chairperson.

ENQUIRIES: Mr JD Kgoedi TEL NO: 012 352 1033
ANNEXURE K

DEPARTMENT OF PUBLIC ENTERPRISES

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

APPLICATIONS: The Department of Public Enterprises, Private Bag X15, Pretoria, 0028 or hand deliver at 1090 Infotech Building, Arcadia & Hilda Street, Hatfield 0028.

FOR ATTENTION: Human Resources

CLOSING DATE: 23 October 2015

NOTE: Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will be considered.

OTHER POST

POST 40/27: PROJECT ASSISTANT: INTER-GOVERNMENTAL RELATIONS REF NO: DPE/2015/046 (6 Months Contract)
Chief Directorate: IGR

SALARY: R196 278 per annum + 37% lieu of benefits, Level 7

CENTRE: Pretoria

REQUIREMENTS: Applicant must be in possession of three year tertiary qualification in International Relations, Public Management, Political Science or an equivalent qualification accompanied by at least 2 years’ experience in the same or similar field. The successful candidate must be a dynamic and confident person, possessing sound interpersonal, and networking skills, the ability to comprehend and think strategically with good organizational I skills, the ability to work under pressure, and the willingness to go the extra mile. Excellent business writing, communication, research, and computer literacy skills; MS Excel, MS Word and MS Power-Point are essential for this position. If you match the above requirements and skills, then we invite you to apply for the position.

DUTIES: The successful candidate will be responsible for the following: Assist in the provisioning of acceptable country profiles, briefing notes and speaking notes in time for the Principal's international engagements; Assist in managing and coordinating DPE and SOC international engagement programmes; Attending of the inter-departmental meetings at DIRCO; Assist in compiling the report on the successful incoming and outgoing international engagements; Assist in managing the gift register for Ministerial gifts; and Assist in consolidating quarterly update on DPE's international engagements and follow up actions from these engagements; Develop and/or manage an effective and accurate filing system in the office and ensure that it is aligned to the Public Service Document Management System; Provide secretarial and office support to the Manager and the Chief Directorate; Ensure effective office management by co-ordination of the venues and logistical arrangements for meetings, conferences, workshops and training for the Manager; Take minutes of meetings when necessary and keep proper records thereof.; Handle all confidential documents according to the prescripts; Provide project assistance to managers; and liaison with other Government Departments, NGOs, SOCs and other relevant stakeholders.

ENQUIRIES: Mike Williams, Tel: 012 431 1128
ANNEXURE L

NATIONAL DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.

CLOSING DATE: 23 October 2015

NOTE: An indication by candidates in this regard will facilitate the processing of applications. If not suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications should be submitted on Form Z83, obtainable from any Public Service Department and must be accompanied by a comprehensive CV, certified copies of qualifications and identification document. Applications not complying with the above will be disqualified. Should you not hear from us within the next two months, please regard your application as unsuccessful. Please forward your application, quoting the relevant reference number, to the address mentioned at each post. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that your appointment is subjected to verification of qualifications and a security clearance. NB: no faxed or e-mailed applications will be accepted. NB: External people are encouraged to apply.

OTHER POSTS

POST 40/28: PROJECT MANAGER: ASSET REGISTER MANAGEMENT
(24 months contract)

SALARY: R569 538 per annum, Level 11
CENTRE: Umtata Ref No.: HCI/ASMPUM /10/2015 and Pretoria Regional Office Ref No: HCI/ASMPPR/10/2015

REQUIREMENTS: Recognised three year Degree/Diploma in Commerce/ Property Management or Sciences. Extensive relevant experience; preferably three (3) years duration on project/s or more. Experience in Asset Verification or in a built environment is an added advantage. Willingness to travel. Valid unendorsed drivers license, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority. Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

DUTIES: Performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register. Monitor that all improvements to state properties are appropriately identified and recorded in the Immovable Asset Register. Ensure that Immovable asset register policies are implemented at regional level. Compile flash/ Status and other reports as directed by Head Office. Manage and ensure appropriate controls in line with the Head Office instructions. Provide Support for the implementation of the Immovable Asset Register project charters: Vesting and endorsement of Title Deeds, Rates and Taxes, Rental Debtors, Paper trail and capitalization of completed projects. Physical assessment of immovable assets every 3-5 years as per DPW’s Immovable Asset Policy & Government Immovable Asset Management Act (GIAMA). Mapping of coastal reserves. Ad hoc investigations on audit queries, property acquisitions, additions and disposals. Provide progress report on the Immovable Asset Register tracking template. Stakeholder engagement (interaction with other National custodians, Provinces and Municipalities)

ENQUIRIES: Ms. Vuyo Sibeko Tel, (012) 406 1347
APPLICATIONS: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at Corner Madiba (Vermuelen) & Bosman Street, Central Government Building, Pretoria.
FOR ATTENTION : Ms. VP. Manzini

POST 40/29 : YOUNG PROFESSIONAL/CANDIDACY OPPORTUNITY REF NO: HEAD OFFICE
HCI/YP /10/2015
24 months contract

SALARY : R476 064 per annum

CENTRE : Head Office

REQUIREMENTS : Field Of Study: Candidate Engineers (Mechanical/ Civil Engineering) Recognised
three year Bsc Degree in Civil Engineering or Mechanical Engineering. Registration
as Candidate Mechanical or Civil Engineer with ECSA. Valid unendorsed drivers

ENQUIRIES : Ms. Vuyo Sibeko Tel, (012) 406 1347

APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001
or Hand delivered at Corner Madiba (Vermuelen) & Bosman Street, Public Works
House Building, Pretoria.

FOR ATTENTION : Ms. VP. Manzini

POST 40/30 : MANAGEMENT TRAINEES: ASSET REGISTER MANAGEMENT 5 POSTS REF NO: HCI/ASMT/09/2015
24 Months Contract

SALARY : R196 278 per annum


REQUIREMENTS : Recognised three year Degree in Property Management; Real Estate; Town &
Regional Planning, Accounting, Commerce or tertiary qualification with any of the
following as major subjects (Level 3); Property Law / Asset Management or
Accounting. Appropriate relevant experience in Property/Accounting/Immovable
Asset Register Management. Valid unendorsed driver’s license. Skills: Excellent inter-
personal skills. Ability to work under pressure and dead line driven. Computer literacy
(MS Office) intermediate to advanced. Prioritizing and managing workflow and to be
outcome orientated. Good verbal and written communication Skills.

DUTIES : General administrative responsibilities and functions to support the Project
Management Office. Assist Project Managers with monitoring tasks during the project
implementation phase. Assist with preparation of correspondences and reports.
Follow up with project team members on open issue logs and unresolved project
tasks. Assist with coordinating of various tasks as directed by the Project
Manager/PMO. Assist PMO and Property Managers with the vesting of State land.

ENQUIRIES : Ms. Vuyo Sibeko Tel, (012) 406 1347

APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001
or Hand delivered at Corner Madiba (Vermuelen) & Bosman Street, Public Works
House Building, Pretoria.

FOR ATTENTION : Ms. VP. Manzini

POST 40/31 : MANAGEMENT TRAINEES: INVESTMENT ANALYSIS 2 POSTS REF NO: HCI/INV/10/2015
24 Months Contract

SALARY : R196 278 per annum

CENTRE : Pretoria (2 posts)

REQUIREMENTS : Recognised three year B degree in Commerce, Real Estate Finance or Property
Economics. A minimum of 1 year relevant experience in property management or
commercial background. Valid Unendorsed driver’s license. Good understanding and
competence in the context of the built environment, a working knowledge of property
industry related, financial modeling and or investment analysis methodologies and
tools, ability to conduct cost estimation on small, large and mega projects, the ability
to project life cycle costing in support of property and projects- related feasibility
studies. Capital budgeting techniques and development of capital breakdown
structures. Develop innovative financing methods applicable to government, working knowledge of applicable government legislation, regulation, rates and indices will be an advantage. Knowledge of contract building law and property law to the extent applied in the profession. Technical consulting, Programme and Project Management. Financial management and Knowledge of the Leasing environment. PFMA, National Treasury guidelines on funding and MTEF cycles will also serve as an added advantage.

DUTIES

Be part of a dynamic team in relation to the following; Apply the policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation. The candidate will be required to interpret, analyze and utilize property, indicators, benchmarks, property market trends, client accommodation needs and asset values in addition to using inputs from a multidisciplinary professional team to perform property investment analysis and life cycle costing, for new construction, refurbishment, replacement and leasing and disposal of immovable assets. Identify technical and functionality solutions and market trends and risk for specified portfolio and project solutions, conduct cost benefit and risk return assessments for the government’s new and existing property portfolio, Assess the financial and socio-economic benefits for all property investment/disinvestment option, make forecast on the performance of state fixed assets portfolio while considering micro and macroeconomic policies and impact thereof on state investment and property industry, conduct sensitivity analysis to enable the formulation of proactive strategies for optimum portfolio management.

ENQUIRIES

Ms. Vuyo Sibeko Tel, (012) 406 1347 Mr. Sifiso Ndaba Tel, (012) 406 1333

APPLICATIONS

The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at Corner Madiba (Vermuelen) & Bosman Street, Public Works House Building, Pretoria.

FOR ATTENTION

Ms. VP, Manzini
DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS: The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
FOR ATTENTION: Ms E de Waal
CLOSING DATE: 23 October 2015
NOTE: A curriculum vitae with a detailed description of duties, the names of two referees, certified copies of qualifications and identity document must accompany your signed application for employment (Z83). 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. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. No faxed or e-mailed applications will be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. “The Department of Social Development supports persons with disabilities”

MANAGEMENT ECHELON

POST 40/32: DIRECTOR: SECTORAL INFRASTRUCTURE MANAGEMENT
Chief Directorate: Auxiliary Services

SALARY: R864 177 per annum This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE: HSRC Building, Pretoria

DUTIES: Design project management tools and methodologies, processes and standards. Manage and approve the feasibility assessment report studies. Develop prioritisation model for determination of capital projects. Provide technical direction towards the design and finalisation of appropriate construction procurement and contracting strategies for the maintenance of DSD facilities. Conduct generic management functions.

ENQUIRIES: Mr O Ramachela, Tel: (012) 312 7666

OTHER POSTS

POST 40/33: ASSISTANT DIRECTOR: SOCIAL RELIEF
Directorate: Social Relief

SALARY: R289 761 per annum
CENTRE: Harlequins Office Park, Groenkloof

DUTIES: Key Responsibilities: Gather relevant inputs from various stakeholders for the development and review of the Social Relief of Distress Policy. Liaise with SASSA on Social Relief disbursement issues. Monitor all disaster events and report on interventions. Monitor the implementation of the Disaster Risk Mitigation initiatives in provinces. Keep records of all issues of Social Relief of Distress and Disaster Relief. Participate in various disaster management forums.

ENQUIRIES: Mr J Molifi, Tel: 012 741 6829

POST 40/34: ADMINISTRATIVE OFFICER
Branch: Social Services for Children and Families

SALARY: R196 278 per annum
CENTRE: HSRC Building, Pretoria

DUTIES: Key Responsibilities: Facilitate communication and manage documents flow within the Branch and other departmental units. Provide records management services and maintain updated filing system. Assist with logistical arrangements for travelling, meetings and workshops. Prepare and ensure distribution of meeting and workshop documents. Assist with the capturing of data, scanning, faxing and photocopying of documents. Render office management services when required. Render secretariat services (i.e. prepare agenda and minutes) when required.

ENQUIRIES: Ms C Nxumalo, Tel: 012 312 7386
Ms Z Mata, Tel: 012 312 7248
ANNEXURE N

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

APPLICATIONS : To apply for the above position, please go to http://www.thedti.gov.za and click on the "Careers" link. Applications can also be submitted by post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001, hand-delivery to the dti Campus, corner of Meintjies and Robert Sobukue Street, Sunnyside, Pretoria. Should you experience any problem submitting your application contact the Recruitment Office on 012 394 1809

CLOSING DATE : 19 October 2015

OTHER POST

POST 40/35 : ASSET OFFICER REF NO: CORP SERV/SUPPLY CHAIN 8

SALARY : R132 399 per annum (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : Diploma in Asset Management/Purchasing/Logistics Management, 1-2 years' experience in Asset Management/Supply Chain Management. Computer Literacy in Microsoft Packages. Excellent communication and interpersonal skills.
DUTIES : The successful candidate will be required to monitor and review the capturing of all physical (movable and immovable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Monitor assets for compliance, physical condition and verification according to prescribed time frames. Inform, guide and advise departmental employees on asset management matters. Contribute to the design and development of asset management systems, policies, strategies and annual physical asset management planning. Compile information required for reporting.
DEPARTMENT OF TOURISM

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

APPLICATIONS

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

CLOSING DATE

19 October 2015 at 16:30 (Emailed, faxed and late applications will not be considered)

NOTE

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

OTHER POST

POST 40/36

DEPUTY DIRECTOR: EXECUTIVE SUPPORT - OFFICE OF THE DIRECTOR-GENERAL NDT36/2015

SALARY

R569 538 per annum (all-inclusive remuneration package)

CENTRE

Pretoria

REQUIREMENTS

An appropriate recognised 3-year Degree or National Diploma (NQF6) in a relevant field and extensive relevant experience in rendering of executive support services in a similar environment; Ability to work independently with limited supervision; Good coordination, Human Resource Management, communication (verbal and written), interpersonal, and stakeholder liaison skills; Ability to work under pressure; Willingness to work extended hours; Extensive financial management, project management and minute taking knowledge.

DUTIES

The successful candidate will be required to provide overall executive support services to the Office of the Director-General and will perform the following key functions: Manage the Director-General’s diary and the Department’s activity calendar; Coordinate and update DG stakeholder register; Oversee the DG’s travelling logistics; Co-ordinate the preparation and support for all the Director-General’s meetings; Assist with the management of the Director-General’s personal/private matters within an agreed framework; Manage support staff and other resources in the Office of the Director-General.

ENQUIRIES

Mr G Moroke, Tel. (012) 444 6166
ANNEXURE P

DEPARTMENT OF TRADE AND INDUSTRY

APPLICATIONS: To apply for these positions, please go to http://www.thedti.gov.za and click on the “Careers” link. Applications can also be submitted by post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001, hand-delivery to the dti Campus, corner of Meintjies and Robert Sobukue Street, Sunnyside, Pretoria. Should you experience any problem submitting your application contact the Recruitment Office on 012 394 1809

CLOSING DATE: 19 October 2015

NOTE: Correspondence will be limited to short-listed candidates only. If you have not been contacted within 2 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dti reserves the right not to fill any advertised position(s). The dti welcomes applications from people with disabilities.

OTHER POSTS

POST 40/37: ASSISTANT DIRECTOR: ESTABLISHMENT MANAGEMENT REF NO: GSSSD/HR OPS 016

SALARY: R289 761 per annum (excluding benefits) (Level 9)

CENTRE: Pretoria

REQUIREMENTS: Mandatory requirements: National Diploma/Bachelor’s Degree in Human Resources or Public Administration, 3-5 years’ experience in HR Information Management Systems, Establishment Management and Reporting. Key requirements: Exceptional computer literacy and knowledge of Persal System as well as the Public Service Regulatory Framework, Knowledge of statistical analysis and interpretation, Knowledge of the Organisational Structure concepts. Competencies: Communication (written and verbal) skills; planning and organising skills; Interpersonal skills, Problem solving skills. Attributes: Ability to work in a team; Ability to produce quality work; Ability to work under pressure and to cope with a high workload; self-starter; Accurate and compliant.

DUTIES: Maintenance of the Departments’ staff establishment on PERSAL. Perform reconciliations on the establishment. Quality assure and approve all establishment transactions on the HR systems and ensure accuracy and frequency of PERSAL transactions. Manage the establishment on PERSAL. Ensure the linking of correct responsibility, objectives, job titles and occupational categories. Conduct audits on HR systems, approved submissions and structures to ensure integrity of information. Maintain updated organogram (organisational structure) and of the department. Compile management information reports e.g HR oversight report, Employment Equity, establishment and ad-hoc reports. Prepare and consolidate monthly reports on the establishment, vacancy rates, posts created, movement of post, disability and posts abolished. Compile special reports, approved organisational structure and statistics as requested by Management and other clients, in terms of applicable personnel data (PERSAL), based on HR functions. Manipulate data on a spreadsheet (Excel) to generate the above reports. Oversee the alignment between the organizational structure for the Department, PERSAL establishment and Cost of Employee budget. Engage various stakeholders including Finance and divisions to ensure and buy into the establishment management and regular updating of information to ensure co-ordinated reporting process. Ensure compliance to existing policies and prescripts, implement and review the establishment management policy when circumstances require. Provide training and guidance to junior colleagues in terms of the establishment management process and reporting in the department.

NOTE: In terms of the dti’s EE requirements preference will be given to Coloured female and White candidates as well as persons with disabilities.

POST 40/38: SENIOR STATE ACCOUNTANT REF NO: ODG /CFO 005

SALARY: R185 958.00 per annum (excluding benefits) (Level 8)

CENTRE: Pretoria
REQUIREMENTS: Mandatory requirements: National Diploma/ Bachelor’s degree in Accounting, 3 years’ experience in a financial environment. Key requirements: Experience in financial reporting, experience in compiling financial statements, computer literacy in terms of MS software, such as MS Word, MS Excel, MS Power point, Groupwise and MS Project, Extensive knowledge of the PFMA and the Treasury Regulations, excellent communication skills, both written and verbal and good interpersonal skills.

DUTIES: Compiling of monthly, quarterly and annual Financial Statements inclusive of related annual report inputs, Verification of general ledger accounts, Mini audits on financial statements inputs, People management and development and Exercising document control

NOTE: In terms of the dti’s EE requirements: preference will be given to African/Coloured/White male candidates and persons with disabilities.
DEPARTMENT OF WATER AND SANITATION

APPLICATIONS : Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X 350, Pretoria, 0001 or hand deliver at the Continental Building, cnr Visagie and Bosman Streets, Continental Building.

FOR ATTENTION : Ms L Van Wyk

CLOSING DATE : 16 October 2015

NOTE : Applications must be submitted on signed and dated form Z83, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within six (6) weeks of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to permanent appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). *All SMS shortlisted candidates will be subject to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. *People with disabilities are highly encouraged to apply.

OTHER POSTS

POST 40/39 : ASSISTANT DIRECTOR: EVENTS AND STAKEHOLDER MANAGEMENT REF NO: 161015/01

SALARY : R359 631 per annum (level 10)

CENTRE : Pretoria (Head Office)

REQUIREMENTS : National Diploma or degree in public relations/ community development or relevant qualification. Three (3) to five (5) years experience in a communications environment with specific reference to events and stakeholder management. Plus the following competencies, Proven knowledge of events management and stakeholder relations. Practical experience in community development. Programme and project management. Computer literate. Financial management and knowledge of PFMA. Conflict management. Problem solving skills and analysis. People and diversity management. Client orientation and customer focus. Excellent verbal and written communication, with negotiations skills. Accountability and ethical conduct. An understanding of and commitment to government objectives, policies and programmes. Ability to work under pressure. Proficiency in at least three (3) official South African languages.

DUTIES : Support the Department to build and maintain healthy stakeholder relations through the facilitation of direct interaction between government and stakeholders. Empower communities through the provision of access to information. Implement events management including all related logistical activities. Ensure overall coordination of targeted stakeholder management. Provision of administration service to the Directorate. Ability to write, review and proof read concept documents, reports, project documents and similar documents. Provide protocol services.

ENQUIRIES : Mrs P Mabuza, tel (012) 336 8248

POST 40/40 : ASSISTANT DIRECTOR: COMMUNICATION REF NO: 161015/02

SALARY : R359 631 per annum (level 10)
CENTRE : Pretoria (Head Office).

REQUIREMENTS : National or degree in communication/ Public Relations/ Marketing or relevant qualification. Three (3) years management experience in communication. Plus the following competencies: proven experience in internal communications or employee engagement. Ability to write, review and proof read internal publications and content. Financial management and knowledge of PFMA. Knowledge and practical experience for the planning and execution of staff events and internal activations. Programme and project management. Ability to work in a team and manage own projects independently. Problem solving skills and analysis. People and diversity management. Flexible, yet organised and able to meet pressured deadlines. Computer literate. Client orientation and customer focus. An understanding of and commitment to government objectives, policies and programmes. Conversant in at least three (3) official languages of South Africa. Valid driver’s license.

DUTIES : Draft internal communication strategies for approval. Implement internal communications strategies. Develop concept documents for internal communication campaigns. Run the internal activation campaigns. Establish relationships with line function managers. Liaise with the line function managers for Execute internal events management. Compile reports. Monitor and evaluate internal projects and campaigns. Establish and manage internal communication platforms including publications, notice boards, intranet and more. Willingness to work across South Africa. Provide insightful communication advice.

ENQUIRIES : Mr J Maree, tel (012) 336 8156

POST 40/41 : COMMUNICATION OFFICER REF NO: 161015/03

SALARY : R195 177 per annum (level 7)

CENTRE : Pretoria

REQUIREMENTS : National Diploma or degree in communications, events management, public relations/ community development relevant qualification. One (1) to three (3) years experience in a communications environment with specific reference to events and stakeholder management. Plus the following competencies: Proven knowledge of events management and stakeholder relations. Practical experience in community development. Computer literate. Problem solving skills and analysis. Client orientation and customer focus. Excellent verbal communication, with negotiations skills. Accountability and ethical conduct. An understanding of and commitment to government objectives, policies and programmes. Ability to work under pressure. Proficiency in at least three (3) official South African languages.

DUTIES : Participate in events planning forums and facilitate all related logistical activities. Build relations by implementing the stakeholder database management system. Coordinate exhibitions for the department. Execute promotional and branding plans. Liaise with clients and service providers. Implement administrative duties, procedures and systems.

ENQUIRIES : Mrs P Mabuza, tel (012) 336 8248
ANNEXURE

THE PRESIDENCY

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

APPLICATIONS: The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at 535 Johannes Ramokhoase Street (former Proes Street), Arcadia, Pretoria

FOR ATTENTION: Mr T Lekalakala

CLOSING DATE: 23 October 2015 at 16h30

NOTE: Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POST

POST 40/42: DRIVER/MESSENGER

Directorate: Accommodation and Households (Dr John L Dube Household)

SALARY: R110 739 per annum (level 4)

CENTRE: Durban

REQUIREMENTS: A Grade 10 qualification with a minimum of one year’s experience as a Driver. A valid code 8 driver’s license. Proven knowledge of Durban roads and their names. Good communication and people skills. Previous exposure within a Prestige environment will be an advantage.

DUTIES: The successful candidate will be responsible for driving light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the required and prescribe records and log books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office. This would include collect and deliver documentation and related items in the department, copy and fax documents and assist with household general duties.

ENQUIRIES: Mr M Singh (031) 324-1000
ANNEXURE S

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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 online completed Z83 form
FOR ATTENTION: Human Capital management
CLOSING DATE: 19 October 2015
NOTE: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications must be submitted strictly online. Should the applicant be pre-shortlisted, it is then he/she will be required to submit a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications and Identity Document. Applications should be submitted strictly online at www.gautengonline.gov.za. Correspondence will only be limited to shortlisted candidates. Shortlisted candidates will be required to undergo competency assessments (for the SMS post); and will be subjected to security vetting and the successful candidates will be required to obtain a Top Secret Security clearance. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 40/43: DIRECTOR: ENERGY OFFICE REF NO: 07833
Directorate: Energy Office

SALARY: R864 177 per annum (plus benefits)
CENTRE: Johannesburg

REQUIREMENTS: Matric plus NQF level 7 in energy economics, and electrical/mechanical engineering, environmental policy analysis, industrial engineering, development planning studies or a related field of study, coupled with a minimum of 5 years’ experience at a middle/senior management level managing the development of energy provision and demand side management strategies, municipal energy sector plans, coordinate and facilitate energy training. Competencies: proven management experience in Energy projects is required, Sound knowledge of the fundamental features of energy systems and energy economics. Solid understanding of the energy-environment, i.e. legislative & policy issues. Strong analytical and conceptualisation skills to prepare reports and information material. Ability to deliver outputs within a prescribed time and set quality standards. Project management, excellent communication and report writing skills, and make presentations. Staff management, mentoring and development, influence and negotiation skills. Teamwork: Ability to work collaboratively with colleagues to achieve organisational goals. A valid driver’s licence.

DUTIES: Conduct and lead studies on technical, economic and environmental assessment of other energy options for sustainable development of the Gauteng City Region. Prepare reports, presentations on energy, electricity and power for sustainable energy development guided by the Gauteng Integrated Energy Strategy, legislation, policies and regulations. Develop technical support plans for provincial and municipal energy projects initiatives, facilitate and coordinate training courses, conceptualise, develop and supervise research projects relating to sustainable energy development planning, electricity loss and demand side management mitigation strategies. Establish broad stakeholder involvement. Programme, project and Staff management including development. Note: Applicants who previously applied are encouraged to re-apply.

ENQUIRIES: Mr PK Ngoepe (011) 355–4516.
### OTHER POSTS

| POST 40/44 | DEPUTY DIRECTOR: LOCAL GOVERNMENT COMMUNICATIONS SUPPORT  
| REF NO: 07728  
| Directorate: Communications  
| Re-Advertisement |
| **SALARY**: | R569 538 per annum (all inclusive package) |
| **CENTRE**: | Johannesburg |
| **REQUIREMENTS**: | Matric plus NQF level 7/B Tech in Communications, coupled with 4 – 5 years experience in the communications field. Competencies: demonstration of good strategic planning and implementation capabilities; project management and good organisational skills; service delivery innovation, problem solving skills and the ability to liaise with stakeholders at all levels; good leadership and people management capability; work under pressure and over weekends; team-player and perform duties independently. The following competencies will serve as advantageous: sound knowledge of and experience in local government communications system; understanding of government and its systems. A valid driver’s licence. |
| **DUTIES**: | Assist in the development and implementation of the departmental communication strategy, focusing particularly on municipal programmes and services. Provide advice on communication issues on municipalities. Assist municipalities with their communication strategies. Coordinate forums that assist municipalities, such as the Provincial Local Government Communicators Core Team (The Core Team) and the District Communication Forums (DCFs). Provide capacity building and training of municipal communicators. Profile all municipal programmes and projects using government communication channels and the departmental platforms such as the CoGTA News, website and intranet; as well as print and electronic media. Oversee and manage the implementation of the departmental communication programmes in municipalities. Develop monthly and quarterly reports on municipal communication activities. Supervise the junior team in the sub-unit. Assist with other sub-units in the Directorate where necessary. NB: applicants who previously applied are encouraged to re-apply. |
| **ENQUIRIES**: | Ms Connie Muvunyi (011) 355–5270 |

| POST 40/45 | ASSISTANT DIRECTOR: SKILLS DEVELOPMENT COORDINATOR REF NO: 07726  
| Directorate: Human Capital Management |
| **SALARY**: | R289 761 per annum (plus benefits) |
| **CENTRE**: | Johannesburg |
| **REQUIREMENTS**: | Matric plus NQF level 6/ National Diploma in Human Resource Management / Development or equivalent qualification and a Certificate in Skills Development Facilitator (SDF), coupled with a minimum of 3 years’ experience in performing Skills Development Facilitator functions. NQF level 7/ Bachelors Degree will be an added advantage. Competencies: Thorough knowledge of Management Performance Assessment Tool (MPAT) and implications on unit and organisational level performance assessment. Sound understanding of the NQF, OFO and Unit Standards. Skills and Abilities: Good interpersonal skills, excellent report writing, assertive, good planning and organisational skills, self-driven and high levels of initiative, customer service orientated, innovative, excellent team player and ability to work independently with minimum supervision, attention to detail, good judgement and decision-making skills, tactful, confidentiality sensitive, logical and professional approach and conduct. |
| **DUTIES**: | Facilitate the skills and qualifications audit process. Compile the Workplace Skills Plan and Annual Training Report for submission to the Public Service SETA (PSETA). Assist in the development of employees Personal Development Plans (PDPs) ensuring that interventions address performance gaps identified during the performance appraisals. Compile the training roll-out plan in accordance with planned interventions as per approved WSP submitted to PSETA. Coordinate planned skills development interventions by facilitating the approval process for enrolment of |
employees on ETD interventions. Develop systems for evaluating the impact of training on the work-performance of beneficiaries (pre and post training evaluation). Develop indicators to measure progress of WSP implementation against set targets. Assess WSP implementation targets and justify variance in instances of part implementation of the WSP. Compile monthly and quarterly training statistics per programme and occupational classification mapped to the OFO. Complete form EEA2 on Skills Development Equity Reporting for submission to the Department of Labour. Facilitate ETD committee meetings and prepare meeting packs. Perform secretarial duties for and actively participate on and advice the committee on policy and process matters related to ETD. Assist in the development of terms of reference for the ETD committee. Develop learnership guidelines and evaluate organisational readiness for learnership implementation. Formulate ETD Policies, standard operating procedures/guidelines. Coordinate partnerships with institutions of higher education to leverage the academic expertise.

ENQUIRIES: Mr Nicholas Mosima (011) 355–4682

POST 40/46: ASSISTANT DIRECTOR: GOVERNANCE REF NO: 07729
Directorate: Governance, IGR and Traditional Affairs

SALARY: R289 761 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus NQF level 6/National Diploma in Public Administration, Law, Arts, Social Sciences or Development Studies, coupled with a minimum of 3 years experience working with or in a municipality. A Post-graduate Degree would be an advantage. A proven track record in designing, implementing, monitoring and closing projects. Competencies: Organisation and ability to operate computers, Good interpersonal relations, ability to apply problem solving techniques, project management skills, ability to formulate and analyse policy, analytical thinker, excellent communications skills, ability to prepare routine notes, minutes, memoranda and letters, ability to work as part of a team and build the team, presentation and facilitation skills, ability to think innovatively and bring new ideas and approaches to the table that may impact existing policies/methods and understanding, excellent working knowledge of Windows including the use of Microsoft Word, PowerPoint, Excel, electronic diary management, email and Internet, and a driver’s license is essential.

DUTIES: Implement project that facilitate good governance in municipalities through the implementation of the separation of powers model as well as monitoring, strengthening and supporting municipalities in their Municipal Public Accounts Committees. Coordinate the annual assessment of powers and functions of municipalities in collaboration with the Municipal Demarcation Board. Design, Implement and/or manage projects associated to the redetermination of provincial and municipal boundaries affecting the Gauteng Province. Core Tasks will include the preparation and input to: Monthly, quarterly and annual narrative reports, submissions and memorandum, positions and analysis of policy issues, preparation of speeches, issue publications, desktop research on issues pertaining to the units objectives. Develop and Manage Strategic Partnerships within and outside the department: Continuously engage, communicate and liaise with customers and identify changes in their needs and expectations, foster and maintain positive and productive inter-governmental relations both internally and externally, promote strategic partnerships with relevant professional, academic, business, industry and public entities aimed at supporting the department to implement its programmes and develop its staff and Participate in relevant fora for the benefit of the department, including but not limited to meetings and workshops called by the Department of Cooperative Governance, Office of the Premier, other sector departments.

ENQUIRIES: Mr Mluleki Ngomane (011) 355–5003

POST 40/47: ASSISTANT DIRECTOR REF NO: 07727
Directorate: Disaster Management

SALARY: R289 761 per annum (plus benefits)
CENTRE: Midrand
REQUIREMENTS: Matric plus NQF6/National Diploma (3 year qualification) in Disaster Management or related field, coupled with a minimum of 4 years experience in Disaster Management.
A four year qualification, 2 year supervisory experience and registration with a recognised disaster management professional body will be an added advantage. Competencies: knowledge of the Disaster Management legislation and the implementation thereof, skills to develop Disaster Management policies, Communication skills, problem solving, analytical thinking, Organisational skills, Project Management skills, Ability to work under pressure, Computer Literacy and a valid driver’s license.

**DUTIES**

Establishment and maintenance of an integrated institutional capacity for disaster management at provincial and municipal level, inclusive of the advisory forum, disaster management centres and drafting of Disaster Management Policies and Frameworks. Assist with developing and implementing provincial disaster risk reduction policies, plans and programs. Ensure municipalities and relevant stakeholders develop and implement integrated disaster management plans in accordance with approved disaster management legislation. Ensure effective and appropriate disaster response and recovery by implementing a uniform approach to the dissemination of early warnings, averting or reducing the potential impact of respect of personal injury, health, loss of life, property, infrastructure, environments and government services. Implement immediate integrated and appropriate response and relief measures when significant events or disasters occur or are threatening to occur. Gather or collect information and compile assessment reports during and/or after incidents/disasters. Assist with development and implementation of a comprehensive information management and communication system, assist with the establishment integrated communication links with all disaster risk management role players. Promote a culture of risk avoidance among stakeholders by capacitating role players through integrated education, training and public awareness programmes informed by scientific research. Assist and advise municipalities and provincial departments with the process of accessing funds for Disaster Management. Supervise Senior Administrative Officers in maintaining and co-ordinating disaster response and planning structures in the municipalities of Gauteng. Write memorandum, reports and other required correspondence. Attend and participate in workshops conferences and seminars. Arrange and initiate Disaster Management workshops/training for the Province. Assist municipalities with the establishment and maintenance of volunteer structures. Manage and co-ordinate disaster response and recovery on a 24 hour basis.

**ENQUIRIES**

Mr Caiphus Nkuna (011) 355 4227

**DEPARTMENT OF HEALTH**

**NOTE**

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

**OTHER POSTS**

**POST 40/48**

**PHARMACIST GRADE 2 - REF NO: 07883**

Directorate: Pharmaceutical Services

**SALARY**

R583 341 – R619 131 per annum (inclusive package)

**CENTRE**

Sedibeng District Health Services

**REQUIREMENTS**

Grade 2: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as a Pharmacist and proof of current registration (RSA) plus 5 years experience required after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa, Foreigner: Six year relevant experience after registration as Pharmacist with a recognized Foreign Health Professional Council in respect of foreign qualified
employees, of whom it is not required to perform community service, as required in South Africa. Person Profile: Excellent time management, organizational skills, communication skills. Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to Technical and non-technical personnel at various levels in the organization.

DUTIES:
The provision of pharmaceutical care by taking responsibility for the patients medical-related needs and being accountable for meeting these needs. The purchasing, acquiring, importing, keeping, possessing, using, releasing, storage, packaging, repackaging, supplying and distribution or selling of any medication or scheduled substance or the supervisor thereof Rational medicine use. The initiation and conducting of pharmaceutical research and development. The promotion of public health. The provision of instruction regarding the correct use of the medicine supplied. Reporting to the pharmacy supervisor. The maintenance of all documents, to ensure a document trail for a period of 5 years in accordance with the Standard Operating Procedures and Legislation. To record all transaction in accordance to the Standard Operating Procedures, Legislation and produce the required reports as instructed by the pharmacist. Accept responsibility for the Basic/Post basic level program, by reading the manuals, completing all learning activities timeously for assessment by the tutor. To adhere to the training schedule. Attend all training and assessment session well prepared. Ongoing staff appraisal and development process. To manage all work related project assigned. Good pharmacy practice as published in the Rules of the Council must be adhered to at all times. Sign performance contract in annual basis. Take part in the Gauteng Turnaround Strategy, PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES:
Ms. S. Tayob Tel. (016) 950 6092

APPLICATIONS:
Quoting the relevant reference number, direct applications to The HR Manager-Sedibeng DHS Private Bag x023 VANDERBIJLPARK 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 23 October 2015

POST 40/49: PHARMACIST GRADE 1 - REF NO: 07884

Directorate: Pharmaceutical Services

SALARY: R533 496 – R566 232 per annum (inclusive package)

CENTRE: Sedibeng District Health Services

REQUIREMENTS: Grade 1: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as a Pharmacist and proof of current registration (RSA). No experience required after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa, Foreigner: One year relevant experience after registration as Pharmacist with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Person Profile: Excellent time management, organizational skills, communication skills. Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to Technical and non-technical personnel at various levels in the organization.

DUTIES:
The provision of pharmaceutical care by taking responsibility for the patients medical-related needs and being accountable for meeting these needs. The purchasing, acquiring, importing, keeping, possessing, using, releasing, storage, packaging, repackaging, supplying and distribution or selling of any medication or scheduled substance or the supervisor thereof Rational medicine use. The initiation and conducting of pharmaceutical research and development. The promotion of public health. The provision of instruction regarding the correct use of the medicine supplied. Reporting to the pharmacy supervisor. The maintenance of all documents, to ensure a document trail for a period of 5 years in accordance with the Standard Operating Procedures and Legislation. To record all transaction in accordance to the Standard Operating Procedures, Legislation and produce the required reports as instructed by
the pharmacist. Accept responsibility for the Basic/Post basic level program, by reading the manuals, completing all learning activities timeously for assessment by the tutor. To adhere to the training schedule. Attend all training and assessment session well prepared. Ongoing staff appraisal and development process. To manage all work related project assigned. Good pharmacy practice as published in the Rules of the Council must be adhered to at all times. Sign performance contract in annual basis. Take part in the Gauteng Turnaround Strategy, PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES: Ms. S. Tayob Tel. (016) 950 6092
APPLICATIONS: Quoting the relevant reference number, direct applications to The HR Manager- Sedibeng DHS Private Bag x023 VANDERBIJLPARK 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 23 October 2015

POST 40/50: ASSISTANT DIRECTOR: CARE AND SUPPORT - REF NO: 07885
Directorate: Sedibeng District Health Services

SALARY: R374 505 – R421 506 per annum (plus benefits)
CENTRE: Sedibeng District Health Services
REQUIREMENTS: Relevant degree in Social Science, 8 years’ experience in coordination and collaboration of NPO CHWs programmes, knowledge of District Health Systems. Good Communication skills, problem solving skills, computer literacy and Driver’s License, Good Knowledge of planning and evaluation of NGOs. Understanding of PMFA, DORA, LRA and Treasury regulations, knowledge of budgetary processes and monitoring thereof. Person Profile: Excellent time management, organizational skills, communication skills. Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to Technical and non-technical personnel at various levels in the organization.
DUTIES: Responsible for monitoring of NGOs and their respective Community Health Workers. Monitoring of NGO’s budget and compliance to the contract. Support implementation of compliance with monthly and quarterly to management and relevant stakeholders. Ensure compliance to procurement processes by NGOs. Sign performance contract in annual basis. Take part in the Gauteng Turnaround Strategy, PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES: Ms. O. Mthethwa, Tel No.: (016) 950 6019
APPLICATIONS: Quoting the relevant reference number, direct applications to The HR Manager- Sedibeng DHS Private Bag x023 VANDERBIJLPARK 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83, or apply online at: www.gautengonline.gov.za
CLOSING DATE: 23 October 2015

POST 40/51: ASSISTANT DIRECTOR: ASSET MANAGEMENT 2 POSTS - REF NO: 07862
Directorate: Asset Management

SALARY: R289 761 per annum (Plus Benefits)
CENTRE: Central Office, Johannesburg
REQUIREMENTS: Degree/ National Diploma in Finance or Business or Accounting Management. Five (5) to ten (10) years relevant experience in Asset Management. Sound understanding of basic Accounting Principles. Ability to work in a team and independently. Strong analytical skills. Good interpersonal relations. Ability to work effectively with officials across all levels within the Department. Knowledge of Asset Management prescripts, Treasury Regulations, SAP,BAS and BAUD systems. Strong Computer skills especially Excel and Word. Ability to prepare and analyze figures. Strong Managerial skills. Ability to manage a team of people. Good Communication skills (written, verbal). Ability to analyze complex data. Organize multiple and complex tasks. Driver’s Licence is mandatory.
DUTIES: Assist in developing, implementing and monitoring of acquisitions, maintenance and disposal plans for assets. Ensure implementation of the asset strategy in the Department. Manage resources allocated to the Asset Directorate. Promote and
obtain buy-in from internal and external stakeholders in the department with regards to the Asset Management functions. Ensure effective integration of the Asset Management Strategy with the requirements of the PFMA. Asset Verification/Counts and Reconciliation against the Asset Register. Manage Asset Registers of all institutions/regions. Adhere to Asset Management reporting by preparing, analyzing and submitting reports on time. Ensure effective integration of working procedures between asset management, Supply Chain Management and other stakeholders. Ensure that officials are sufficiently trained on Asset Management systems, processes, policies and procedures. Prepare monthly reconciliations of Asset Register and Ledger. Book, Annual reconciliation of the register system.

ENQUIRIES: Mr. D Makofane/ Mr. V Pitso, Tel: (011)-355-3784/3078

APPLICATIONS: Applications must be filled on a Z 83 form. It should be accompanied by comprehensive curriculum vitae (CV) with a detailed description of duties and the names of at least 3 referees, as well as certified copies of ID and certificates. Applications must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivery at Bank of Lisbon Building, 37 Sauer Street, Johannesburg, for the attention of Ms. S. Diadla or apply online at: www.gautengonline.gov.za

CLOSING DATE: 23 October 2015

POST 40/52: ASSISTANT DIRECTOR: EMPLOYEE WELLNESS COORDINATOR REF NO: 07695

Directorate: Human Resource

SALARY: R 289 761 per annum (plus benefits)

CENTRE: Bertha Gxowa Hospital

REQUIREMENTS: Appropriate Degree in Psychology (Industrial, BA or B. Psych) or Social Work. At least 3 years’ practical experience in the administration and management of Employee Wellness programmes. Registration with the Health Professions Council of SA or SA Council for Social Services Professions. Experience in individual/group work counselling. Valid driver’s licence. Knowledge of DPSA EHWP Strategic Framework, Labour Relations policies, HIV/TB prevention and management strategies, Occupational Health Safety management, Proficiency in MS Office, management skills, Conflict management and interpersonal relations (including diversity)skills, Communication skills (written, presentation, verbal and listening), Analytical, problem-solving and decision-making skills, Ability to develop, interpret and apply policies. Please note that this is not an OSD aligned Post.

DUTIES: Ensure implementation and management of an integrated Employee Wellness Programme Co-ordinate EAP, OHS and HIV/AIDS programmes. Render employee assistance through counselling (Individual and group sessions) and other forms of interventions i.e. referrals to relevant professionals. Provide assistance for job performance, workplace behavioural problems, absenteeism and incapacity. Provide advice and guidance to management and staff on related matters. Establish peer educators, OHS representatives and EHWP committee. Provide psychoeducational and training for peer educators and the organization Generate, consolidate and submit reports (including trends analysis) and statistics for the CEO and the provincial office. Establish and develop wellness centre in the Institution. Develop a “care for caregiver” and lay counselling for line managers program. Participation in the induction program for newly appointed staff. Liaise with provincial office and other stakeholders Benchmark EAP/Wellness practices to ensure best practice EAP programme for HPCSA staff. Promote health awareness and the facilitation of health-related events, activities and interventions (Wellness Day, HIV/AIDS, etc.)

ENQUIRIES: Ms.Molele: (011) 089 8588

APPLICATIONS: Applications to be sent for: Attention Ms. CC Molele, Bertha Gxowa Hospital, Private Bag x 1035, Germiston, 1400 or hand delivered to: Bertha Gxowa Hospital, Admin Block, Corner Angus and Joubert Street, Germiston or apply online at:www.gautengonline.gov.za

CLOSING DATE: 23 October 2015

POST 40/53: SENIOR ADMINISTRATION CLERK (ASSET MANAGEMENT) 2 POSTS REF NO: 07864

Directorate: Asset Management
**SALARY**: R196 278 per annum (Plus benefits)

**CENTRE**: Central Office, Johannesburg

**REQUIREMENTS**: Grade 12/ level 4/ Vocational Certificate. Understanding of the PFMA, Treasury Regulations, GRAP. Two (2) to five (5) years relevant experience in Asset Management. Computer literacy. Good Communication skills (written and verbal). Ability to work under pressure. Sound interpersonal skills. Conflict management. Knowledge of BAS, SAP and BAUD/LOGIS.

**DUTIES**: Reconcile information from institutions. Control Assets at Central Office. Assist institution in capturing assets according to relevant prescripts. Manage the correct capturing of assets in the Department on SAP system. Updating of BAUD or Asset Register on monthly basis. Ensure reconciliation of BAS an Asset Register. Review asset accounts and correct misallocations by journal on monthly basis. Control movement of assets. Monitoring Department assets. Annual verification of assets. Updating of inventory lists. Bar-coding of Departments assets. Assessment of assets condition. Perform physical verification of assets. Assist in preparation of annual financial statement. Manage institutional transferring of Assets. Ensure institution submit their annual asset strategic plans to Central Office.

**ENQUIRIES**: Mr. D Makofane/ Mr. V Pitso, Tel: (011) 355-3784/3078

**APPLICATIONS**: Applications must be filled on a Z 83 form. It should be accompanied by comprehensive curriculum vitae (CV) with a detailed description of duties and the names of at least 3 referees, as well as certified copies of ID and certificates. Applications must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivery at Bank of Lisbon Building, 37 Sauer Street, Johannesburg, for the attention of Ms. S. Dladla or apply online at: www.gautengonline.gov.za

**CLOSING DATE**: 23 October 2015

**POST 40/54**: PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT – REF NO: 07867

**Directorate**: Supply Chain and Asset Management

**SALARY**: R196 278 per annum (Plus benefits)

**CENTRE**: Central Office, Johannesburg

**REQUIREMENTS**: Grade 12/ level 4/ National Vocational Certificate. Minimum of two (2) - five (5) years' experience in the related field. Secretarial qualification will be an advantage. Good interpersonal relations. Computer literacy. Good Communication skills. Ability to work under pressure.

**DUTIES**: Manage the office of the Chief Director. Manage all incoming and outgoing correspondence. Handling confidential documents. Managing the diary of the Chief Director. Arrange meetings, appointments and taking minutes on behalf of the Chief Director. Attend telephone calls and messages. Ensure effective flow of information and documents in the office of the Chief Director. Make official travel arrangements for the Chief Director. Prepare minutes and distribute minutes for the Chief Director meetings. Track documents submitted in the office of the Chief Director. Ensure proper filing of documents. Supervise and manage junior staff members. Manage all stakeholders the office of the Chief Director.

**ENQUIRIES**: Mr. D Makofane/ Mr. V Pitso, Tel: (011)-355-3784/3078

**APPLICATIONS**: Applications must be filled on a Z 83 form. It should be accompanied by comprehensive curriculum vitae (CV) with a detailed description of duties and the names of at least 3 referees, as well as certified copies of ID and certificates. Applications must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivery at Bank of Lisbon Building, 37 Sauer Street, Johannesburg, for the attention of Ms. S. Dladla or apply online at: www.gautengonline.gov.za

**CLOSING DATE**: 23 October 2015

**POST 40/55**: SENIOR ADMINISTRATIVE CLERK 2 POSTS - REF NO: 07868

**Directorate**: Risk Management and Internal Control

**SALARY**: R196 278 per annum (Plus Benefits)

**CENTRE**: Central Office, Johannesburg
**REQUIREMENTS**: Grade 12/ level 4/ National Vocational Certificate. Two (2) – five (5) years appropriate relevant experience in risk management internal control. Well defined computer skills. Analytical, planning, organizing and report writing skills. Be able to conduct investigations and training of staff. Ability to communicate with all level of staff. Be a team player. Ability to work under pressure.

**DUTIES**: Monitoring administrative performance of institutions by regular assessments and rating of institutions. Strengthen the Departments administrative capacity by providing information, guidance, assistance and training. Examine findings and recommendations by Internal Audit and Auditor General relating to controls and if necessary intervening to ensure prompt implementation of corrective measures. Coordinate and facilitate audit processes at institutions and Central Office, verify completeness of submissions made to auditors. Perform Management reviews to ensure that institutions are compliant to policies, procedures and prescripts. Monitor bi-annual stock take processes at institutions during March and September months. Provide training at institutions where necessary. Follow up of action plans by institutions to implement corrective measures. Report on compliance with the findings of the Internal Auditors and Auditor General as well as on the progressive implementation of corrective measures. Perform ad hoc and special investigations as required by Management.

**ENQUIRIES**: Mr. J. Strauss Tel: (011) 355 3105/6

**APPLICATIONS**: Applications must be filled on a Z 83 form. It should be accompanied by comprehensive curriculum vitae (CV) with a detailed description of duties and the names of at least 3 referees, as well as certified copies of ID and certificates. Applications must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivery at Bank of Lisbon Building, 37 Sauer Street, Johannesburg, for the attention of Ms. S. Dladla or apply online at: www.gautengonline.gov.za

**CLOSING DATE**: 23 October 2015

**POST 40/56**: SENIOR ADMINISTRATION CLERK – REF NO: 07870

Directorate: Public Health (Environmental Health Sub Directorate)

**SALARY**: R196 278 per annum (Plus benefits)

**CENTRE**: Central Office, Johannesburg

**REQUIREMENTS**: Grade 12/ level 4/ National Vocational Certificate or equivalent qualification, secretarial qualification will be an advantage. Two (2) – five (5) years appropriate experience in administration support services. Ability to work under pressure in a changing environment. Good verbal and written communication skills. Have ability to work independently. Good interpersonal skills, knowledge on financial administration and procurement processes.

**DUTIES**: Overall management of the office administration funds. Render clerical support to the sub-directorate. Record keeping. Manage correspondence flow. Assist in keeping financial records up to date. Perform procurement duties for the sub-directorate. Typing on minutes and memo’s. Perform other duties delegated by the manager. Make logistical arrangements for the meetings.

**ENQUIRIES**: Mr K.A. Marumo (011) 355 3479 or 082 448 3151

**APPLICATIONS**: Applications must be filled on a Z 83 form. It should be accompanied by comprehensive curriculum vitae (CV) with a detailed description of duties and the names of at least 3 referees, as well as certified copies of ID and certificates. Applications must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivery at Bank of Lisbon Building, 37 Sauer Street, Johannesburg, for the attention of Ms. S. Dladla or apply online at: www.gautengonline.gov.za

**CLOSING DATE**: 23 October 2015

**POST 40/57**: FINANCIAL CONTROLLER: ACCOUNTS PAYABLE 3 POSTS – REF NO: 07873

Directorate: Accounts Payable

**SALARY**: R196 278 per annum (Plus benefits)

**CENTRE**: Central Office, Johannesburg

**REQUIREMENTS**: Grade 12/ Vocation/Level 4 Certificate. Two (2) – five (5) years’ experience in accounts payable or finance field. Knowledge of accounts payable payment runs and
payment processing. Communication skills (verbal and written). Computer literacy
(Word, excel and Powerpoint). Understanding of the PFMA, Treasury Regulations,
Batho Pele Principles and other relevant prescripts governing the finances in the
Public Sector. Ability to work under pressure. Knowledge of BAS and SAP system.
Valid driver's licence.

DUTIES
Process supplier payments on E-invoicing, Analysis of work cycle exceptions report.
Training of Finance and Procurement teams at Institutions. Manage Accurate
processing of payments to prevent duplications/overpayments, underpayments or
payments to wrong suppliers. Resolve queries and clear reconciling items.
Reconciliation of supplier statements. Attend to audit queries. Do reporting.

ENQUIRIES
Benedict Kubheka Tel: (011) 241 5667

APPLICATIONS
Applications must be filled on a Z 83 form. It should be accompanied by
comprehensive curriculum vitae (CV) with a detailed description of duties and the
names of at least 3 referees, as well as certified copies of ID and certificates.
Applications must be submitted to the recruitment and selection unit, Gauteng
Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivery at
Bank of Lisbon Building, 37 Sauer Street, Johannesburg, for the attention of Ms. S.
Diadla or apply online at: www.gautengonline.gov.za

CLOSING DATE
23 October 2015

POST 40/58
FINANCIAL CONTROLLER - REF NO: 07875
Directorate: Management Accounting

SALARY
R196 278 per annum (plus benefits)

CENTRE
Central Office, Johannesburg

REQUIREMENTS
Grade 12/ Vocation/Level 4 Certificate. Two (2) – five (5) years’ experience in
financial management accounting or related field. Knowledge of financial systems
(BAS, SAP and PERSAL). Knowledge and understanding of the PFMA and treasury
regulations. Knowledge of the financial management and budget processes. Drivers
licence.

DUTIES
Assist with institutions budget allocations. Ensure that budget is correctly allocated to
institutions. Manage the alignment of budget and expenditure for institutions. Capture
BAS reports on weekly and monthly basis. Training and support to institutions. Assist
with internal and external budget audit queries. Assist in compiling of MTEF, Annual
reports, adjustment estimations and budget committee submissions. Assist with the
maintenance and evaluation of Standard Chart of Accounts (SCOA). Ensure proper
filling. Handle of Adhoc activities as requested by supervisor/manager.

ENQUIRIES
Ms. S Khwela / Ms S Msimango (011) 355 3375/(011) 355 3093

APPLICATIONS
Applications must be filled on a Z 83 form. It should be accompanied by
comprehensive curriculum vitae (CV) with a detailed description of duties and the
names of at least 3 referees, as well as certified copies of ID and certificates.
Applications must be submitted to the recruitment and selection unit, Gauteng
Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivery at
Bank of Lisbon Building, 37 Sauer Street, Johannesburg, for the attention of Ms. S.
Diadla or apply online at: www.gautengonline.gov.za

CLOSING DATE
23 October 2015

POST 40/59
COMMUNITY LIASION OFFICER - REF NO: 07876
Directorate: District Health Services

SALARY
R196 278 per annum (plus benefits)

CENTRE
Central Office, Tshwane

REQUIREMENTS
Degree / National Diploma in Health or Social Science. Project Management
experience is essential. Three (3) years’ experience in working with Non-
Governmental Organizations (NGOs), Non Profit Organisations (NPOs). Extensive
knowledge in Community Health Worker Programme (CHW) and Expanded Public
Works Programme (EPWP), Good Computer literacy. Communication and report
writing skills. Ability to work under pressure. Knowledge of PFMA. Valid driver's
licence.

DUTIES
Support the implementation of CHWP, EPWP and Ward Based Outbreak Teams in
the District. Maintain CHWs database and supporting training of CHWs. Liaise with
relevant Government Sector communities, stakeholders and ward based structure in

**ENQUIRIES**
Ms Miriam Matshavha (011) 355 3557

**APPLICATIONS**
Applications must be filled on a Z 83 form. It should be accompanied by comprehensive curriculum vitae (CV) with a detailed description of duties and the names of at least 3 referees, as well as certified copies of ID and certificates. Applications must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivery at Bank of Lisbon Building, 37 Sauer Street, Johannesburg, for the attention of Ms. S. Dladla or apply online at: www.gautengonline.gov.za

**CLOSING DATE**
23 October 2015

**POST 40/60**
**ADMINISTRATIVE OFFICER – REF NO: 07824**
Directorate: Primary Health Care

**SALARY**
R196 278 – R231 210 per annum (plus benefits)

**CENTRE**
Ekurhuleni Health District (Jabulane Dumane CHC)

**REQUIREMENTS**
Grade 12 Certificate or equivalent qualification with minimum of 5 years’ experience as an administration clerk in health setting or National diploma/degree in administration with 3 years’ experience as an administration clerk in health setting. Must have knowledge in record keeping and filling. Good communication skills. Computer literacy. Driver’s license will be an advantage.

**DUTIES**

**ENQUIRIES**
Ms N.L Mnyande Tel No: (011) 863 7791

**APPLICATIONS**
Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager or apply online at: www.gautengonline.gov.za

**CLOSING DATE**
23 October 2015

**POST 40/61**
**COMPUTER TECHNOLOGIST REF NO: 07706**
Directorate: Information Communications technology

**SALARY**
R 196 278. 00 per annum (plus benefits)

**CENTRE**
Dr. George Mukhari Academic Hospital

**REQUIREMENTS**
IT Diploma with 2 years experience or Grade 12 plus IT Certificate / A+ / N + MCSE with 3 years experience working in Health IT environment. Knowledge of Transversal systems (BAS,PERSAL, SAP and SRM is a prerequisite.. Good verbal and Report writing; communications skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure and extended hours, client orientation and customer focus to handle and ensure confidential information is preserved. Strong Computer literacy. Valid driver's license.

**DUTIES**
Provide first line technical support and maintain LAN and desktops for all hospital users. Minimize service disruption by supporting and maintain day to day ICT related calls in the institution. Attend to user complaints. Install and update software systems. Installs, Configures and upgrade operating systems and software, using standards business and administration packages. Installs assembles and configures computers, monitors, printers network infrastructure and peripherals, such as switches. Ensure functionality of institutional local area network. Perform monitoring and control network managed elements. Be a technical resource in assisting users to resolve problems on Information Systems. Perform first level network support to minimizes disruption to WAN connectivity. Monitor the ICT environment assets by reporting to Helpdesk Office. Advice on technical development in the ICT environment. Liaise between management and users. Manage any virus threats and updates. Ensure that
all backup are done daily, weekly and monthly basis. Relieve Helpdesk Officers at
intervals.

ENQUIRIES
APPLICATIONS
APPL: M Ledwaba Tel No: (012) 529 3755/3910
ENE: 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 Setlogelo 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
DEADLINE: 23 October 2015

POST 40/62
PROFESSIONAL NURSE (QUALITY ASSURANCE)
Directorate: Nursing
This is a Re-advert, This post was advertised previously on circular 36 of 2015 with Ref number 36/110 and people who applied may not re-apply.

SALARY
R195 819 - R373 553.00 per annum (plus benefits)
CENTRE
Tshwane Rehabilitation Hospital
REQUIREMENTS
Grade 12 or Standard 10 certificate. Basic qualification accredited with SANC in terms of R425 or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 6 years experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years recognizable experience in Quality assurance and vast knowledge on national core standards, Code 8 drivers licence, Computer literate, must have a strong writing, communication, and verbal skills. Excellent interpersonal relationship and ability to coordinate the multidisciplinary team members. Knowledge on the laws that governs the South African health.

DUTIES
Develop and coordinate Quality assurance activities and lead the quality assurance committee. Develop hospital’s quality assurance standard operating procedures in line with the national Quality assurance policies and procedures. Manage Quality assurance in the institution. Ensure that the quality care is maintained by performing Quality base line inspections, audits, surveys and develop quality improvement plan, develop and administer education processes by formulating quality improvement programmes for the institutions. Train employees in implementing national quality core standards, and ensure that all employees are following the required national core standards. Service quality by implementing process control. Ensure that the hospital is accredited in accordance with the office of health Standard compliance on national core standards for health establishments in South Africa. Responsible for bringing any quality issues to the attention of managers as soon as they are identified. Writing and presenting reports on quality. Actively support and participate in quality management system training programmes. Recommend quality tools and techniques to be used in measuring hospital’s quality reviews.

ENQUIRIES
APPLICATIONS
ENV: Ms M Rakwena, Tel. No: (012) 354 - 6135
APP: Applications must be send directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

CLOSING DATE
DEADLINE: 23 October 2015

POST 40/63
FOOD SERVICE SUPERVISOR
Directorate: Food Services

SALARY
R132 399 per annum (plus benefits)
CENTRE
Tshwane Rehabilitation Hospital
REQUIREMENTS
Grade 12 with 5 years experience in a Food Service Department, Certificate in Food Service/ Hospitality/Food and Beverages will be an added advantage. Knowledge of therapeutic diets, knowledge of Food Service equipment and operational procedures, hygiene and safety. Must be able to work shifts, weekend and public holidays. Must have problem solving skills, organising. Leadership and decision making, written, verbal and basic computer skills. Ability to work under pressure. Ability to work efficiently in a team

DUTIES
Responsible for supervision of food service personnel and all their daily activities, Responsible for conducting daily production meetings, Monitor, Update and maintain
stock control cards and the stock taking, responsible for issuing and receiving of
stock using FIFO system. Responsible for reporting of faulty equipments to the facility
department, responsible for internal orders according to hospital procurement.
Responsible for contracting and performance management evaluation. Be willing to
relieve co workers when required. Responsible for applying disciplinary procedures
and writing of reports.

ENQUIRIES : Ms SM Lekhuleni, Tel: No: (012) 354 - 6146
APPLICATIONS : Applications must be send directly to: Tshwane Rehabilitation Hospital, P.O Box
23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road,
Pretoria 0001.
CLOSING DATE : 23 October 2015
POST 40/64 : SWITCHBOARD OPERATOR REF NO: 07859
Directorate: Ict
SALARY : R132 399 per annum (Plus Benefits)
CENTRE : Tshwane District
REQUIREMENTS : Minimum Qualifications: Grade 12 certificate and tertiary qualification. Basic IT
knowledge. 6 month Telephone Management system experience. Good hearing and
a clear telephone voice. Basic computer skills. Excellent customer care skills. The
ability to deal with difficult calls in a calm and professional manner. An awareness of
confidentiality issues. Good time-keeping and reliable.
DUTIES : Handle outgoing, interoffice or incoming calls. Operate telephone management
system. Create, change and delete telephone pin codes. Relay and route written and
verbal messages. Update and circulate telephone directories. Assist customers in
making telephone calls. Assist callers with other questions. Provide telephone
numbers and other information. Place a person-to-person call. Handle all directory
assistance quires. Manage the department’s cellphones. Carry out basic
administration tasks.
ENQUIRIES : Stephen Khuzwayo: Tel no:012 451 9085
APPLICATIONS : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and
Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001, or apply online at:
www.gautengonline.gov.za
CLOSING DATE : 23 October 2015
POST 40/65 : ADMINISTRATION CLERK: SUPPLY CHAIN AND ASSET MANAGEMENT REF
NO: 07878
Directorate: Office of the Chief Director
SALARY : R132 399 per annum (plus benefits)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : Grade 12/ level 4/ Vocational Certificate with 0-2 years relevant experience.
Secretarial experience will be an advantage. Rendering administration support
services to the Chief Director Supply Chain Management. Work under pressure and
independently. Good Communications skills. Good interpersonal skills. Perform
duties as delegated by the supervisor. Good computer skills.
DUTIES : Assist in managing the office of the Chief Director. Perform administration duties in
the office of the Chief Director. Manage correspondence flow in the office of the Chief
Director. Maintain good filing system. Responsible for making official travel
arrangements for the Chief Director. Process subsistence and travel claims on behalf
of the chief Director. Procure goods and stationery for the office of the Chief Director.
Make logistical arrangement for the Chief Directors meetings. Distribute minutes on
time to stakeholders.
ENQUIRIES : Mr. D Makofane/ Mr. V Pitso, Tel: (011)-355-3784/3078
APPLICATIONS : Applications must be filled on a Z 83 form. It should be accompanied by
comprehensive curriculum vitae (CV) with a detailed description of duties and the
names of at least 3 referees, as well as certified copies of ID and certificates.
Applications must be submitted to the recruitment and selection unit, Gauteng
Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivery at
Bank of Lisbon Building, 37 Sauer Street, Johannesburg, for the attention of Ms. S.
Dladla or apply online at: www.gautengonline.gov.za
CLOSING DATE : 23 October 2015
POST 40/66 : ADMINISTRATION CLERK – REF NO: 07879
Directorate: Public Health

SALARY : R132 399 per annum (plus benefits)
CENTRE : Central Office, Johannesburg
DUTIES : Type correspondence such as Programme reports (weekly, monthly and annual). Organises the Sub-Directorates meetings and meeting venues, type meeting minutes, deliver submissions, letters and any other communication. Prepares and opens the Vaccine Preventable Disease (VPD) filing system and electronic "VPD Line-listing" for the following year. Receive the VPD notifications from the 5 District’s reporting units (hospitals) facilities for example Provincial, Local Authority and Private Sector. Capture documents electronically and files the hard copies. Handle confidential document. Operate standard office equipment machines e.g. faxes and telephone. Conducts follow-up on the submission of fully and final completed Case Investigation Forms (CIF) notified cases prior to filing them. Assists the Surveillance Officer with the collation of the weekly reports for the VPDs and Communicable Diseases Control (CDC) Surveillance – the intensity of this work increases during an outbreak. Receives data to capture and forward to NDoH Expanded Programme of Immunization (EPI) (SA) during the Emergency or scheduled EPI or CDC Campaigns.
ENQUIRIES : Mrs. VE. Pietersen, Tel: (011) 355 3438
APPLICATIONS : Applications must be filled on a Z 83 form. It should be accompanied by comprehensive curriculum vitae (CV) with a detailed description of duties and the names of at least 3 referees, as well as certified copies of ID and certificates. Applications must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivery at Bank of Lisbon Building, 37 Sauer Street, Johannesburg, for the attention of Ms. S. Dladla or apply online at: www.gautengonline.gov.za
CLOSING DATE : 23 October 2015

POST 40/67 : ADMINISTRATION CLERK - REF NO: 07881
Directorate: Information Management

SALARY : R132 399 per annum (plus benefits)
CENTRE : Central Office Johannesburg
REQUIREMENTS : Grade 12/ level 4/ Vocational Certificate or equivalent. 0-2 years’ relevant experience. Good communication skills (Verbal and written). Ability to work under pressure.
DUTIES : Facilitate the PAIA awareness sessions in the Department. Ensure the availability of request forms in all entry points for the public to access them. Maintain and update the PAIA register. Maintain filing of opened files. Acknowledge receipts of requests within 14 days of receipt. Retrieve information and submit to the further mention manger within 7-14 days of the request has been received. Arrange meetings for the committee and minutes taking.
ENQUIRIES : Ms Magadi Sibeko/Ms Ntswaki Lebakeng Tel: (011) 241 5806 / (011) 355 3087
APPLICATIONS : Applications must be filled on a Z 83 form. It should be accompanied by comprehensive curriculum vitae (CV) with a detailed description of duties and the names of at least 3 referees, as well as certified copies of ID and certificates. Applications must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivery at Bank of Lisbon Building, 37 Sauer Street, Johannesburg, for the attention of Ms. S. Dladla or apply online at: www.gautengonline.gov.za
CLOSING DATE : 23 October 2015

POST 40/68 : ADMINISTRATION CLERK 9 POSTS REF NO: 07536
Directorate: Patient Administration

SALARY : R 132 399.00 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital

REQUIREMENTS: Grade 12/Matric Certificate or equivalent qualification. Six(6) months intern/in-service training experience in patient Administration. Basic computer literacy and well number orientated. Rotate to other sections of Patient Administration Be able to work under pressure. Good interpersonal and communication skills. Must be in good health and able to do physical hard work. Must be able to function well in team.


ENQUIRIES: Mr. MP Lamola Tel No: (012) 529 3093

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 Setlogelo 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: 23 October 2015

POST 40/69: ADMINISTRATION CLERK REF NO: 07537
Directorate: Logistics (Pottering and Mortuary Services)

SALARY: R 132 399.00 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Grade 12/Matric Certificate or equivalent qualification. (Six)6 months intern/in-service training experience in logistics. Basic computer literacy skills. Be able to work under pressure and meet deadlines. Good interpersonal and communication skills. Extensive knowledge of Logistics and Pottering Services. Extensive knowledge of mortuary Services.

DUTIES: General clerical duties in pottering and mortuary services. Receiving and recording of leave for staff and prompt submission to supervisor. Receive and record PMDS for co-worker and submit to supervisor. Assist the supervisor in allocation of duties to staff. Type reports and documents for the supervisor when the need arises. Receive record, file and submit allowances claims for staff. Handle enquiries directed to the office and ensure patients are transport on time. Perform general office administrative duties and any other duties assigned by the supervisor from time to time.

ENQUIRIES: Mr. MP Lamola Tel No: (012) 529 3093

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 Setlogelo 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: 23 October 2015

POST 40/70: REVENUE CLERK (FINANCIAL MANAGEMENT AND ACCOUNTING) REF NO: 07704
Directorate: Finance (Revenue)

SALARY: R 132 399.00 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Grade 12 certificate, relevant experience in finance/revenue will be an added advantage. Good communications skills, computer literacy. Rotate in different areas of responsibility. Good customer relations.

DUTIES: Knowledge of Batho pele Principles. UPFS and PFMA. General administrative duties as instructed by the Head of Department. Filling, Billing, main cashier, petty cash and
updating of patients information. Attend workshop, meetings and trainings as required. Perform duties accordance with job description. Perform any duties delegated by the supervisor.

**ENQUIRIES** :
P Molalogi Tel No: (012) 529 3081

**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 Setlogelo 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** :
23 October 2015

**POST 40/71** :
MATERIAL RECORDING CLERK REF NO: 07711
Directorate: Supply Chain Management

**SALARY** :
R 132 399.00 per annum (plus benefits)

**CENTRE** :
Dr. George Mukhari Academic Hospital

**REQUIREMENTS** :
Grade 12 with 0-1 years relevant experience. Within supply chain management environment will be an added advantage. Knowledge and understanding of procurement policies and produces, PFMA and treasury regulations, PPPFA, BBBEEE, supply chain management. A guide for accounting officers/ authorities, all SCM practice notes and all related prescripts. Good communication, Verbal and non verbal. Ability to work under pressure. Computer literacy is essential.

**DUTIES** :
Grade 12 with 0-1 years relevant experience. Within supply chain management environment will be an added advantage. Knowledge and understanding of procurement policies and produces, PFMA and treasury regulations, PPPFA, BBBEEE, supply chain management. A guide for accounting officers/ authorities, all SCM practice notes and all related prescripts. Good communication, Verbal and non verbal. Ability to work under pressure. Computer literacy is essential.

**ENQUIRIES** :
Ms. FN Hlatshwayo 012 529 3093/3629/3242

**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 Setlogelo 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** :
23 October 2015

**POST 40/72** :
CLIENT INFORMATION CLERK 02 POSTS REF NO: 07538
Directorate: Information Communications and Technology

**SALARY** :
R 132 399.00 per annum (plus benefits)

**CENTRE** :
Dr. George Mukhari Academic Hospital

**REQUIREMENTS** :

**PERSON PROFILE** :
Excellent time Management, Organizational skills, Communications skills, self-motivated person and goal oriented. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.

**DUTIES** :
Responsible for professional customer service by performing the following functions: Operating the switchboard by answering incoming calls and ensuring that customers are referred promptly and correctly. Monitor all incoming calls and ensure all customers receive a pleasant and courtesy welcome. Taking down messages and administration the correct distribution thereof. Supplying basic information to customers regarding the department’s Service. Updating the internal telephone directory and keeping a database of other important contact numbers. Responsible for fault reporting on telephone system and liaising with service providers in this regard. Utilize the telephone Management system to monitor telephone cost,
including printing of reports and verifying information. Keeping and completing registers pertaining to the telephone system. The incumbent will be expected to work shift as the hospital provides 24-hour service.

ENQUIRIES : Pilane Mogomotsi Tel No: (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 Setlogelo 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 : 23 October 2015

POST 40/73 : DATA CAPTURER REF NO: 07722
Directorate: Pharmacy

SALARY : R 132 399.00 per annum (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Grade 12 or equivalent qualification. Knowledge of procurement procedures and other legislative frameworks applicable in the public sector. Computer literacy (A recognized stock control system) administrative skills. Good interpersonal skills and communication skills (verbal and written). Interns working or have worked in supply chain maybe considered. Ability to work under pressure and in a team.

DUTIES : Perform administrative tasks in accordance with the regulatory framework and guidelines. Process buy out orders on SAP system. Receiving stock and issuing stock via Medicom/RX solution system. Follow outstanding orders with suppliers. Compiling reports (e.g. receipts, issues, orders, etc.). Report the status of the work to supervisor. Perform any reasonable task allocated.

ENQUIRIES : LL Mdhluli Tel No: (012) 529 3247
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 Setlogelo 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 : 23 October 2015

POST 40/74 : ADMINISTRATION CLERK (RECORDS AND ARCHIVES) 05 POSTS REF NO: 077223
Directorate: Patient Administration

SALARY : R 132 399.00 per annum (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital

DUTIES : Ensure and adhere to the principles of the booking system. Ensure that files from various clinics and sections are filed daily. Ensure that confidentiality of patients files and records are maintained in terms of National Health Act, Act 61 of 2003. Compile statistics for the directorate in terms of missing files and elements. Promote coverage within the directorate daily. Adhere to request of patients files and records from various stake holder. Ensure that X-ray films are kept for the period as prescribed by the Administrative procedure manual part II for a period of more than 3 years. Provide training to new appointed and existing employees on records and archives management and keep all attendance registers. Ensure that files are retrieved daily in terms of the booking system. Ensure that files are recorded in various registers before being issued and the receiver of the files must take accountability by signing. Be punctual and discipline. Promote confidentiality of patients records and files. Adhere to procedure manual, policies, code of conduct for public service and other health care workers legislative frameworks. Carry out all legal work instructions, either verbally or written from supervisor or delegated person.
ENQUIRIES: T Mokoena 012 529 3421
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 Setlogelo 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: 23 October 2015

POST 40/75: ENROLLED NURSE GRADE 1 – 3 2 POSTS REF NO: 07887
Directorate: Nursing

SALARY: Grade 1 – R130 632 – R147 018 per annum (plus benefit)
Grade 2 – R155 970 – R175 545 per annum (plus benefit)
Grade 3 – R184 581 – R227 007 per annum (plus benefit)

CENTRE: Tshwane District COMPONENT: Kanana Clinic (1 Post), Rethabiseng Clinic (1 Post)

REQUIREMENTS: Qualification that allows registration with the SANC as Enrolled Nurse. Proof of current registration with the SANC as enrolled nurse. Good written and verbal communication skills, Ability to work in a team. Knowledge of nursing legislation and related legal and ethical practices.

DUTIES: Provide basic clinical practices. Utilize material resources effectively and efficiently. Maintain professional growth and ethical standards. Implement and promote Quality Assurance and Infection control Policies and Standards. Practice nursing and Health care in accordance with related legislative prescripts. Monitor vital signs to all clients, record and report abnormalities to a professional nurse.

ENQUIRIES: Ms MM Dikoebe: 082 697 2028
APPLICATIONS: All applications must be delivered to: Gauteng Department of Health, PO Box 9514, Pretoria 0001 or hand deliver to 427 the Fields Building Hatfield, Pretoria, Cnr Hilda And Burnett street or apply online at www.gautengonline.gov.za.

CLOSING DATE: 23 October 2015

POST 40/76: SECURITY OFFICER 2 POSTS REF NO: 07705
Directorate: Logistics (Security)

SALARY: R93 444.00 per annum (plus benefits)

CENTRE: Dr. George Mukhari Academic Hospital


DUTIES: Guarding and patrolling. Shift work. Searching for missing patients, fire preventions and reporting of defects. Securing of assets, staff patients and visitors within the hospital and perform any other duties delegated by the supervisor. Handle violent patient. Escort visitors/contractors. Maintain security measures.

ENQUIRIES: NI Mangena Tel No: (012) 529 3620
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 Setlogelo 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: 23 October 2015

POST 40/77: MESSENGER - REF NO: 07882
Directorate: Information Management

SALARY: R87 330 - R93 444 per annum (plus benefits)

CENTRE: Central Office Johannesburg
REQUIREMENTS : Grade 10/12 Certificate/Abet or equivalent qualification. Experience in document management and distribution will be an added advantage. Driver’s licence with PDP will be added advantage. Good communication skills. Be able to read and write. Basic Computer skills.

DUTIES : Perform routine document distribution services tasks such as collection and delivery of documents to and from post office. Collection of documents from different directorates and distribute accordingly. Collect and deliver to the GPG Departments and External directorates. Capture distribution statistics. Relieve Records Management staff when necessary and assist with relevant functions in the Unit. Perform any other duties delegated by the supervisor.

ENQUIRIES : Ms Magadi Sibeke/ Ms Ntswaki Lebakeng Tel: (011) 241 5806/ (011) 355 3087

APPLICATIONS : Applications must be filled on a Z 83 form. It should be accompanied by comprehensive curriculum vitae (CV) with a detailed description of duties and the names of at least 3 referees, as well as certified copies of ID and certificates. Applications must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivery at Bank of Lisbon Building, 37 Sauer Street, Johannesburg, for the attention of Ms. S. Diadla or apply online at: www.gautengonline.gov.za

CLOSING DATE : 23 October 2015

POST 40/78 : CLEANER REF NO: 07719
Directorate: Support Service

SALARY : R78 156 per annum (plus benefits) (Level 2)

CENTRE : Odi District Hospital

REQUIREMENTS : Grade 10/Abet Level 4, have knowledge and experience of cleaner, good communication skills. Motivated and willingness to work under pressure and work shifts. Be able to work as a team. Must be able to use different cleaning equipment and detergents. Have knowledge in Waste Management and infection control.

DUTIES : Perform cleaning services routine by utilizing different aides and cleaning detergents. Cleaning of offices, windows, empty dust bins, wash floors, strip the floors and apply polish. Be prepared to rotate within the scope of work. Adherence to separation of waste and infection control. Packing of clean linen in the wards.

ENQUIRIES : Ms. Sebopela M.G. Tel: (012) 725 2440

APPLICATIONS : APPLICATION: Applications can be delivered to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane.0190.

CLOSING DATE : 23 October 2015

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

POST 40/79 : MESSENGER REF NO: 07708
Directorate: Finance

SALARY : R 78 156. 00 per annum (plus benefits)

CENTRE : Dr. George Mukhari Academic Hospital

REQUIREMENTS : ABET LEVEL 4. Ability to work under pressure. Able to work shifts. Communication in writing and reading skills.


ENQUIRIES : M Swanepoel 012 529 3470

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 Setlogelo 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 : 23 October 2015

POST 40/80 : MESSENGER 05 POSTS REF NO: 07707
Directorate Patient Administration

SALARY : R 78 156.00 per annum (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Grade 10 or equivalent Qualification. Ability to work under pressure. Able to work shifts. Communication in writing and reading skills.
DUTIES : Collect and deliver patients files. Collect and deliver request and medications. Collect and deliver blood products. Collect and deliver various documents.
ENQUIRIES : Mr. MP Lamola 012 529 3093
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 Setlogelo 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 : 23 October 2015

DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT

APPLICATIONS : To apply for the above position, please apply online at www.gautengonline.gov.za. Only online applications will be considered and for general enquiries please contact Human Resource on: 076 521 4118 OR 076 521 3914.
CLOSING DATE : 23 October 2015
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POST

POST 40/81 : SENIOR ADMINISTRATION OFFICER: HUMAN RESOURCE PLANNING 2 POSTS REF NO: 07848
Directorate: Human Resource Planning

SALARY : R 243 747 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year recognized Degree/National Diploma in Human Resource/ Public Management/ Social Science/Public Administration or equivalent qualification. A minimum of 2 years’ experience in HR environment. Competencies: Knowledge of GPG and DID policies and procedures. Knowledge of Strategic planning, relevant legislation and public service regulations. Understanding of expectations of customers. SKILLS- Computer Literacy, report writing, project management, research, communication, and interpersonal skills.
DUTIES : Co-ordinate and record all HR Audit Queries. Ensure that all HR records are in place whenever requested by the auditors. Ensure that all processes and procedures are filed. Make extensive follow ups on outstanding Audit responses. Take minutes in all quality assurance related meetings. Coordinate the implementation of a Human Resources strategy. Coordinate all HRM reports. Coordinate all MPAT Standards to HRM. Coordinate the development and review of HR Plan. Coordination of all Human Resource policies.
ENQUIRIES : Ms. Albertina Tshisikule, Tel: 071 478 4089
DEPARTMENT OF SOCIAL DEVELOPMENT

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 can be delivered to: Department of Social Development, 16 Human Street SA Dutch Krugersdorp. For Attention: Mr S. Makgorogo, Tel: (011) 950 7782 or posted to: Private Bag X 2068 Krugersdorp 1740.

CLOSING DATE
23 October 2015

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

OTHER POST

POST 40/82
SOCIAL WORK MANAGER GRADE I (INTAKE AND FIELD) REF NO: SD/2015/10/04

SALARY
R 617 409 per annum (plus benefits)

CENTRE
West Rand Region

REQUIREMENTS
Bachelor Degree in Social Work with 10 years’ appropriate/ recognizable experience in Social Work after registration as a social worker with the SACSSP. Knowledge and understanding of Social dynamics, human behaviour, social systems, legislations, policies, ethical practices governing field and intake programmes and social work empowerment interventions. Have the ability to intervene and resolve conflict of a complex nature, problem solving, project management, research, interpersonal, reporting, planning and organizing skills. A valid driver’s license.

DUTIES
Interpret, apply and implement Social Work legislation, policies and guidelines relating to filed and intake. Manage the monitoring and evaluation of partial care facilities. Develop and implement operational plan social work intervention for field and intake. Develop problem solving interventions and preventative measures for alleviating distress to individuals, groups, families and communities. Conducting social work research programmes. Develop and create stakeholder support mechanisms and networks. Manage the preparation of quarterly performance information and consolidation of performance data in the field and intake programmes. Management of staff training, development, performance, leave plans and projects allocated to sub-directorate.

ENQUIRIES
Ms T Mbhense (011) 355 7703
Note to applicants: The Provincial Administration of Kwa-Zulu Natal is an equal opportunity, affirmative action employer. Women and people with disabilities are encouraged to apply. Applicants with disabilities may qualify for relaxed advertisement appointment requirements in terms of driver’s licence, computer literacy, experience and/or any other required competence, provided such is not an inherent requirement of the post and subject to proof of disability being submitted with the application.

APPLICATIONS: Direct your application, quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement, to: The Regional Manager, Department of Public Works, Private Bag X42, Ulundi 3838, Alternatively, applications can be delivered to King Dinuzulu Highway, LA Administrative Building, Ulundi.

FOR ATTENTION: Ms. Thobile Ndabandaba.

CLOSING DATE: 19 October 2015

NOTE: Applications must be submitted individually on the prescribed Z83 form, obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae together with certified copies of qualifications, skills or competencies to substantiate compliance with/adherence to the appointment requirements plus a clear and legible, certified copy of the valid South African bar-coded ID (passports will not be accepted) and valid South African driver’s licence (manual transmission). Copies of copies OR copies on the blank side of the copy will not be accepted. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts. Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicant’s responsibility to have foreign qualifications assessed for equivalent by the South African Qualifications Authority (SAQA) Applications that do not comply with the above-mentioned instruction will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidates personal information will be subjected to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application unsuccessful. Please note that due to large number of applications we envisage to receive, applications will not be acknowledged furthes communication shall be restricted to those candidates who have been shortlisted. Appointment to these posts is subjected to the appointees signing a performance agreement. Please note reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of these posts will be guided by the Department’s Employment Equity targets.

OTHER POST

POST 40/83: SUB DISTRICT MANAGER: UMKHANYAKUDE SUB DISTRICT OFFICE REFNO: SDM/UMKSD/2015

SALARY: R 361 659.00 (level 10)

CENTRE: Umkhanyakude Sub District Office


DUTIES: Manage and coordinate all activities of the District Office which includes inspection services, building maintenance service, general administrations services and human resource management services. Exercise control over District Budget, expenditure,
risk management and loss control management. Manage effective supply chain management. Ensure the effective participation and representation of the department in Operation Sukuma Sakhe and provide overall stakeholder management function within the sub district. Monitor and apply effective contract administration throughout the District. Manage all projects and ensure implementation of policies and procedures for the District. Manage the resources of the component.

ENQUIRIES: Mr. EMB Ntsele Tel 035 874 3294
ANNEXURE U

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF EDUCATION

APPLICATIONS: Forwarding address for applications: Please forward your application(s) to: Western Cape Education Department, Recruitment and Selection Centre Private Bag X 9183 Cape Town 8000, or hand deliver to the WECD Client Services, Grand Central Towers, Cape Town, 2nd floor and place in the post box marked: Recruitment and Selection Centre.

CLOSING DATE: Closing date for applications: Friday, 16 October 2015 by 16:00. Applications will not be accepted after the closing time and date. It is the sole responsibility of the applicant to ensure that their application(s) reach the WCED by the closing date and time. The WCED promotes and applies the principles of Employment Equity and is committed to effective and efficient service delivery. Persons with disabilities are welcome to apply and an indication in this regard on the application for employment form (Z 83) will be appreciated. Applicants with disabilities, that are shortlisted, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process. You are hereby invited to become a member of a dynamic management team where your competencies and personal qualities can empower our schools, communities and fellow employees. Note: Applicants who have not received any formal notification acknowledging receipt of their application, from the WCED must please hand deliver or submit their applications via courier service if you have send via the postal service. Services of the post office have not been fully restored and hence applicants are requested to hand deliver or courier their applications to the WCED offices. Note: general instructions: nb: please read the instructions carefully before applying: Applicants must complete an application form (Z 83) that must be duly completed with all the required information as requested on the form. The application form Z 83 must be signed and dated by the applicant to ensure that the application is a legitimate application. The application form Z 83 is obtainable from the website of the WCED at http://www.wced.school.za or from any Public Service Department. The post number and/or name of the post applied for must be indicated on your application form. Applicants must submit a detailed up to date CV containing, inter alia, a complete chronological record of training, experience, competencies and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Certified copies of original qualifications (degrees, diplomas, certificates etc.), valid driver’s licence (if applicable) and ID document should be submitted with application forms. Certified copies of service certificates which indicate the exact dates of previous employment if these exact dates are not mentioned in their CV’s should also be submitted. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. Please note that a separate application must be submitted if you apply for more than one post. Kindly note that the aforementioned supporting documents will not be returned. Applications without a completed application form (Z83) and/or the requested documents/information will not be considered. GENERAL INFORMATION: These are Senior Management Service (SMS) positions. All shortlisted candidates for SMS posts will be exposed to a technical exercise and competency based interview that intends to test relevant elements of the job. Following the interview and technical exercise candidates will undertake a competency based assessment (CBA) before final decisions are made in respect of the filling of posts. This CBA will test generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. The appointment will be subject to a security clearance and the signing of an annual performance agreement. Furthermore, the appointment is subject to personnel suitability checks that include qualifications, previous employment, criminal records and credit verification as well as reference checking, as directed by the DPSA. We offer an attractive all-inclusive remuneration package that consists of a basic salary and a flexible portion. Members of the SMS are required to disclose their financial interests.3. GENERAL
COMPETENCIES: The following inherent general competency requirements are attached to all these posts in respect of knowledge, skills and personal attributes:

Knowledge of: Advanced knowledge of public policy analysis and public policy development processes, advanced knowledge of strategy development, strategy management and strategy monitoring and review processes, advanced knowledge of modern systems of governance and administration, advanced knowledge of public finance, people management, advanced knowledge of public communication, public education, public participation and public discourse management processes, knowledge of public management theory and practice, knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, knowledge of Constitutional, legal and institutional arrangements governing the South African public sector.

Skills: Strong conceptual and formulation skills, strong leadership skills in complex situations, team building and strong interpersonal skills, excellent verbal and written communication skills, outstanding planning, organising and people management skills, computer literacy.

Personal attributes: A highly developed interpretative and conceptualisation/formulation ability, the ability to render advice and guidance in an objective and dedicated manner, the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances, the ability to persuade and influence, the ability to lead and direct teams of professionals and service providers.

GENERAL KEY PERFORMANCE AREAS AT SENIOR MANAGEMENT LEVEL

The following inherent general key performance areas are applicable to all these posts in respect of strategic - , people- and financial management:

Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the respective Branch/Chief Directorate/Directorate. Participation in the Branch’s/Chief Directorate’s/Directorate’s strategic planning process. Active involvement in the development and management of the strategic and business plans for the relevant Branch/Chief Directorate/Directorate. To evaluate the performance of the Branch/Chief Directorate/Directorate on a continuing basis against predetermined key measurable objectives and standards. To report to the relevant Branch Head/Chief Directorate on a regular basis on the activities of the Chief Directorate/Directorate and on matters of substantial importance to the Department. To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate/Directorate, and of the resources employed by it. People Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Branch/Chief Directorate/s/Directorate’s Business Plan. Motivate, train and guide staff within the Branch/Chief Directorate/Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and reward of staff within the Branch/Chief Directorate/Directorate. Monitor information capacity building within the Branch/Chief Directorate/Directorate. Active involvement in the compilation of a people management plan, a service delivery improvement programme and an information resources plan for the relevant Branch/Chief Directorate/Directorate. Promote sound labour relations within the Branch/Chief Directorate/Directorate. Actively manage and promote the maintenance of discipline within the Branch/Chief Directorate/Directorate. Financial Management: Active participation in the budgeting process at Branch/Chief Directorate/Directorate level. Preparing of the Annual and Adjustment Budgets for the Branch/Chief Directorate/Directorate. Direct responsibility for the efficient, economic and effective control and management of the Branch/Chief Directorate’s/Directorate’s budget and expenditure. Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Branch/Chief Directorate/Directorate. Reporting to the Superintendent-General/Chief Director on all aspects of the Branch/Chief Directorate’s/Directorate’s finances. Performing diligently all duties assigned by the Branch Head/Chief Director/ Director. Overall responsibility for the management, maintenance and safekeeping of the Branch/Chief Directorate’s/Directorate’s assets. Ensuring that full and proper records of the financial affairs of the Branch/Chief Directorate/Directorate are kept in accordance with any prescribed norms and standards.

NB: It is expected of incumbents of senior management posts to work under pressure, work long hours, to travel frequently and to meet strict deadlines.

Communication: Communication will be limited to those applicants who are short-
listed. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they should accept that their application(s) was/were unsuccessful.

6. SELECTION PROCESS
It is expected of short-listed candidates to be available for selection interviews on a date, time and place as determined by the WCED. The WCED reserves the right not to make an appointment to any of the advertised posts.

MANAGEMENT ECHELON

POST 40/84

DEPUTY-DIRECTOR GENERAL: INSTITUTIONAL DEVELOPMENT AND COORDINATION

SALARY: R 1 267 806 – R 1 428 186 (Salary level 15) all-inclusive package (A portion of the package can be structured according to the individual’s personal needs)

CENTRE: Head Office, Cape Town.

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

DUTIES: Line Management: Strategic management, guidance and advice in respect of the development of educational institutions and management structures and co-ordinate delivery of programmes and activities. This includes the following broad areas of service delivery. Ensure quality service delivery within Education Districts. Ensure information systems, quality assurance, district business planning, strategy processes and render a district level corporate service. Ensure quality education at education institutions at District level; Facilitate Institutional Management Governance (IMG) advice to District Management and Circuit Teams; Facilitate Specialised Learner and Educator Support (SLES) advice to District Management, Circuit Teams and SLES advisors. Facilitate Curriculum advice to District Management, Circuit Teams and Curriculum advisors. Ensure the application of Quality Assurance (Integrated Quality Management System and related Monitoring & Evaluation systems). Ensure planning, strategy and budgeting processes. Ensure corporate support services at district level. Ensure operational interfaces with Head Office and external agencies; Oversee all education institution rationalisation programmes: schools, Early Childhood Development (ECD); Develop policy and guidelines on school management and governance issues in respect of: Curriculum management, Learner management, Leadership and Management and Governance. Provide policy and guidelines for building capacity of School Governing Bodies and Representative Councils of Learners; Develop systems, standards and practices for institutional management and governance. Develop provincial norms and standards for Public Ordinary Schools, Independent Schools and ECD centres. Ensure quality in institution management and governance through qualitative and quantitative assessment. Develop policy in respect of special education support services. Plan the delivery of special education in line with inclusive education policy. Manage financial management and internal procurement responsibilities and act as Programme Manager in terms of Public Finance Management Act, 1999. Manage own people management responsibilities.

ENQUIRIES: Ms PA Vinjevold ☏ (021) 467 – 2534/5/6

POST 40/85

CHIEF DIRECTOR: IDMS STRATEGIC AND TECHNICAL ADVISOR

Five Year Contract

SALARY: R 1 042 500 – R 1 246 all-inclusive package (A portion of the package can be structured according to the individual’s personal needs)

CENTRE: Head Office, Cape Town

REQUIREMENTS: Degree in Architecture, Town Planning, Quantity Surveying, Engineering, Infrastructure Project Management. OTHER REQUIREMENTS: Registration as a Built Environment Professional with relevant Professional Councils in South Africa. Valid Drivers’ Licence. Computer literate. 6 years Senior Management experience with the roll out of big infrastructure delivery systems. 10 years’ experience in a general built environment in a professional capacity
DUTIES: Implement the Infrastructure Delivery Management System [IDMS]. Assist with the capacitation of personnel employed in the Infrastructure Unit. Provide technical and strategic inputs and guidance to Planning and Commissioning. Provide technical and strategic inputs and guidance in the management of Infrastructure Projects and Programmes. Advise on Maintenance Projects and Programmes.

ENQUIRIES: Ms MM Harke ☎️ (021) 467 2547

POST 40/86: DIRECTOR: EDEN & CENTRAL KAROO EDUCATION DISTRICT OFFICE

SALARY: R 864 177 – R 1 017 972 all-inclusive package (A portion of the package can be structured according to the individual’s personal needs)

CENTRE: Eden & Central Karoo Education District Office, George

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


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

POST 40/87: DIRECTOR PHYSICAL RESOURCE PLANNING

SALARY: R 864 177 – R 1 017 972 all-inclusive package (A portion of the package can be structured according to the individual’s personal needs)

CENTRE: Head Office, Cape Town

REQUIREMENTS: Degree in Built Environment and/or Post Graduate in Management – Degree in Built Environment will be the preferred qualification. Other Requirements: 5 years of experience at a middle/senior managerial level and or related management experience in the design and delivery of infrastructure programmes. Valid Drivers’ Licence, Computer literate.

DUTIES: Manage the physical resources planning framework, prioritization model(s), business cases and project briefs. Interpret and apply norms and standards. Direct infrastructure analyses. Finalise infrastructure planning documents. Direct property management

ENQUIRIES: Mr HA Lewis ☎️ (021) 467 2021/2

OTHER POSTS

POST 40/88: CHIEF EDUCATION SPECIALIST

Directorate: Infrastructure Planning

SALARY: R 703 932 per annum (MMS all-inclusive package) OSD, DORA Funded

CENTRE: Head Office, Cape Town

REQUIREMENTS: Qualifications and Experience. Degree in Education or relevant qualification, Other Requirements: Registered as a Teacher. Valid Driver’s Licence. Computer literate. Six years’ experience post qualification. Job Purpose: To provide and manage education specific tasks towards the physical resources planning framework.

DUTIES: Manage the education specific planning inputs for infrastructure planning and commissioning. Review utilisation of facilities from an education perspective. Contribute to the provincial functional norms and standards in line with nationally
prescribed functional norms and standards from an education perspective. Update information for different education information systems and related document management systems. Manage school furniture and equipment plans, procurement and commissioning. Manage people.

ENQUIRIES : Mr HA Lewis ☎ (021) 467 2021

POST 40/89 : CHIEF ARCHITECT
Directorate: Infrastructure Delivery, Head Office, Cape Town

SALARY : Grade A (R 697 941) per annum, depending on years of experience after registration as a professional. DORA Funded

CENTRE : Head Office, Cape Town

REQUIREMENTS : Qualifications and Experience: Bachelor of Architecture degree. Other Requirements: Registration with the SACAP as a Professional Architect. Six years of experience post qualification. Valid Driver’s Licence. Computer literate. Job Purpose: To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS)

DUTIES : Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports and designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.

ENQUIRIES : Mr HA Lewis ☎ (021) 467 2021

POST 40/90 : CHIEF QUANTITY SURVEYOR 2 POSTS
Directorate: Infrastructure Delivery, Head Office, Cape Town

SALARY : Grade A (R 697 941) per annum, depending on years of experience after registration as a professional. DORA Funded

CENTRE : Head Office, Cape Town

REQUIREMENTS : Qualifications and Experience: B Degree in Quantity Surveying, Other Requirements: Registered as a Professional Quantity Surveyor with SACQSP. Six years of experience post qualification. Valid Driver’s Licence. Computer literate. Job Purpose: To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS)

DUTIES : Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports and designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.

ENQUIRIES : Mr HA Lewis ☎ (021) 467 2021

POST 40/91 : ARCHITECT
Directorate: Infrastructure Planning, Head Office, Cape Town

SALARY : Grade A (R 476 064) per annum, Grade B (R 544 326) per annum, or Grade C (R 619 569) per annum, depending on years of experience after registration as a professional. DORA Funded

CENTRE : Head Office, Cape Town


DUTIES : Customise architectural functional and technical norms and standards for all schools. Determine architectural policies, strategies, plans, procedures and criteria for all infrastructure projects and programmes. Undertake master planning and prepare project briefs, business cases, accommodation schedules and operational narratives.

**ENQUIRIES**  
Ms L Mc Glenatendolf ☎️ (021) 467 2030

**POST 40/92**: TOWN AND REGIONAL PLANNER  
Directorate: Infrastructure Planning, Head Office, Cape Town

**SALARY**: Grade A (R 476 064) per annum, Grade B (R 544 326) per annum, or Grade C (R 619 569) per annum, depending on years of experience after registration as a professional. DORA Funded

**CENTRE**: Head Office, Cape Town

**REQUIREMENTS**: Qualifications: Degree in Town and Regional Planning, OTHER REQUIREMENTS: Registered as a Professional Town and Regional Planner with SACPLAN. Three years of experience post qualification. Valid Driver's Licence. Computer literate.

**DUTIES**: Assist to manage town planning as part of infrastructure planning. Undertake town planning analyses to develop and maintain a physical resources planning framework. Undertake spatial modelling for infrastructure planning. Review utilisation of facilities from a town planning perspective, undertake cost benefit analysis and contribute to the preparation of the User Asset Management Plan. Undertake research.

**ENQUIRIES**: Ms L Mc Glenatendolf ☎️ (021) 467 2030

**POST 40/93**: QUANTITY SURVEYOR 2 POSTS  
Directorate: Infrastructure Delivery, Head Office, Cape Town

**SALARY**: Grade A (R 476 064) per annum, Grade B (R 544 326) per annum, or Grade C (R 619 569) per annum, depending on years of experience after registration as a professional. DORA Funded

**REQUIREMENTS**: Qualifications: Degree in Quantity Surveying, Other Requirements: Registered as a Professional Quantity Surveyor with SACQSP. Three years of experience post qualification. Valid Driver's Licence. Computer literate.

**DUTIES**: Assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS).

**ENQUIRIES**: Ms L Mc Glenatendolf ☎️ (021) 467 2030

**POST 40/94**: DEPUTY CHIEF EDUCATION SPECIALIST  
Directorate: E-Learning, Head Office, Cape Town

**SALARY**: R 392 574 – 768 762 per annum (Educator OSD) R 600 363 – R 1 027 305 (MMS all-inclusive package Educator OSD)

**CENTRE**: Head Office, Cape Town

**REQUIREMENTS**: Qualifications and Experience: Degree in Education or relevant qualification, Other Requirements: Registration with SACE as a professional educator. Valid Driver's Licence. Seven years of experience post qualification. JOB PURPOSE: To develop e-learning policy and manage the implementation thereof. SKILLS: Computer Literacy, Ability to research, Project Manage, Facilitate, Budget, Write reports

**DUTIES**: Develop and draft new/amend existing e-learning policy. Review and analyse national and international policy. Analyse, review and/or develop existing and new provincial policy. Consult with relevant role-players including the District Offices regarding policy development and/or amendments, Finalise and disseminate approved policy to all role players. Comment on the drafting of National policy for e-learning and e-education. Develop policy guidelines. Identify policy areas for which manuals, circulars and brochures are required. Develop policy guidelines regarding curriculum integration, computer use, knowledge management and intellectual property, assessment and evaluation, financial accountability, infrastructure and security.
Consult with relevant role players including the District Offices regarding guidelines. Prepare documentation for implementation. Review guidelines periodically. Develop a strategy for the implementation of E-learning in consultation with relevant role players. Manage and oversee the co-ordination/implementation of e-learning. Develop an implementation plan within provincial e-learning policy in consultation with relevant role players. Liaise with management, District Offices, directorates and Centre for e-Innovation. Identify priority areas for e-learning. Develop advocacy programmes and materials. Manage and oversee the co-ordination/implementation of e-learning. Develop an implementation plan within provincial e-learning policy in consultation with relevant role players. Liaise between WCED, national and other provincial role players regarding the development of e-content, databases and delivery mechanisms.

ENQUIRIES: Mr C Walker (021) 467 2351

POST 40/95: ASSISTANT DIRECTOR: FINANCE
Directorate: Infrastructure Planning

SALARY: R 289 761 per annum (Salary Level 9). DORA Funded
CENTRE: Head Office, Cape Town
REQUIREMENTS: Qualifications and Experience: Diploma in Commerce or Accounting or Economics. Other Requirements: valid Driver’s Licence. Computer literate. Three years of experience post qualification. Job Purpose: To assist with the coordination of all Financial Management functions.
DUTIES: Extract, analyse and validate financial information for infrastructure projects/programmes. Provide financial administration services for all infrastructure Programmes and Projects. Prepare financial reports. Provide budget administration services. Update and maintain a document management system for all financial documentation.

ENQUIRIES: Ms L Mc Glenatendolf (021) 467 2030

POST 40/96: ASSISTANT DIRECTOR: PROPERTY MANAGEMENT
Directorate: Infrastructure Planning,

SALARY: R 289 761 per annum (Salary Level 9). DORA Funded
CENTRE: Head Office, Cape Town

ENQUIRIES: Ms L Mc Glenatendolf (021) 467 2030

POST 40/97: CHIEF WORKS INSPECTORS 5 POSTS
Directorate: Infrastructure Planning and Management

SALARY: R 243 747 – R 287 121 per annum. DORA Funded
CENTRE: Head Office, Cape Town
REQUIREMENTS: Qualifications and Experience: National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Other Requirements: Three years of experience post qualification. Valid Driver’s Licence. Computer literate. Job Purpose: To plan and execute inspections on infrastructure projects and implement condition assessments.

ENQUIRIES: Ms L Mc Glenatendolf (021) 467 2030
POST 40/98 : **WORKS INSPECTOR 8 POSTS**  
Directorate: Infrastructure Planning and Management

**SALARY** : R 158 985 – R 187 275 per annum. DORA Funded

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Qualifications and Experience: National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Other Requirements: One year of experience post qualification. Valid Driver’s Licence, Computer literate, Job Purpose: To carry out inspections on infrastructure projects and implement condition assessments

**DUTIES** : Prepare specifications for work. Develop bills of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments

**ENQUIRIES** : Ms L Mc Glenatendolf ☎️ (021) 467 2030

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

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

**MANAGEMENT ECHELON**

POST 40/99 : **DIRECTOR: HIV & AIDS, STI AND TB (HAST) PROGRAMMES**  
Directorate: HIV & AIDS, STI and TB

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

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualification: Health-related qualification. Experience: Appropriate experience at management or equivalent level. Appropriate experience in Health Programmes and in particular HIV & TB. Inherent requirements of the job: Valid driver’s (Code B/EB) licence. Availability to travel as required. Competencies (knowledge/skills): Financial management and business plan/business case development. Policy development. Project and programme management for HAST. Experience in monitoring and evaluation. Computer literacy, specifically MS Office. Excellent report writing skills. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Effective and efficient management of the Directorate’s HAST Programmes including Human Resources and Financial Management. The development and implementation support of strategies to create public awareness of HIV & AIDS and STIs in the context of other chronic conditions. The strategic level coordination, monitoring and evaluation of the above strategies in the context of other chronic conditions. The development and implementation support of national and provincial policies, protocols and strategies to optimise service delivery for the prevention and treatment of HIV/AIDS and STIs in the context of other chronic conditions. Strategic level co-ordination, monitoring and evaluation of the above policies, protocols and strategies in the context of other chronic conditions. Training and training support of relevant personnel in the Department, the City of Cape Town and in relevant NGO’s, as well as private general practitioners, with regard to protocol implementation. Conduct of research into the HIV/AIDS epidemic in the context of other chronic conditions within the Province. Manage condom distribution in the Province. Provide technical assistance to the Provincial AIDS Council. Strategic level development and implementation support of policies, protocols and strategies to optimise service delivery for the treatment and control of tuberculosis in the context of other chronic conditions. Coordinate, monitor and evaluate the above policies and strategies.

**ENQUIRIES** : Dr NTD Naledi, tel. no. (021) 483-5085
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape, Town, 8000
FOR ATTENTION : Ms C Versfeld
CLOSING DATE : 23 October 2015

POST 40/100 : DEPUTY MANAGER NURSING (LEVELS 1&2 HOSPITALS)
(Chief Directorate: General Specialist and Emergency Services)

SALARY : R 655 257 (PN–A8) per annum (A portion of the package can be structured according to the individual’s personal needs)
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 (degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Current annual registration with the SANC as 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 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid driver’s licence (Code B/EB). Competencies (knowledge/skills): Expertise in management of human resources within the public sector. Knowledge of financial and supply chain management processes within a Functional Business Unit and cost centres. Computer literacy in all MS Word packages. Excellent 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: Provide strategic management and leadership within designated areas of the hospital, and deputise for the head of nursing as delegated. Clinical Governance: Manage quality improvement of nursing care delivered in the area. Manage financial resources for additional staffing and consumable resources for the designated areas. Manage Human Resources in the relevant designated areas. Manage nursing research, and both professional and nursing practice development.
ENQUIRIES : Dr D Stokes, tel. no. (021) 402-6408
APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.
FOR ATTENTION : Ms G Owies
CLOSING DATE : 23 October 2015

POST 40/101 : ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (GOODS AND SERVICES SOURCING)
Directorate: Supply Chain Management

SALARY : R 289 761 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with extensive experience /competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate experience and understanding of goods and services within a health care environment. (Cleaning, Hygiene, Laundry, Pest Control, Grounds, Security, Waste, Linen, Catering, IT, Office Equipment and supplies, Consultants, HR and Travel). Extensive experience in procurement environment and experience in sourcing. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Ability to work under pressure and pay attention to detail and meet deadlines. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (Word, Excel and PowerPoint). Extensive knowledge of goods and services within a healthcare environment. Note: CV’s
should address experience and knowledge extensively with regard to duties above. Shortlisted applicants will be required to undergo competency assessments/proficiency tests. No payment of any kind is required when applying for this post.

**DUTIES**

Key result areas/outputs: Provide an integrated demand, acquisition and contract management service of goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing, End-to-end management of the sourcing process. Supplier relationship and performance management. Internal stakeholder management. Delivery of optimal commercial benefits to the Department. Human Resource Management and staff supervision.

**ENQUIRIES**

Mr C Munnik, tel. no. (021) 483-3447

**APPLICATIONS**

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

**FOR ATTENTION**

Ms C Versfeld

**CLOSING DATE**

23 October 2015