DATE OF ISSUE: 26 FEBRUARY 2016

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

PUBLIC SERVICE VACANCY CIRCULAR NO 08 OF 2016

1. Introduction
   1.2 The aim of this Circular is not only to distribute advertisements of vacancies to departments and employees throughout the Public Service, but also to facilitate the deployment of employees who are in excess.
   1.3 As regards the latter issue, National Departments/Provincial Administrations and Government Components are called upon to give serious consideration during the filling of vacancies to the absorption of employees who have been declared in excess if they apply.

2. Directions to candidates
   2.1 Applications on form Z83 with full particulars of the applicants’ training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the National Department/Provincial Administration/Government Component in which the vacancy/vacancies exist(s).
   2.2 Applicants must indicate the reference number of the vacancy in their applications.
   2.3 Applicants requiring additional information regarding an advertised post, must direct their enquiries to the National Department/Provincial Administration/Government Component where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
   2.4 Applications should be forwarded in time to the advertising department since applications received after the applicable closing date will not be accepted.
   2.5 Considering the aim of this Circular (see paragraph 1.1 above), advertisements contained herein are meant for the attention/perusal of serving employees only. Persons not employed in the Public Service may thus not apply for the vacancies advertised in this Circular, except if the relevant department has extended the scope of its recruitment initiative to persons not employed in the Public Service, in which case the relevant vacancy will have been advertised through other means such as the media. (Clarity in this regard can be obtained from the relevant advertising National Department/Provincial Administration/Government Component).

3. Directions to National Departments/Provincial Administrations/Government Components
   3.1 The contents of this Circular must be brought to the attention of all employees.
   3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

4 Directions to National Departments/Provincial Administrations/Government Components in which vacancies exist
   4.1 Where vacancies have been identified to promote representativeness, the measures contained in Chapter 1, Part III. D2 of the Public Service Regulations, 2001 must be complied with. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
   4.2 Candidates must be assessed and selected in accordance with the relevant measures contained in Chapter 1, Part VII. D of the Public Service Regulations, 2001.

AMENDMENTS:

Gauteng Provincial Treasury: Kindly note that the post of Assistant Director: Risk Management, advertised in PSVC 07 of 2016, Driving licence is a must.

Gauteng Department of Social Development: Kindly note that the following posts, advertised in PSVC 07 of 2016, have been withdrawn: (POST 07/240) Senior Admin Officer: Fleet: Ref no: SD/2016/02/12H: x1 Post for Ekurhuleni Region; (POST 07/242) Senior Admin Officer: HR and Auxiliary Services: Ref no: SD/2016/02/05H: x1 Post Tshwane Region.

Gauteng Department of Social Development: Kindly note that the following posts, advertised in PSVC 07 of 2016, have been withdrawn: (POST 07/240) Senior Admin Officer: Fleet: Ref no: SD/2016/02/12H: x1 Post for Ekurhuleni Region; (POST 07/242) Senior Admin Officer: HR and Auxiliary Services: Ref no: SD/2016/02/05H: x1 Post Tshwane Region.
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ANNEXURE A

DEPARTMENT OF EDUCATION

APPLICATIONS

DISTRICTS EKURHULENI NORTH (EN) Physical Address: 78 Howard Avenue, Munpen Building, BENONI Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Mochela TEL: (011) 746-8190,
DISTRICT EKURHULENI SOUTH (ES): Physical Address: Infinity Office Park, Private Bag X8001 2 Robin Close, Alberton Meyersdal, 1450 ALBERTON Enquiries: Ellen Raphoto TEL: (011) 389-6034,
GAUTENG EAST (GE): Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address SPRINGS: 1560 Enquiries: Mpho Leotlela TEL: (011) 736-0716
DISTRICT GAUTENG NORTH (GN): Physical Address: Yorkcorp Park Building, 86 Watermeyer Street, VAL DE GRACE, PRETORIA Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Ria Van der Merwe TEL: (012) 846-3635
DISTRICT GAUTENG WEST (GW): Physical Address: Corner Boshoff & Human Street, KRUGERSDORP Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dlamini TEL: (011) 660-4581,
DISTRICT JOHANNESBURG CENTRAL (JC): Physical Address: Corner Morola & Chris Hani road Soweto College PIMVILLE Postal Address: P.O. Box 900064, Berritsham, 2013 Enquiries: Rendani Nemukula: TEL: (011) 983-2231,
DISTRICT JOHANNESBURG EAST (JE): Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, SANDTON Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: TEL: (011) 247-5957
DISTRICT JOHANNESBURG SOUTH (JS): Physical Address: 100 Northern Parkway, Crowwood Ormonde, JOHANNESBURG Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: TEL: (011) 694 9378,
DISTRICT JOHANNESBURG WEST (JW): Physical Address: 20 Madeline street FLORIDA Postal Address: Private Bag X209, Florida,1709 Enquiries: Lizwe Jafta: TEL: (011) 831-5433,
DISTRICT SEDIBENG EAST (SE): Physical Address: Corner Joubert & Kruger street SL & M Building VEREENIGING Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Ntombi Moyo: TEL: (016) 440-1861
DISTRICT SEDIBENG WEST (SW): Physical Address: Sebokeng College 6 Samuel Street; Zone 18,SEBOKENG Postal Address: Private Bag X067, Vanderbijlpark, 1900 Enquiries: Erna Rust TEL: (016) 594 9207,
DISTRICT TSWANE NORTH (TN): Physical Address: Wonderboom Junction 11 Lavender Street, PRETORIA Postal Address: Private Bag X925, Pretoria, 0001 Enquiries: Priscilla Ravele TEL: (012) 543 1044
DISTRICT TSWANE SOUTH (TS): Physical Address: President Towers Building, 265 Pretorius Street PRETORIA Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Margie van der Walt TEL: (012) 401 6363/5,
DISTRICT TSHWANE WEST (TW): Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Salamina Letoaba TEL: (012) 725 1451, HEAD OFFICE [HO] Physical Address: 111 Commissioner street, Johannesburg Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: CHECKENQUIRIES ON THE ADVERT

CLOSING DATE

NOTE

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

Erratum: Please note that the following posts below which were advertised in DPSA Circular 06 of 2016, POST 06/61: Town And Regional Planner GRADE A-C REF NO: HO2016/02/10 the correct requirements are as follows: Degree in Town and Regional Planning. Registered as a Professional Town and Regional Planner with SACPLAN. Three years' experience post qualification. Valid Drivers' License. Computer literate. and POST 06/62 ARCHITECT GRADE A-C REF NO: HO2016/02/11 the correct requirements are Degree in Architecture. Registered as a Professional Architect with SACAP. Three years’ experience post qualification. Valid Drivers’ License. Computer Literate. the closing date has been extended to 04TH March 2016.

OTHER POSTS

POST 08/102 : SENIOR STATE ACCOUNTANT 3 POSTS REF NO: HO2016/02/17
Directorate: Financial Planning and Budgeting

SALARY : R243 747 per annum plus benefits
CENTRE : Head Office, Johannesburg
DUTIES : Preparation of Monthly, Quarterly and Annual Financial Statements. Preparation of working paper files. Co-ordinates disclosure notes information from other units thereby ensuring completeness and accuracy. Provide assistance to various units in respect of financial guidelines as published by the Office of the Accountant General of South Africa. Prepare internal and external financial management reports. Attend to Auditor General of South Africa’s requests within the stipulated time frames as well as addressing findings. Analysis of expenditure and provision of recommendations to management. Ensure compliance with processes and procedures as prescribed by PFMA, Treasury Regulations; and any other applicable Legislative Frameworks. An in-depth understanding of the Modified Cash Standards of reporting (GRAP) and GAAP.

ENQUIRIES : Ms. Angel Nake Tel 011 355 0244

POST 08/103 : SENIOR ADMIN OFFICER TRANSPORT AND NUTRITION 4 POSTS
Sub Directorate: Education Support

SALARY : R 243 747.00 per annum plus benefits
CENTRE : Gauteng West District REF NO: GW2016/02/18 Johannesburg South District REF NO: JS2016/02/19 Ekurhuleni North district REF NO: EN2016/02/20, Ekurhuleni South District REF NO: EN2016/02/55
REQUIREMENTS : An appropriate Senior Certificate or an equivalent Qualification, plus 3 – 5 year’s experience. Extensive knowledge and understanding of Batho Pele Principles, Districts, Circuits and School Interface, Public Finance Management Act. Excellent verbal and written communication skills, Good interpersonal relations skills. Problem solving, Analytical skills, Computer literacy and, in possession of a valid driver’s license.
DUTIES : Verification of information on invoices and claims. Capture claim forms and Invoices. Facilitation of processing monthly claims. Tracking invoices and payments to ensure that service providers are paid on time. Responding to queries by relevant stake-holders. Monitoring and providing support to Districts, Circuits and Schools that are part of NSNP. Provide administrative support to the Office. Compilation of monthly and quarterly reports. Monitoring of the Programme.

ENQUIRIES : (GW) Ms. Louisa. Dhlamini. Tel. No: (011) 660 45 81
(JS) Mr. Patrick Sesane: Tel 011 247 5900
(EN) Ms. Emily Mochela: Tel 011 746 8190
POST 08/104 : CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: EN2016/02/21
Sub Directorate: Transversal Human Resource Services

SALARY : R 243 747 per annum plus benefits
CENTRE : Ekurhuleni North District
REQUIREMENTS : An appropriate recognized tertiary qualification or equivalent plus relevant plus between 3 to 5 years’ experience or Grade 12 or equivalent with more than 10 years in a Human Resources environment. An appropriate Tertiary qualification or equivalent qualification (NQF L6) in Human Resource Management plus relevant years of experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of PERSAL. Knowledge of CORE, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours during audit process.

DUTIES : Render an effective HR advisory service to management and employees in the department. Ensure compliance with applicable legislation. Manage conditions of services. Establish control and monitoring mechanism to ensure efficient and effective implementation in terms of Transfers; Resettlement; Debt Recovery; Promotions; Termination of Services, Housing, etc. Maintain and update database regarding Conditions of Services.

ENQUIRIES : (EN) Mr. Emily Mochela: Tel 011 746 8190

POST 08/105 : SENIOR STATE ACCOUNTANT 3 POSTS
Sub Directorate: Finance & Administration

SALARY : R 243 747 per annum plus benefits
CENTRE : Tshwane West District REF NO: TW2016/02/22, Ekurhuleni North District REF NO: EN2016/02/23, Sedibeng West District REF NO: SW2016/02/24
REQUIREMENTS : An appropriate, recognized National Diploma/ Degree in Financial Accounting plus 2-5 years’ experience in Finance Knowledge of PFMA, Treasury Regulations, Knowledge of public sector procurement and supply Chain Management. Computer literacy in Excel, Access, Word and PowerPoint. Knowledge of BAS (Basic Accounting System), PERSAL & SAP will be an added advantage. Supervisory skills. Report writing, good verbal and written communication skills. Good problem solving and analytical skills. Ability to work in a team and under pressure.


ENQUIRIES : (TW) Ms. Salamina. Letoaba. Tel. No: (012) 725 1451
(EN) Mr. Emily Mochela: Tel 011 746 8190
(SW) Ms. Erna Rust. Tel No (016) 594 9207

POST 08/106 : CHIEF ADMINISTRATION CLERK (SECRETARY) 4 POSTS
Sub Directorate: Curriculum Delivery Management

SALARY : R196 278.00 per annum (Plus Benefits)
CENTRE : Gauteng East REF NO: GE2016/02/25, Ekurhuleni South REF NO: ES2016/02/26, Johannesburg South REF NO: JS2016/02/27, Tshwane West REF NO: TW2016/02/28
REQUIREMENTS : A Grade 12 certificates plus extensive relevant experience in office administration. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes.
Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage.

**DUTIES**

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

**ENQUIRIES**

(GE) Mr. Mpho Leotlela Tel No: (011) 736 0717, (ES) Ms Nosimilo Hlatshwayo Tel No: (011) 389 6004, (JS) Ms Bongi Nxumalo Tel No: (011) 011 247 5700 and (TW) Ms Salamina Letoaba Tel No: 012 725 1451

**POST 08/107**

**CHIEF ACCOUNTING CLERK 2 POSTS**

Directorate: Finance & Procurement

**SALARY**

R196 278 per annum (Plus Benefits)

**CENTRE**

Tshwane West District REF NO: TW2016/02/29, Gauteng East District REF NO: GE2016/02/30

**REQUIREMENTS**

An appropriate recognized tertiary qualification or equivalent (NQFL6) plus relevant years of experience. Minimum of two (2) years’ experience for the posts. PFMA and Treasury Regulations, procurement procedures and other. Communication skills (verbal and written). Knowledge of PERSAL, BAS, and Microsoft systems. Good interpersonal skills, Administrative, analytical and organizational skills. Ability to work under pressure and long hours during audit process. Communicate daily with the GPF and service providers.

**DUTIES**

Assist in checking and clearing the suspense account. Process Journals and reallocation of Expenditure. Assist in the Preparation of all reconciliation. Bank reconciliation, Bas & Persal reconciliation, Revenue (including pay over), Payments and other Reconciliation. Assist in the collection and banking of revenue. Assist in monitoring and distribution of petty cash and reconciliation thereof. Assist in the processing of payments of service providers and revenue. Prepare the Interdepartmental receivables and check the debt account in line with GPF. Monitor and process the inter departmental payable; and travel and subsistence claim/advances. Assist with quality assurance of payments and other revenue related transactions Assist in the Compilation of schedule (payments and others). Assist in the preparation of monthly, quarterly financial reports (including AFS disclosure notes) and assist with audit queries. Assist in the payroll administration.

**ENQUIRIES**

(TW) Ms. Salamina. Letoaba. Tel. No: (012) 725 1451

(GE) Mr. Mpho Leotlela. Tel. No: 011 736 0717

**POST 08/108**

**PRINCIPAL PERSONNEL OFFICER 4 POSTS**

Sub Directorate: THRS: Condition of Services

**SALARY**

R196 278 per annum (Plus Benefits)

**CENTRE**

Tshwane West District REF NO: TW2016/02/33 X2 POSTS, Johannesburg South District REF NO: JS2016/02/34, Ekurhuleni South REF NO: ES2016/02/56

**REQUIREMENTS**

An appropriate recognized tertiary qualification or equivalent plus relevant plus between 2 to 3 years’ experience or Grade 12 or equivalent with more than 10 years in a Human Resources environment. Experience should include experience of conditions of service, appointments, termination of service etc. Knowledge and understanding of Human Resource Management policies, procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills. Ability to work under pressure, use PERSAL and to provide advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS outlook. A valid South African driver’s license is an added advantage
DUTIES: Responsible for supervision of Condition of Service functions: appointments, promotions, transfers, termination of services, payment of pension benefits, recognition of qualification, leave, etc. Revise and approve transactions on PERSAL. Compile submissions. Manage projects as identified. Supervise performance management and training of subordinate(s) to ensure a high level of service delivery to line functionaries and clients. Provide advice on conditions of service related matters. Prepare and provide statistics and compile reports. Ensure adherence to effective implementation of HR Policies, Regulations and Acts.

ENQUIRIES: (TW) Ms. Salamina. Letoaba. Tel. No: (012) 725 1451 (JS) Mr. Patrick Sesane: Tel 011 247 5900

POST 08/109: SENIOR ADMIN CLERK: TRANSPORT 5 POSTS
Sub Directorate: Finance and Administration

SALARY: R132 399.00per annum (Plus Benefits)
CENTRE: Johannesburg Central District REF NO: JC2016/02/35, Gauteng West District REF NO: GW2016/02/36, Tshwane West District (X 2 POSTS), Gauteng East District REF NO: GE2016/02/38
REQUIREMENTS: Grade 12 or equivalent qualification. An appropriate recognized Transport qualification will be an added advantage. Applicant with prior learning, either by means of experience or alternative course may also apply. Transport administration experience will be an added advantage. Knowledge of Transport policies (Subsided and GG cars); Knowledge of Legislative frameworks applicable in the public sector. Good managerial skills, good interpersonal skills, organizing ability, computer literacy and typing skills-Advance, Ms Word and Excel. Candidate must be in possession of a driver’s license (Manual). Key competencies: Training in electronic Log System, GG vehicle management system, Financial and Risk management and Policies regulating the use of Government vehicles and logistic scheduling. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline

DUTIES: Provide administration support of the unit. Execute daily office record keeping. Management and control of logbooks for both Sub cars and G-Fleet as prescribed by Policies. Management of the Asset registers for both G Fleet and Subsided vehicles. Monitor effective utilization of both G- Fleet and Subsidied vehicles (PFMA compliance). Ensure G.G cars are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure that capturing of expenditure for G.G. vehicles takes place on a monthly basis on the ELS System. Attendance of monthly meetings and provide feedback to the District team. Monthly reporting based on start and end dates of subsidized vehicles to avoid refund after the officials who have left the system. Ensure that Performance Management System is executed.

ENQUIRIES: (JC) Mr. Rendani Nemukula: Tel 011 983 2231 (GW) Ms Louisa Dhlamini Tel 011 660 4581 (TW) Ms. Salamina Letoaba: Tel 012 725 1451 (GE) Mr. Mpho Leotlela: Tel 011 736 0717

POST 08/110: SENIOR DATA TYPIST 2 POSTS
Sub Directorate: Finance and Administration

SALARY: R132 399.00per annum (Plus Benefits)
CENTRE: Johannesburg Central District REF NO: JC2016/02/31 Tshwane North District REF NO: TN2016/02/32
REQUIREMENTS: Grade 12 with relevant experience between 2 and 5 years. Ability to capture data and operate computer, working knowledge and understanding of the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of working environment. Understanding of the work in registry. Ability to work in a team. Good communication skills, good interpersonal relation skills

DUTIES: Capturing data within the relevant time frame, check captured data for consistency and accuracy. Follow-up on incomplete information, verify and
correct data for accuracy. Submission of monthly reports using the correct templates. Exporting of data to the relevant offices within the set due date. Have the ability to assist in other administration duties as allocated by supervisor.

ENQUIRIES: (JC) Mr. Rendani Nemukula: Tel 011 983 2231 (TN) Ms. P. Ravele: Tel 012 543 1044

POST 08/111: SENIOR ACCOUNTING CLERK 4 POSTS
Sub Directorate: Finance and Administration

SALARY: R132 399.00per annum (Plus Benefits)
CENTRE: Johannesburg Central District (X 3 POSTS) REF NO: JC2016/02/39 Ekurhuleni South District REF NO: ES2016/02/40

REQUIREMENTS: A Grade 12 with 3 years’ experience and relevant training in financial administration,, assets and procurement environment. Proven computer literacy training, good customer care, Practical experience in Government Systems (BAS and SAP) and knowledge and application of financial prescript (PFMA, Treasury Regulations, Supply Chain Framework and SCOA). Must be Computer Literate especially Microsoft Word and Microsoft Excel.

DUTIES: Receiving and record request to procure and invoices, capturing, processing and reconciliation of request and invoices on the system (SAP). Ensure smooth transition from purchase order to delivery to receipt of invoices to payment within 30 days. Participate the compiling of sundry payment. Clearing of web cycles on daily basis. Attending supplier queries with GDF and, Compile and capture journals. Verification of allocation for any new request (SCOA Items), Filling and safe guarding of documents and maintains file documentation register. Assist with the identification and compiling of fruitless and wasteful expenditure. Collect and distribute payroll in accordance with the acts and regulations. Prepare the monthly reconciliation for Petty cash and revenue. Ensure effective revenue and petty cash administration.

ENQUIRIES: (JC) Mr. Rendani Nemukula: Tel 011 983 2231 (ES) Ms. Nosimilo Hlatshwayo: Tel 011 389 6004

POST 08/112: SENIOR PROVISIONING ADMIN CLERK (7)
Sub Directorate: Procurement and Administration

SALARY: R132 399.00per annum (Plus Benefits)
CENTRE: Sedibeng West District (x 5 Posts) REF NO: SW2016/02/41, Tshwane North District (x 2) Posts) REF NO: TN2016/02/42

REQUIREMENTS: A Grade 12 certificate or equivalent qualification Applications with Prior Learning, either by means of experience or Alternative courses may also apply. Knowledge of PERSAL, BAS, PFMA and Treasury regulations, provisioning procedures and other Legislative frameworks applicable to Public Sector. Good interpersonal skills and communication skills (verbal and Written). Administrative, analytical and organizational skills, Computer Literacy. Ability to work under pressure and long hours during audit process.


ENQUIRIES: (SW) Ms. Erna Rust. Tel No (016) 594 9207 (TN) Ms. P Ravele. Tel No (012) 543 1044

POST 08/113: DATA CAPTURER 4 POSTS
Sub-Directorate: Information Systems and Strategic Planning

SALARY: R132 399 per annum (Plus Benefits)
CENTRE: Gauteng North District (X2 POSTS) REF NO: GN2016/02/43, Tshwane West District (X2 POST) REF NO: TW2016/02/44

REQUIREMENTS: Senior Certificate (Grade 12) plus an appropriate recognized qualification, skills and experience in Information System. Knowledge of legislative frameworks
applicable in the public sector. Good interpersonal skills and communication skills (verbal and written), administrative, analytical and organizational skills. Ability to work in the Microsoft packages and specifically in Excel. Familiar with computerised capturing system. Ability to work under pressure and in a team. Initiative and strict sense of confidentiality.

**DUTIES**: Capture, verify and analyse all relevant related data. Generate Reports. Maintain electronic information data, track and forward referrals. Type documents for other directorates as and when it’s required, Manual and electronic filling, committed to meeting standards, ability to learn new skills readily, strong administration skills, and perform administrative duties that will be assigned.

**ENQUIRIES**: (GN) Mr. Alfred Phaswana. Tel No (011 846 9754) (TW) Ms. Salamina Letoaba. Tel No (012 725 1451)

**POST 08/114**: SENIOR ADMIN CLERK (SLC) REF NO: TW2016/02/45 Sub Directorate: THRS

**SALARY**: R132 399.00 per annum (Plus Benefits)

**CENTRE**: Tshwane West District

**REQUIREMENTS**: A Grade 12 certificate or relevant tertiary qualification. A minimum of 2 to 3 years working experience. Working knowledge of the relevant Acts, prescripts, regulations, practice notes and procedures pertaining to Public Administration, human resource administration, applied personnel research and Human Resource Management. Sound knowledge on the operation and utilization of the binding machines, computer, printer, photocopier, fax machine and MS Office software i.e. Word, Excel and Presentation. Ability to function under pressure, Communication & interpersonal skills. Must have a valid Driver’s License.

**DUTIES**: Provide support to the Districts/ Institutions with regards to leave matters and PILIR. Ensure the alignment of PERSAL establishment with the daily attendance register for Institutions. Provide Human Resource advisory services to the Institutions. Provide support to the Districts/ Institutions with regards to Conditions of Services matter i.e. compare payroll with staff attendance register and persal print out, process leave audit. Follow up queries until resolved and give feedback. Assist National Treasury on staff verification at the Institutions.

**ENQUIRIES**: Ms. Salamina. Letoaba. Tel. No: (012) 725 1451

**POST 08/115**: SENIOR REGISTRY CLERKS (OSP): REF NO: JC2016/02/46 Sub Directorate: Finance and Administration

**SALARY**: R132 399.00 per annum (Plus Benefits)

**CENTRE**: Johannesburg Central District

**REQUIREMENTS**: Grade 12 or equivalent qualification. Knowledge of Registry of Responsibilities Knowledge of storage and retrieval procedures. Understanding of Legislative Frameworks, computer skills. Good communication skill both verbally and written. Ability to work in a team. Good interpersonal skills

**DUTIES**: Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry function. Process documents for arching and disposal Ensure that all closed files are listed and send to Head Office for archiving purposes. Maintenance of the storage area. Smooth running of the registry office. Storage and retrieval of documents and files. Prepare documents and post daily. Data capturing. Liaising with other departments for transfer and disposal of records. Compile monthly statistics and reports

**ENQUIRIES**: JC) Mr. Rendani Nemukula: Tel 011 983 2231

**POST 08/116**: SENIOR PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: EN2016/02/47 Sub Directorate: Transversal Human Resource Service

**SALARY**: R132 399.00 per annum (Plus Benefits)
CENTRE: Ekurhuleni North district

REQUIREMENTS: An appropriate recognized tertiary qualification or equivalent or Grade 12 with 1 to 2 years’ relevant experience in a Human Resources environment Knowledge of Public Service Act and Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of applicable resolutions. National and provincial policy frameworks. Basic Knowledge of Persal. PFMA. Computer literacy. Good verbal and written communication skills. Report writing. Time Management. Good inter-personal relations skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Experience in Project Management and Drivers license will be added advantage. Appointed candidates will be expected to work overtime at times as determined by a specific project.

DUTIES: Provide all personnel administration services on PERSAL. Render appointments services. Render Conditions of services. Implement Performance Management Development System appraisals for all employees in the Department. Implement all departmental Human Resource policies, strategies and procedures to ensure adherence by Departmental personnel. Assist in the coordination of HR administration activities / processes. Capture accurate information on PERSAL. Ensure compliance with the HR related statutory requirements. Participate in the implementation and maintenance of effective and efficient administrative systems and procedures within the Directorate. Provide Human Resource Advisory services to all Departmental personnel. Guide and advice personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/ policies. Assist in the co-ordination of information sharing sessions for all the personnel in the Department. Deal with all HRA related queries.

ENQUIRIES: Ms. Emily Mochela: Tel 011 746 8190

POST 08/117: DRIVER/ MESSENGER 6 POSTS
Sub Directorate: Finance and Administration

SALARY: R110 739.00 per annum (Plus Benefits)
CENTRE: Johannesburg Central District (X 2 POSTS) REF NO: JC2016/02/50
Johannesburg South District (X 3 POSTS) REF NO: JS2016/02/51
Ekurhuleni North district REF NO: EN2016/02/52

REQUIREMENTS: Grade 10 or AET Certificate with relevant experience between 3 to 5 years. Applicants with prior learning, either by means of experience or alternative courses may also apply. Valid code 08 driver's licence. Public driving permit, good communication skills (verbal & written). Ability to work under pressure.

DUTIES: Collect and deliver documents within the Department and other institutions. Perform courier driver duties if and when required. Act as an internal messenger services within the Department. Take and collect all vehicles for or from repairs. Report any defects to vehicles to the Transport Coordinator.

ENQUIRIES: (JC) Mr. Rendani Nemukula: Tel 011 983 2231, (JS) Mr. Patrick Sesane: Tel 011 247 5900, (EN) Ms. Emily Mochela: Tel 011 746 8190

POST 08/118: GENERAL ASSISTANT 8 POSTS
Sub Directorate: Finance and Administration

SALARY: R78 156.00 per annum (Plus Benefits)
CENTRE: Johannesburg Central District REF NO: JC2016/02/48, Gauteng East District REF NO: GE2016/02/49 (X5 POSTS), Gauteng North District REF NO: GN2015/02/57 (X3 POSTS)

REQUIREMENTS: AET Level 1-3 with 1-3 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Verbal and Written communication skills. Good inter-personal relations skill. Ability to work independently, and must be physically healthy.

DUTIES: Clean the interior of buildings, dust and polish furniture, pick up rubbish, empty garbage containers and take content to waste arrears for removal. Vacuum and clean carpets, curtains and floors, wash windows, wash ablution facilities remove dust and dirt from ceilings, walls, overhead pipes and fixtures, sweep floors. Performing landscaping, gardening and general maintenance duties.
ENQUIRIES: (JC) Mr. Rendani Nemukula: Tel 011 983 2231
               (GE) Mr. Mpho Leotlela: Tel 011 736 0717
               (GN) Mr. Alfred Phaswana. Tel No 011 846 3641

POST 08/119: CLEANER X2 POSTS REF NO: HO2016/02/53
Sub Directorate: Office Service Pool

SALARY: R78 156,00 per annum (Plus Benefits
CENTRE: GCRA Offices – Head Office
REQUIREMENTS: Abet (level 1-3) with 1-3 years of relevant experience. Extensive Knowledge and understanding of Batho Pele principles. Verbal and written communication skills. Good inter-personal relations skill. Ability to work independently, and must be physically healthy.


ENQUIRIES: (HO) Ms Mashudu. Mabuda Tel. No: (011) 556 9141

POST 08/120: SENIOR MACHINE OPERATOR REF NO: ES2016/02/54
Sub Directorate: Finance and Administration

SALARY: R78 156 per annum (Plus Benefits
CENTRE: Ekurhuleni South,
REQUIREMENTS: Abet (level 1-3) with 1-3 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Good verbal and written communication skills. Good inter-personal relations skill. Ability to work independently, and must be physically healthy.

DUTIES: Bulk printing, capturing of meter reading. Record keeping, reporting of malfunctioning of photocopy machine. Distribute photocopy material accordingly. Binding, management of the stock room and maintenance of the photocopy machine.

ENQUIRIES: Ms. Nosimilo Hlatswayo. Tel. No: (011) 389 6004