DATE OF ISSUE: 08 APRIL 2016

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

PUBLIC SERVICE VACANCY CIRCULAR NO 14 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.
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ANNEXURE A

DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

APPLICATIONS:
Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Chief Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Kingsley Centre, 2nd Floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria.

CLOSING DATE:
25 April 2016

NOTE:
Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant’s ID and educational qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) will be subjected to a Government specific competency assessment.

MANAGEMENT ECHELON

POST 14/01:
DIRECTOR: LANGUAGE PLANNING AND DEVELOPMENT REF NO: 14/01/2016

SALARY:
An all-inclusive remuneration package of R864 177 per annum, consisting of a basic salary (70% of the total remuneration package), the State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE:
Pretoria

REQUIREMENTS:
An undergraduate qualification (NQF7) as recognized by SAQA in Linguistics/Socio-Linguistic, a Master’s degree in Linguistics/Socio-Linguistics will be a strong recommendation, 5 years’ experience at middle / senior managerial preferably in the public sector, Sound knowledge of crucial background and current multilingual affairs will serve as a strong recommendation, Knowledge and in depth understanding of language policy, Advanced research and report writing skills, Knowledge of legislation supporting transformation in SA, Strategic capability and leadership, Risk management, Programme and project management Financial management, Problem solving and analysis.

DUTIES:
As the Head of the Directorate, the incumbent will be responsible for the following: Develop, review and revise language policies and design implementation strategies and projects, Design and conduct language research and surveys towards revision and adjustment of policy, Analyse research outputs and produce management reports, Draft and prepare content for language legislation, Analyse, synthesise and collate comments and inputs factor into draft bills, Provide advice to other Government departments and provinces on development of language policies through workshops, seminars and written inputs, Prepare responses to parliamentary questions, Devise appropriate monitoring and evaluation mechanisms to ensure that policy implementation is successful. Facilitate and prepare reports on the implementation of the DAC Official Language Policy,
Prepare annual reports on the implementation of the Use of the Official Language Act (2012) and the South African Language Practitioners’ Council Act (2014), Establish collaboration and partnerships with key role players such as universities, language units, parliament, PanSALB and Government Departments, general supervision and management of finances and staff in the Directorate.

ENQUIRIES : Ms N Ngcama, Tel: 012 441 3430, Ms P Mulaudzi, Tel 012 441 3716 and Ms B Ntinjana-Mchunu, Tel: 012 441 3728

OTHER POSTS

POST 14/02 : ASSISTANT DIRECTOR: SECURITY SERVICES REF NO: 14/02/2016
This is a re-advertisement; applicants who previously applied need not re-apply as their applications will still be considered.

SALARY : R289 761 per annum, Level 9
CENTRE : Pretoria
REQUIREMENTS : A Bachelor’s degree/National diploma in Security Management or equivalent qualification, At least more than 5 years relevant experience, Code B driver’s licence, Grade A PSIRA registration, A State Security Agency-accredited Security Management Course will be an advantage, Excellent understanding of Minimum Information Security Standards documents (MISS), Training in Occupational Health and Safety Good interpersonal skills, Good knowledge and understanding of electronic security systems, as well as Legislation and Security Services in the Public Service Proven management abilities as well as administrative and organising skills, Good communication skills, both written and verbal, Excellent computer skills, Excellent problem-solving skills.

DUTIES : Manage, coordinate, implement and control all aspects of security in the Department, Ensure implementation of and adherence to all policies pertaining to Security inclusive of Physical, Documentation, Information Security Vetting and all operational aspects of a Security section, Manage and coordinate policy review, Conduct security threat and risk audits or assessments, Promote and conduct security awareness and education programmes, Coordinate security training ,Manage both in-house and private security personnel, including performance assessments and all related matters, The incumbent may need to work irregular hours and be on stand-by after hours.

ENQUIRIES : Ms N Ngcama, Tel: 012 441 3430, Ms P Mulaudzi, Tel 012 441 3716 and Ms B Ntinjana-Mchunu, Tel: 012 441 3728

POST 14/03 : ASSISTANT DIRECTOR: OFFICE SERVICES REF NO: 14/03/2016
This is a re-advertisement; applicants who previously applied need not re-apply as their applications will still be considered.

SALARY : R289 761 per annum, Level 9
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate plus 7 years relevant experience and/or an appropriate Bachelor’s degree or National diploma in Administration and 5 years relevant senior administration experience in a Government environment Records management training presented by the National Archives and Records Services or an accredited service provider, Knowledge and understanding of budget processes in the Public Service, Accounting skills and strong knowledge and experience in order to do creditors reconciliations of the transport and accommodation account, Practical experience working on BAS and Logis, Good communication skills both verbal and written, Excellent computer skills (Excel, Word and PowerPoint) Supervisory skills, Excellent problem solving skills and ability to communicate effectively with creditors and suppliers.

DUTIES : The incumbent of this post will be responsible for managing the following functions: Transport and accommodation, Fleet management Registry, Conference facilities and Food Service Aids Switchboard, Head office maintenance, The daily operations include the following and the incumbent will need to have proof of experience in this regard: the compilation of letters, memoranda, submissions, Parliamentary questions and reports; stakeholder management including liaison and problem solving with all service providers; reconciliation of the transport and accommodation accounts; and compilation of Quarterly accrual reports Oversee all human resource related matters i.e. co-ordination of leave, performance management and development and supervision of all staff in Office Services, Compile and manage budget for Office Services, Policy development and related matters The incumbent will be appointed as the Records Manager for Head Office
and will manage all related functions. The incumbent may be required to work irregular hours and be on stand-by after hours.

**ENQUIRIES**

Ms N Ngcama, Tel: 012 441 3430, Ms P Mulaudzi, Tel 012 441 3716 and Ms B Ntjinana-Mchunu, Tel: 012 441 3728
ANNEXURE B

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.

APPLICATIONS: 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. No faxed, e-mailed and late applications will be considered.

FOR ATTENTION: Ms M Seketa

CLOSING DATE: 18 April 2016

NOTE: Must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered, for all the applications send through an email, kindly remember to attach all the necessary documentation including a signed Z83 form. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed) the department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application was unsuccessful.

Erratum: Please be advised that the advertisement for the post of Deputy Director-General: Environmental Programmes (EP01/2016) published in the Public Service Vacancy Circular 12 with the closing date of 11 April 2016 has been amended as follows: The responsibility “Manage the implementation of the Branch’s programmes (Inland and Coastal)” have been replaced with “Manage the implementation of the Environmental Protection and Infrastructure Programmes throughout the country”. Manage the planning and quality assurance process for the skills development and Environmental Youth Service for the EPI programmes.

OTHER POST

POST 14/04: SENIOR STATE ACCOUNTANT: SALARIES AND PAYROLL REF NO: CFO15/2015

SALARY: R243 747 per annum (all inclusive total package of R352 926)

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognized degree/diploma in Accounting, Financial Management or equivalent relevant qualification with a minimum of 3years’ experience in Finance field. Thorough knowledge of financial accounting. Exposure in the fields of salaries and tax will be an advantage. Good financial management skills, Planning and organizing skills, Problem solving skills, Good communication (written and verbal) skills. Candidate must have sound knowledge of the PERSAL system and Basic Accounting System (BAS). Skills in Public Service Finance, Numeracy, Computer literacy and Accuracy. Good knowledge of Treasury Regulations and Public Finance Management Act. Self-starter, able to work independently without compromising team results. Valid driver’s license.


ENQUIRIES: Ms C Magagane Tel (012) 399 9104
ANNEXURE C

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

APPLICATIONS: For other relevant information and how to apply, please visit the Department’s website: www.dirco.gov.za and click on “employment information”. Please note that only on-line applications submitted through e-recruitment will be accepted. For assistance to register and how to apply please contact the following officials: Mr Thulani Phiri, (012) 351 0767; Mr Joe Kgomo, (012) 351 0715; Mr Mpho Phahlamoloka, (012) 351 0907

CLOSING DATE: 22 April 2016 - Applications received after the closing date will not be considered.

NOTE: All appointments will be subject to a process of security clearance, reference checking and qualification verification. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). We thank all applicants for their interest. The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 14/05: DEPUTY DIRECTOR: FOREIGN SERVICE (SALARY LEVEL 11)
Directorate: Protocol Ceremonial
Sub-Directorate: Diplomatic Communications, Symbols & Awards

SALARY: R569 538 per annum (all-Inclusive package)
CENTRE: Pretoria
REQUIREMENTS: Applicants must be in possession of a recognized SAQA NQF 6 qualification in Communication Science / Public Management or related fields. At least 3 to 5 years’ experience at a junior management level in management of systems of diplomatic communications, national symbols and national awards. Willingness to travel and work long hours; A valid driver’s license. Competencies: Strong written and verbal communication; Planning and organisational skills; Interpersonal/problem solving skills; Financial/ people management/ leadership/ project management skills; Ability to attend to detail and computer literacy; Ability to work under pressure and within a team; Knowledge of the PFMA and the Batho Pele Principle

DUTIES: The successful candidate’s primary function will be effective management systems of diplomatic communications, national symbols and national awards; Manage and ensure streamlined diplomatic communications systems. Monitor outgoing correspondence; Ensure streamlined processes for utilization of National Symbols; Manage the flow of Foreign Awards requests; Ensure well-managed logistical arrangements for foreign recipients during the National Orders Awards Ceremony; Ensure improved service delivery within the Branch and submission of all required reports Manage the sub-directorate.

ENQUIRIES: Ms D Khumalo Tel: (012) 351 0375

POST 14/06: DEPUTY DIRECTOR: QUALITY ASSURANCE, MONITORING AND EVALUATION (SALARY LEVEL 11)
Branch: Diplomatic Training, Research and Development
Directorate: Quality Assurance and Accreditation

SALARY: R569 538 per annum (all-Inclusive package)
CENTRE: Pretoria
REQUIREMENTS: Applicants must be in possession of a recognized SAQA NQF 6 qualification in Public Administration / Management or related fields. At least 3 to 5 years’ experience at a junior management level in Quality Management System and Accreditation Processes; Certificate in Quality Management. Qualified Quality Auditor will be an added advantage. Competencies: Knowledge of ISO 9001:2008 and ISO 9001:2015; Specialised knowledge of Quality Management Systems and ISO 9001:2008 standard; Project management; Computer literacy; Communication skills; Good organisational, planning and co-ordination skills; Client orientation and customer focus; The ability to work in a team; Attention to detail.
DUTIES: Maintain the Diplomatic Academy’s certification with the ISO 9001:2015 standard; Develop, implement and maintain accreditation of the Diplomatic Academy; Design and manage monitoring and evaluation systems for training; Manage the training database; Manage the sub-directorate and provide direction and technical support; Develop the relevant policies and associated procedures

ENQUIRIES: Ms T Munzhelele Telephone number: (012) 351 1767
ANNEXURE D

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) (l) 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.

CLOSING DATE: 25 April 2016

NOTE: Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications and identity document and a driver’s licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV.

Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Shortlisted candidates will be subjected to a personnel vetting process. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 14/07: CHIEF ADMINISTRATION CLERK REF NO: 16/70/MAS

SALARY: R211 194 – R248 781 per annum, The successful candidate will be required to sign a performance agreement.

CENTRE: Master of the High Court: Durban

REQUIREMENTS: Grade 12 or equivalent qualification; 3 years experience; A valid driver’s licence will serve as an advantage. Skills and Competencies: Communication skills (verbal & written); Interpersonal relations; Computer literacy (MS Excel, PowerPoint and word); Ability to work under pressure and work independently.

DUTIES: Key Performance Areas: Render general clerical support services; Supervise and provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component; Supervise human resources/staff.

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

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

NOTE: People with disabilities are encouraged to apply.

POST 14/08: CHIEF ADMINISTRATION CLERK REF NO: 16/83/SA

SALARY: R211 194 – R248 781 per annum, The successful candidate will be required to sign a performance agreement.

CENTRE: State Attorney: Mahikeng

REQUIREMENTS: Grade 12 or equivalent qualification; 3 years experience in administration. Skills and Competencies: Communication skills (verbal & written); Interpersonal relations; Computer literacy (MS Excel, PowerPoint and word); Ability to work under pressure and work independently.

DUTIES: Key Performance Areas: Render administrative support services; Supervise and provide services supply chain, assets and library; Provide personnel administration
clerical support services within the component; Provide financial administration support services in the component; Supervise human resources/staff.

**ENQUIRIES**  
Ms K. Ngomani ☎️ (012) 357 8661

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

**NOTE**  
People with disabilities are encouraged to apply.

**POST 14/09**  
STATE ACCOUNTANT 2 POSTS REF NO: 16/79/CFO  
Budgets Operations

**SALARY**  
R211 194 – R248 781 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**  
National Office: Pretoria

**REQUIREMENTS**  
Bachelor’s Degree/National Diploma in Finance or equivalent qualifications; At least 1 year experience in the financial environment within the public sector; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Basic Accounting Systems (BAS) and PERSAL; A valid driver’s licence. Skills and Competencies: Computer literacy (MS, Office, Word and Power Point); Communication skills (written and verbal); Supervisory skills; Accuracy and attention to details; Interpersonal relations; Ability to work under pressure and be self-motivated.

**DUTIES**  
Key Performance Areas: Assist with the preparation of monthly budget reports; Assist with the consolidation of ENE, MTEF, AENE and cash flow inputs received from stakeholders and; Perform administrative functions of the division as well as file supportive documents for future reference; Prepare fund-shifting requests on BAS AND JYP.

**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, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**NOTE**  
People with disabilities are encouraged to apply.

**POST 14/10**  
STATE ACCOUNTANT REF NO: 16/80/CFO  
Systems and Accounts Control

**SALARY**  
R211 194 – R248 781 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**  
National Office: Pretoria

**REQUIREMENTS**  
A 3 year National Diploma/Degree in Public Finance, Accounting or equivalent qualification; 1 year proven experience in Government Finance Management, Sound knowledge and understanding of SCOA; Knowledge of Financial Management Act, (BAS) and National Treasury Regulations are essential; A valid driver’s licence. Skills and Competencies: Computer literacy (MS, Word, PowerPoint, and EXCEL); Communication skills (written and verbal); Customer care skills; Problem solving and analytical skills; Accuracy, ability to work under sustained pressure; Good interpersonal skills; The ability to achieve goals and meet deadlines; Ability to work independently is essential.

**DUTIES**  
Key Performance Areas: Maintain security on BAS system by protecting information and system resources (production and training Database); Assist system controller in implementing and maintaining user profiles, group profiles, workgroups and workflows; Create and maintain the Departmental chart of accounts; Report on system controller activities; Provide support to management in the compilation and maintenance of departmental procedure manuals; Attend BAS user Group meetings at SITA quarterly and report back to management and users of any system changes; Do mappings of Transaction Processing Rules and maintain parameters; Ensure that users are trained on BAS within the Department, by identifying BAS training needs and arranging for attending thereof at SITA; Maintain the Printing Management Functionality on BAS by creating printers as requested.

**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, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
NOTE : People with disabilities are encouraged to apply.
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 : 25 April 2016 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.

OTHER POSTS

POST 14/11 : ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/16/1NC

SALARY : R289 761 per annum
CENTRE : Provincial Office: Kimberly

DUTIES : Manage the implementation of risk analysis and monitoring thereof. Manage Compliance to risk control measures. Manage the provision of risk management services at Labour Centres. Manage fraud and corruption investigations. Manage resources in the section.

ENQUIRIES : Mr ZL Albanie, Tel: 053 838 1500
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X5012, Kimberly, 8301 or hands deliver at Cnr Compound and Pniel Road
FOR ATTENTION : Sub-directorate: Human Resource Management, Kimberly

POST 14/12 : ASSISTANT DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: HR5/1/2/3/58

SALARY : R289 761 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three year Bachelors degree or National Diploma in strategic management and/or business administration. Three to Five years’ experience in monitoring and
evaluation environment. Experience in strategy planning and implementation will be an added advantage. Knowledge: Public Service, Department of Labour and Compensation Fund regulations, policies and procedures, Compensation Fund Value Chain and business processes, Customer Service principles (Batho Pele Principles), Corporate governance guidelines and strategies, Required Information Technology knowledge, DPSA guidelines on COIDA, Monitoring and Evaluation Framework, Application of research methodology, Basic project management, Strategic formulation and implementation, Public sector governance framework. Skills: Monitoring and evaluation (setting outcome targets and performance measures), Client orientation and customer focus, Communication (verbal and written), Problem solving and analysis, Planning and organising, Knowledge management, Diversity Management, Budgeting and Financial Management, Computer literacy, Research skills, External Environment Awareness, Development of monitoring contingency plans, Gathering of performance data.

**DUTIES**: Facilitate the overall management of the strategic planning process. Implement the monitoring and evaluation programme of the Compensation Fund. Implement the operational plan of the monitoring and evaluation sub-directorate. Manage resources.

**ENQUIRIES**: Mr S Pretorius, Tel: 012 400 8522

**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

**POST 14/13**: INSPECTOR: TEAM LEADER REF NO: HR4/4/04/2/12

**SALARY**: R243 747 per annum

**CENTRE**: Labour Centre: Germiston


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

**ENQUIRIES**: Mr M D Kgwele, Tel: (011) 345 6300

**APPLICATIONS**: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 Korte Street, Braamfontein,

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

**POST 14/14**: EMPLOYER AUDIT SERVICE OFFICER 2 POSTS REF NO: HR 4/4/04/02/05

**SALARY**: R196 278 per annum

**CENTRE**: Provincial Office: Gauteng

**REQUIREMENTS**: Three year relevant tertiary qualification with Labour Laws / Accounting / Finance / Internal Audit subject passed up to second or third levels. Zero to one year relevant functional experience in Auditing and / or Financial Management. Valid driver’s licence. Knowledge: Departmental Policies and procedures, Batho Pele Principles,

DUTIES: Monitor the implementation of UIA and COIDA. Investigate the systems that provide expert advice on sector specific UIA and COIDA matters. Organize the procedure that monitor and evaluate impact of UIA and COIDA programs. Assist in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.

ENQUIRIES: Mr P S N Masilo, Tel: (012) 309 5193

APPLICATIONS: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001Hand deliver at 77 Korte Street, Braamfontein,

FOR ATTENTION: Sub-directorate: Human Resources Management, Gauteng
Annexure F

National School of Government

Suitably qualified and experienced candidates are invited to apply for the following vacant position. 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 the NSG to Higher Education institution.

Applications:
Principal: National School of Government, Private Bag X759, Pretoria, 0001.

For Attention:
Ms L Raseroka, HR Unit, National School of Government by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted. For any applications related please contact, Ms Letty Raseroka at (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.

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 short listed candidates will be required to submit certified copies of their identity document and qualifications before the interviews. All candidates 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. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful.

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.

Other Post

Post 14/15:
Administration Officer: HRD & PMDS Ref No: NSG 8/2016

Salary:
R196 278 per annum, Level 7 plus competitive benefits (R268, 901 per annum Cost to Company)

Centre:
Pretoria.

Requirements:
A relevant Degree/diploma in Human Resource Management/Human Resource Development or equivalent relevant qualification to the post at NOF level 7. At least 3-5 years’ experience in the field of HR Transactions. Ability to function independently without constant supervision. Good knowledge of applicable legislation and prescripts. Ability to maintain high level of confidentiality. Good office management skills (document tracking, storage and retrieval system). Interpersonal proficiency, language proficiency and good time management skills. Reliable, flexible, quality of work. Ability to function efficiently under pressure. Successful completion of the general principles of PERSAL (introductory to PERSAL). Problem identification: Ability to maintain high levels of confidentiality. Assertiveness. Quality orientated and client focused. Complex problem solving skills, Innovative Thinking, Self-Driven, Adaptability.

Duties:
Administer and support HRD and Performance Management programmes by providing a personnel information function (PERSAL, VULINDLELA, etc). Administer probation reports and capture them on PERSAL system. Administer the orientation and induction programmes for newly appointed employees. Ensure that the workplace skills plan is updated in line with PDP’s or training needs. Capture the internship programme application forms on data base. Administer the performance management process in the NSG which entails the administration & co-ordination of all aspects of PMDS within the NSG. Co-ordinate functions with regard to PMDS issues, ensure that the PMDS Unit within NSG renders work of good quality. Provide secretarial support during BPMC meetings and Bursary Committee meetings and ensure proper minute taking. Ensure the performance contracting and assessments of staff is recorded. Report on all HRD&PMDS interventions which entail compliance with HR prescripts, satisfying the audit requirements and the HR Oversight report. Assist in the development and
implementation of policies regulating HRD & PMDS records management by:
Implementing a document tracking schedule, issuing of correspondence to the
relevant Managers within HRD & PMDS Unit. Attend requests for petty cash;
facilitate invoice payments and orders required in HRD & PMDS unit.

ENQUIRIES : Enquiries related to the post please contact, Ms Z Lamati, (012) 441-6019
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.

NOTE: An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

MANAGEMENT ECHELON

POST 14/16 : CHIEF DIRECTOR: EPWP OPERATIONS REF NO: 2016/05

SALARY : All-inclusive salary package of R1 042 500 per annum
CENTRE : Head Office
REQUIREMENTS : A three year tertiary qualification in Social Sciences, Development Studies, Environmental, and/ or related studies. A postgraduate qualification will be an added advantage. Appropriate relevant experience of which 5 years should have been at senior managerial level. Knowledge of Government’s Development Agenda, Government Anti-Poverty and Economic Development policies and programmes. A good understanding of co-ordination structures within government. Good analytical, innovative, problem solving and interpersonal relations skills. Knowledge of financial management, contract management and leadership skills. Skills and experience in people management, conflict management and empowerment. Good research, policy/guidelines development, strong strategic planning, writing skills and knowledge of monitoring and evaluation. Good Programme/Project Management skills are also key requirements. Experience in the Expanded Public Works Programme (EPWP) with specific reference to the Environment & Culture Sector, Social as well as the Non-State Sectors will be an added advantage. Understanding of sector-related policies and legislation. He/ she should possess stakeholder management skills. The ability to communicate at strategic level and work under pressure for long hours. A valid driver’s license.

DUTIES : Manage operations within the EPWP Operations Unit. Coordinate and support the lead sector departments in the co-ordination and implementation of the EPWP as related to the Environment & Culture, the Social and the Non-State Sectors as mandated. Manage the EPWP NPO Programe as well as develop policies and guidelines for the Non-Sector. Provide implementation support to public bodies implementing sector-related programmes at national, provincial and local government levels. Monitor and ensure achievement of sectoral targets. Facilitate the development of incentive models and development of the incentive framework with regard to the Environment & Culture, Social and the Non-State Sectors. Facilitate research of new expansion areas and to monitor impact of sectoral programmes. Ensure profiling of best practices. Compile and submit reports to various structures. Facilitate the unlocking of funding for new areas of expansion. Manage the provision of technical support to the Environment & Culture, Social and the Non-State Sectors. Design and manage strategies to assist the Environment & Culture, Social and the Non-State Sectors in meeting their set targets. Facilitate and unlock partnerships to promote job creation. Participate in the various national and international for dealing with Public Employment Programmes (PEPs).

ENQUIRIES : Mr S Henderson, Tel (012) 492 1443
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,

FOR ATTENTION : Ms N.P Mudau
NOTE: All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance.

POST 14/17

CHIEF DIRECTOR: PROFESSIONAL SERVICES REF NO: 2016/06

SALARY: All-inclusive salary package of R1 042 500 per annum

CENTRE: Head Office

REQUIREMENTS: A three year tertiary qualification in Architecture, Quantity Surveying or Engineering or Town Planning, extensive relevant experiences in built environment of which (5) five years should be at a Senior Management level, extensive experience in built environment. Skills: advanced report writing, advanced communication, language proficiency, analytical thinking, facilitation skills, strategic planning, time management, programme and project management. Knowledge: construction industry, client relations, financial management, Preferential Procurement Policy and Framework, Office Management, willing to adapt work schedule in accordance with Professional requirement, required travel, ability to work effectively and efficiently under pressure, ability to communicate at all levels, participate at an executive level, ability to meet tight deadlines whilst delivering excellent results. Formulate and develop policies, guidelines specifications, manuals directives and other supportive documentation in the discipline Architecture, facilitate the review of the existing documentation trends, procedures, Facilitate the review of the existing documentation, trends, procedures and determine gaps, needs, etc in the discipline of architectural, engineering, quantity surveying and town planning; Facilitate the compilation of new documentation and/or amendment of existing documentation in the above-mentioned disciplines; Assess local conditions pertaining to, and state of, the said professions and the built environment at large and prepare advisory/or regulatory documentation; Facilitate and guide the compilation of policies, guidelines, standard specifications, manuals, directives and design parameters in the above-mentioned disciplines; The effective professional advice and assistance in Architecture, Engineering, Quantity Surveying and Town Planning to Client Departments, Project Managers and Key Account Managers; Facilitate the provision professional/technical advice and support, training and guidance to project managers at all levels of project execution; Maintain measures for effective scrutiny of design proposals for all new and upgrading/alteration projects as well as repair and renovate projects according to delegations; Facilitate the execution of special investigations relating to architecture, engineering (mechanical, electrical), quantity surveying and town planning issues, interalia, for compliance to legislation; Facilitate and manage an effective Dolomite Risk Management Strategy department’s property; Ensure continued awareness and management of dolomitic risk/ dangers through the chairing of the National Dolomite Risk Management Working Group; effective management and implementation of transformation and regulation of construction industries and good corporate governance-Facilitate and manage an effective Dolomite Risk Management Strategy department’s property; Ensure continued awareness and management of dolomitic risk/ dangers through the chairing of the National Dolomite Risk Management Working Group; Facilitate and manage the creation of a Dolomite Authority; Facilitate the compilation of new norms for a variety of building types; Serve on committees where professional inputs are required; Ensure proper management of water care database and effective management of water care facilities controlled by the Department. Ensure detailed and professionally informed contributions to the NBAC; Ensure active and detailed assistance to new procurement initiatives, interalia, in respect of CIDB-compliance, standards for uniformity; Assist in matters of legal/ contractual nature, interalia, by way of desktop analysis/ inspection in loco, briefing Counsel, leading in court action where required; Ensure evaluation of, and professional comment /recommendation on matters pertaining to the imposition of penalties; Support the Executive Authority, the Director General and the Deputy Director General Projects with the formulation of and implementation of the Department’s strategy; Represent the Department in key meetings/ for a with internal and external stakeholders; Serve as formal communication channel with stakeholders on Professional Services matters; Provide reports on Professional Services performance; Manage the co-ordination and administration of Professional Services operations; Manage capacity building and sourcing of the Department; Monitor the budget and expenditures on Professional Services Component; Provide guidance and support.
to the organisational image, Professional Services trends and direction. Assist the
department in executing certain project utilising in-house capacity”.

ENQUIRIES : Mr N Vilakazi, Tel (012) 406 1926 or Tel (012) 406 1084
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001
or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,
FOR ATTENTION : Ms NP Mudau
CLOSING DATE : 22 April 2016
NOTE : All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance.

POST 14/18 : DIRECTOR: PROPERTY MANAGEMENT 2 POSTS

SALARY : All-inclusive salary package of R 864 177.00 per annum
CENTRE : Durban Regional Office Ref No: 2016/07 A
Pretoria Regional Office Ref No: 2016/07 B
REQUIREMENTS : A three year tertiary qualification in Property Management or other related field, with extensive/relevant experience in the property environment of which 5 years’ experience should be at a middle/senior management level; Knowledge and understanding of the Public Finance Management Act; willingness to travel and valid driver’s licence. The following will serve as recommendations: Dynamic leadership skills; proven managerial experience and skills. The ability to work to a plan and co-ordinate the work of diverse groups; Knowledge of budgeting and control; Knowledge of business planning and co-ordination; Strong interpersonal skills and ability to build relationships; Strong negotiation skills.

DUTIES : Effectively manage the Department’s property portfolio in the region; Provide guidelines and inputs on drafting plans regarding immovable assets; Manage and control property rights and vesting of State land; Ensure compliance with property legislation; Ensure economic efficiency in the Department’s leasehold portfolio in line with market trends; Interact with Facilities Management to ensure effective cleaning, gardening and security services for departmental properties; Manage the capturing of revenue and expenditure of all State-owned and leased properties in property information system; Manage and administrate leased properties; Ensure effective maintenance and functioning of leased properties; Manage the budget and expenditure of the component.

ENQUIRIES : Mr SC Zaba, Tel (012) 406 1544/1668
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001
or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,
FOR ATTENTION : Ms NP Mudau
CLOSING DATE : 22 April 2016
NOTE : All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance. Application forms should be forwarded to Head Office

OTHER POSTS

POST 14/19 : CHIEF CONSTRUCTION PROJECT MANAGERS GRADE A (SENIOR PROJECT MANAGERS) 2 POSTS REF NO: 2016/08

SALARY : All-inclusive OSD salary package of R809 988-R 926 139 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A National Higher Diploma in the built environment field with a minimum of 6 years’ experience as a Registered Professional Construction Project Manager with the SACPCMP OR BTech degree in the built environment field with a minimum of 6 years’ experience as a Registered Professional Construction Project Manager with the SACPCMP OR Honours degree in any built environment field with a minimum of 6 years’ experience as a Registered Professional Construction Project Manager with the SACPCMP. A valid driver’s licence, Compulsory registration with the SACPCMP as a Professional Construction Manager upon appointment. Knowledge: Programme and project management, Project design and analysis, Legal and operational compliance, The creation of a high-performance culture.
**Skills:** Communication, Problem-solving and analysis, Decision-making, Conflict management.

**DUTIES**

Monitor the performance of project managers under his/her supervision, Mentor, develop and offer technical support to improve performance, Manage construction projects on his/her own, ranging from large-scale capital projects to maintenance projects and service contracts, Ensure that the needs of clients are well interpreted into manageable scopes of work • Procure the services of built environment professionals through stipulated supply chain management processes, Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery in accordance with project execution plans, Coordinate all internal resources required to ensure the bidding process for appointment of contractors, Ensure that appointed consultants manage the quality of work within their professional scope and responsibility, Ensure that contractors timeously receive all relevant specifications and details to construct, Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department, Process all interim monthly payments as per the conditions of contract and in line with Government’s commitment to pay invoices timeously, Prepare and submit project information to be filed to the Head of Directorate, Secure all required funding for the projects through internal set processes, Ensure that project information is filed appropriately for easy access during audit, Cultivate a culture of good working relationships with fellow colleagues within the Department.

**ENQUIRIES**

Mr D Manus, tel. (051) 408-7397

**APPLICATIONS**

The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9300 or Hand delivers at 18 President Brand Street, NDPW Building, Room 516.

**FOR ATTENTION**

Mr D Manus

**CLOSING DATE**

22 April 2016

**POST 14/20**

ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: 2016/09

**SALARY**

R369 159 per annum

**CENTRE**

Cape Town Regional Office

**REQUIREMENTS**

A three year tertiary qualification in Economics, Finance and Accounting. Valid driver’s license. Knowledge of PFMA, Treasury regulations and other transcripts. Supervisory experience. Computer literate. Knowledge of PMIS and BAS will be an added advantage. Relevant years of experience in payment of accounts and in the property industry. Report writing and good communication skills, verbal and written. Organising and problem solving abilities. Good financial; interpersonal; analytical and budgeting skills. Ability to manage stakeholders i.e municipalities; client department; landlords and private individuals. Ability to work under pressure.

**DUTIES**

Responsible to supervise the expenditure on properties through supervising payment of rates and taxes; municipal services; lease rentals and other property related payment in the region. Implement long-term strategies to contain municipal services expenditure. Ensure sound property expenditure management system including minimization of accounts payable to avoid fruitless and wasteful, irregular and unauthorized expenditures. Assist in compilation of sub-directorate’s budget. Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure for all state w/owned properties. Ensure that all financial transactions for four stages of the life cycle of the property are recorded and monitored on PMIS. Responsible for implementing strategies to ensure good audit reports. Supervise staff and manage their performance according to the PMS.

**ENQUIRIES**

Mr. B Berends, Tel: (021) 402 2309

**APPLICATIONS**

The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000.

**FOR ATTENTION**

Ms E. Booysen or Ms N. Mtsulwana,

**CLOSING DATE**

22 April 2016
DEPARTMENT OF SCIENCE AND TECHNOLOGY

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

APPLICATIONS : The Chief Director: Human Resources, Private Bag X894, Pretoria, 0001, or hand-deliver them to the Department at Building 53, CSIR Campus, Meiring Naudé Road, Brummeria.

CLOSING DATE : 22 April 2016

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

OTHER POST

POST 14/21 : ASSISTANT DIRECTOR: STRATEGIC PARTNERSHIPS
(Three-Year Contract)

This is a re-advertisement. Candidates who previously applied for the Assistant Director: Strategic Partnerships position need not re-apply. Please note that the successful candidate's continued employment will be subject to performance assessments annually.

SALARY : R427 144, 08 per annum (including 37% in-lieu-of-service benefits)

CENTRE : Pretoria

REQUIREMENTS : A national diploma/bachelors degree (minimum NQF level 6) in international relations, public administration and/or a science field. Two to three years' working experience in a science environment, public administration, international relations and international events management. Knowledge of government prescripts and applicable protocols. Knowledge of the National System of Innovation and public policy management. Excellent communication (written and verbal), interpersonal and administrative skills. Analytical, research and strategic thinking and strong negotiation skills. Be a team player, as well as an independent worker, and exercise science diplomacy.

DUTIES : Assist in promoting South African and African participation in EU competitive funding programmes. Identity and explore the value of South African participation and networking in new EU programmes. Address key DST strategic focus areas. Influence the EU programmes to benefit South Africa’s strategic priorities.

ENQUIRIES : Ms Tshiamo Ikgopoleng, Tel 012 843 6675.
ANNEXURE I

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS: Please forward your applications quoting the relevant reference number for Centre: Pretoria: Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. For attention: Ms C Mazibuko.

Please forward your applications quoting the relevant reference number for Centre: Bloemfontein: The Provincial Head Department of Water and Sanitation Private Bag 528, Bloemfontein, 9300. Sanlam Plaza building Corner of Charlotte Maxeke and East Burger Street Second Floor For attention : PJ Mofokeng

CLOSING DATE: 22 April 2016

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 two (2) months 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 for the posts. People with disabilities are highly encouraged to apply.

OTHER POSTS

POST 14/22: SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 220416/02

SALARY: R243 747 per annum, Level 8

CENTRE: Bloemfontein

REQUIREMENTS: National diploma /Bachelor’s degree in Public Administration, Public Management or Purchasing Management or Logistic Management. Three (3) – five (5) years experience in Administration. Must have knowledge of procurement administrative procedures. Knowledge of financial legislation, BAS, SAP and GAAP. Disciplinary knowledge of labour law, dispute resolution process and labour relations policies. Should have an understanding of Social and Economic development issues. Basic financial management and knowledge of PFMA. Knowledge in management. Excellent problem solving, analysis and communication skills.

DUTIES: Consolidate demand plan inputs from various components and compile the provincial office’s demand plan. Compile monthly and quarterly progress reports for Demand Plan Ensure that procurement is done in line with component’s demand plan. Receive request memos from Chief Users and log them on a register. Perform goods receipt and capture all invoices on LOGIS. Keep record of all received and processed invoices and ensure that payments are made within 30 days. Keep record of accruals and prepare reports on a monthly basis. Open price quotations less than R30 000.00 and check for all compliance requirements. Ensure compliance of database forms and authorize banking details on LOGIS.

ENQUIRIES: Ms E. Bosch Tel (051)-405 9000

POST 14/23: CHIEF ACCOUNTING CLERK: FINANCIAL ACCOUNTING (MAIN ACCOUNT) REF NO: 220416/03
**Salary:** R196 278 per annum, Level 7  
**Centre:** Bloemfontein  
**Requirements:**  
Grade 12 certificate or equivalent. National Diploma/degree in Finance with Accounting as a major subject will be an added advantage. Three to five (5) years practical experience in a government financial environment. Computer literacy. Knowledge of PERSAL, BAS and LOGIS. Ability to exercise control to ensure sound financial Management. Proven financial, communication and interpersonal skills. Knowledge of PFMA, Treasury Regulations and other relevant government policies. Ability to follow a proactive and creative problem solving approach. Ability to work under pressure.  
**Duties:**  
Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the component. Supervise and provide financial administration support services in the component. Supervise human resource/ staff.  
**Enquiries:** Ms T. Seetsi, tel (051) 405 9000  
**Post:** 14/24  
**Senior provisioning clerk (SCM) Ref No:** 220416/04  
**Salary:** R132 399 per annum, Level 5  
**Centre:** Bloemfontein  
**Requirements:**  
Grade 12 or equivalent qualification. Two (2) year relevant experience in supply chain/procurement management environment will be an added advantage. Sound knowledge of the PFMA, Treasury Regulations and Supply Chain Management procedures, Excellent communication and administrative skills, computer literacy- MS Excel (intermediate) and general computer literacy. Knowledge of LOGIS. Good written and verbal communication skills. Ability to work under pressure.  
**Duties:**  
Render general clerical support services. Provide Supply Chain Management Support services within the component. Provide personnel administration clerical support services within the department. Provide financial administration support services in the component.  
**Enquiries:** Ms E. Bosch, tel (051)-405 9000  
**Post:** 14/25  
**Internship Program in Human Resource Management 10 Posts**  
**Ref No:** 220416/01  
12 months contract  
**Salary:** R132 399 Stipend salary, Level 05  
**Centre:** Pretoria (Head Office)  
**Requirements:**  
National Diploma or Degree in Human Resource Management or Social Science (NQF 6 or higher).  
**Enquiries:** Ms C Mazibuko, Tel (012) 336 7098  
**Applications:** Please forward your applications quoting the relevant reference number for Centre: Pretoria: Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. For attention: Ms C Mazibuko.  
**Note:** Note For Internship: Only applications for internships in the above-mentioned fields of study will be considered. Successful candidates will receive a monthly stipend as informed by the relevant departmental policy. To be eligible for an internship from the Department for the above-mentioned study directions, applicants must satisfy the following conditions: Successfully completed theoretical studies. Unemployed, No relevant workplace experience. Between the age of 17 and 35, Candidates who previously participated in the Internship Programme will not be considered. Interested candidates should apply using the form Z83 (obtainable at any government office), and must include certified copies of the documents mentioned below. Failure to comply will automatically disqualify candidates: A certified copy of South African identity document, a recent CV, a certified copy of the completed qualification and or Statement of results, if applicable; A comprehensive academic history on completed theoretical studies if candidates are still in need of the experiential training portion to complete the qualification. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to 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).
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability.

OTHER POSTS

POST 14/26
DEPUTY DIRECTOR: FINANCE AND SCM (LEVEL 11) REF NO: 000697
Finance Department

SALARY: R569 538 per annum (All inclusive packages)
CENTRE: Mamelodi Hospital
REQUIREMENTS: Appropriate degree/diploma in finance and or supply chain management with 5 years relevant experience within Finance and SCM departments. Knowledge of procurement procedures. Knowledge of SCM policies and extensive knowledge of PFMA and Treasury Regulations. Knowledge of financial management, financial reporting and budgeting. Knowledge and experience in BAS is a prerequisite. Experience in systems especially SAP and MEDSAS will be an advantage. Good managerial, communication and organizational skills. Ability to work under pressure and meet deadline. Computer literacy is compulsory. Valid driver’s license.

DUTIES: Responsible for the overall management and strategic leadership of the Finance, Expenditure, SCM, Asset and Risk management departments in keeping with the relevant legislative framework, delegation and total quality management. Provide reports to the Chief Executive Officer and advice him/her on all matter related to Finance, Expenditure, SCM, Asset and Risk Management as part of the hospital Executive Management team. Represent the hospital at various committees at the Provincial Office. Responsible for Budget preparations and monitoring of expenditure of the institution including cost centers. Provide strategic management pertaining to financial services. Maintain sound financial and budgetary process to ensure the adherence of the hospital to the statutory responsibilities in terms of the PFMA. Ensure proper effective and efficient management of institutional budget. Provide an efficient asset and supply chain management services. Manage resources in the department, including personnel management and development. Monitor and report on proper implementation of the National Core Standard requirements of the hospital. Ensure compliance and maintaining the quality standard required by the institution. Financial reporting in accordance with GAAP. Assist in managing hospital risk and audit management queries. Participate in relevant meetings and committees within the institution. Handle financial queries and liaise with relevant stakeholders. Promote labour relations. Provide strategic support to the Chief Executive Officer on all finance, assets and supply chain management issues.

ENQUIRIES: DR LN Pooe Tel. No: (012) 841 8311
APPLICATIONS: Applications to be sent to Mamelodi Hospital, Hand Post and other means of posting, delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x0032 Mamelodi East 0122 or apply on online www.gautengonline.gov.za
FOR ATTENTION: Ms J Vilakazi Recruitment Section
CLOSING DATE: 22 April 2016

POST 14/27
ASSISTANT MANAGER NURSING: SPECIALTY ADVANCED MIDWIFERY REF NO: HRM 25/2016
Directorate: Nursing

SALARY: R473 187 per annum
CENTER: Steve Biko Academic Hospital

REQUIREMENTS:
Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in Advanced Midwifery. Degree/diploma in Nursing Management will be an added advantage. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Advanced Midwifery. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Strong leadership, good communication and sound interpersonal skills are necessary. Valid EB driver’s license. Service certificates are compulsory. Computer Literacy.

DUTIES:
Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilisation and supervision of Human, Financial and service resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and development of self and subordinates.

ENQUIRIES:
Ms. FF Ndzima-Konzeka, Tel: (012) 354 2284

APPLICATIONS:
Application must submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

CLOSING DATE:
15 April 2016

NOTE:
Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

POST 14/28
ASSISTANT MANAGER AREA: INTERNAL MEDICINE REF NO: HRM 26/2016
Directorate: Nursing

SALARY:
R433 029 per annum

CENTRE:
Steve Biko Academic Hospital

REQUIREMENTS:
Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in Advanced Midwifery. Diploma/degree in Nursing Management will be an added advantage. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Strong leadership, good communication and sound interpersonal skills are necessary. Valid EB driver’s license. Computer literate. Service certificates are compulsory.

DUTIES:
Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources. Monitor and ensure proper utilisation of financial and physical resources. Maintain professional growth/ethical standards and development of self and subordinates.

ENQUIRIES:
Ms. FF Ndzima-Konzeka, Tel: (012) 354 2284

APPLICATIONS:
Application must submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

CLOSING DATE:
15 April 2016

NOTE:
Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

POST 14/29
OPERATOR MANAGER NURSING SPECIALTY STREAM REF NO: 000707
Directorate: Nursing Division
SALARY: R433 029 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. Have a minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in any of the above post basic qualifications: Operating Theatre Nursing Science, Orthopaedic Nursing Science or Trauma & Emergency Nursing Science, Oncology Nursing Science, Nephrology Nursing Science. Computer Literacy.

DUTIES: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

ENQUIRIES: Ms. DA. Ramoshu: Tel (011) 488 3365
APPLICATIONS: Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first Floor, Room 8 admin building, No 17 Jubilee Road, Parktown or apply online at: www.gautengonline.gov.za
CLOSING DATE: 22 April 2016
NOTE: Application must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Attachment should be originally certified copies, not copies of “Certified copies.” Cardiac Catheter Lab, Orthopaedic Ward, Oncology Clinic, Paediatric Renal Dialysis

POST 14/30: ASSISTANT DIRECTOR: CLINICAL TECHNOLOGIST
DIRECTORATE: Obstetrics and Gynaecology
REF NO: HRM 23/2016
SALARY: R398 040 per annum
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: A 4 year degree in a relevant field (Reproductive Biology/Physiology/Cell Biology) with a minimum of 3 years applicable experience after registration with the HPCSA (Clinical Technology in Reproductive Biology) with 5 years appropriate experience in a supervisor/management capacity. Expertly skilled in Assisted Reproductive Technology (ART) procedures and equipment. Experience in theoretical and practical training of all laboratory procedures, as well as excellent interpersonal and communication skills are essential.

DUTIES: The candidate must be able to apply academic and practical knowledge in the field of human ART. Management of all service delivery ART procedure including embryo culture (conventional and time-lapse), micromanipulation techniques, maintenance of equipment, database use are part of the daily duties. Practical and theoretical training of interns (technologists) according to the HPCSA regulations are expected with minimal support and supervision. Achieving milestone target timeously, with detailed attention to time management and the ability to multi task are required.

ENQUIRIES: Prof C Huyser, Tel: (012) 354 2067
APPLICATIONS: Application must submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress.
Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE**: 15 April 2016

**POST 14/31**: CLINICAL PROGRAMME COORDINATOR (WBOT) PNA6 REF NO: S000634

Directorate: District Health Services

**SALARY**: R396 282 per annum (plus benefits)

**CENTRE**: Tshwane District

**REQUIREMENTS**: Basic qualification accredited with SANC in terms of Government Notice 425 (Degree or Diploma in Nursing). Seven (7) years appropriate and recognisable experience in General nursing. Post registration as a professional nurse will be an advantage. Extensive knowledge of National Health Insurance and Primary Health Care re-engineering. Good understanding of Public Health with strong decision making abilities. Monitoring, Evaluation, Negotiations and Basic research skills. Ability to communicate verbally and written. Good people management skills. Good communication (verbal and written), interpersonal, social mobilisation, networking, project and financial management as well as computer skills. Valid driver’s licence.

**DUTIES**: Develop and ensure implementation of the District Ward Based Outreach Plan aligned to the Provincial plans. Overall supervision and supporting of the PHC facilities in implementing the WBOT expansion plan. Ensure that WBOT services are delivered in a comprehensive and integrated manner. Facilitate the establishment and sustenance of the support groups. Facilitating communication of referral guidelines and processes to support the delivery of WBOT services within the District. Facilitating and participate in the development, training and mentorship of health professionals with particular emphasis on the team leaders. Ensure efficient management of resources collaborating with the District Health information Management Unit by effectively verifying data before it is exported to the District and reporting to Province Liaison with Local Government, District, other government departments and external stakeholders.

**ENQUIRIES**: Ms L.R.C Komane Tel: 012 451 9213; Cell: 0823345935

**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**: 22 April 2016

**POST 14/32**: CLINICAL PROGRAMME CORODINATOR REF NO: S000708

Directorate: Infection and Prevention Control department

**SALARY**: R341 835 per annum plus benefits

**CENTRE**: Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**: Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. Have a minimum of 7 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Certificate in Infection Control will be an advantage. Computer literacy.

**DUTIES**: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (UNIT) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the hospital. Provide support and advice to health and educational institutions within the cluster and catchment areas, specific to prevention aspects and management of patients with infectious diseases. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate and understanding of financial policies and practices.
ENQUIRIES: Mr. W. Malabati, Tel (011) 488 4419
APPLICATIONS: Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first Floor, Room 8, at No 17 Jubilee Road, Parktown or apply online at www.gautengonline.gov.za
CLOSING DATE: 22 April 2016
NOTE: The Department of Health is committed to the achievement and maintenance of race, gender and disability. Application must be submitted on a Z83 form with a c.V, certified copies of I.D and qualifications to be attached. Attachment should be originally certified copies, not copies of certified copies.

POST 14/33:
LECTURER (OCCUPATIONAL HEALTH & SAFETY) REF NO: S-000632
This is a re-advertisement. The institution reserves the right not to fill this post.

SALARY: R294 861 per annum (plus benefits) Level 9
CENTRE: Ga-Rankuwa Nursing College
REQUIREMENTS: Degree/Diploma in Nursing and a post basic qualification in Nursing Education. Registration with South African Nursing Council (SANC) as Professional Nurse in Nursing Education. An additional qualification in Occupational Health Nursing. A minimum of (04) years appropriate or recognizable Nursing experience after registration as Professional Nurse in general Nursing. Good communication skills (verbal & written), organisational and problem solving skills. Good computer skills (MS Word, Excel, etc.). Applying and interpretation of regulations and other legislative frameworks pertaining to Nursing Education and Occupational Health and Safety. Conflict management and supervisory skills. A valid code 08 driver’s licence.

DUTIES: Establish and manage the Occupational Health center for the College. Develop Occupational Health programmes to manage and prevent occupational injuries and diseases. Manage the medical surveillance for the College. Develop Emergency Management Services protocol for the College. Develop referral system for the college. Plan and develop protocols and / or guidelines for Occupational Health and Safety policies. Manage resources to meet the Department’s Occupational Health Safety objectives. Provide care to employees that lead to the promotion, protection and restoration of the employees ‘health with a safe working environment’. Comply with statutory requirements and departmental policies and procedures. Monitor compliance to legislative and statutory framework.

ENQUIRIES: Ms K R Lekgeu Tel. No: (012) 560-0448/50
APPLICATIONS: All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag x 830 Pretoria 0001 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 22 April 2015

POST 14/34:
PROFESSIONAL NURSE GRADE 1 (SPECIALTY) REF NO: 000639
Directorate: Occupational Health and Safety

SALARY: R294 861 per annum (plus benefits)
CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year accredited with the SANC in Occupational Health Nursing. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Conversant with the Occupational Health and Safety Act and other legislations that is governing Occupational Health and Safety. Skills: verbal and written communication, organizing, leadership, interpersonal relations, problem solving, conflict management, project management, inspection and analytical skills. Must be service oriented, time driven, value diversity, self-motivated, willingness to learn and must have integrity. Must have counselling skills and the ability to work within a multidisciplinary team. Ability to act with tact and discretion and handle information confidentially. Ability to communicate well with people at different levels and from different backgrounds. Experience in Occupational Health Nursing will be an advantage.

DUTIES: Control, monitor and implement the Occupational Health and Safety Act and legislations within the organization. Identifying, prevention and monitoring of hazards and illnesses in the institution. Providing comprehensive health care services to staff members. Participate in conducting pre-employment and periodic
assessments on employees to ensure proper placement or medical boarding. Implement health and safety measures to ensure quality care. Work collaboratively with managers to realize health calendar objectives. Ensure that staff members access counselling, immunization and family planning services. Compile statistics and keep records on the activities of the staff clinic. Implementation, monitoring and sustaining of Occupational Health and Safety Systems within the institutions. Medical Surveillance of employees. Manage resources to meet Occupational Health and Safety objectives. Provide care to an employee that leads to promotion, protection and restoration of employees' health. Management of Injury on Duty and Occupational Illnesses. Assess and manage incapacity cases. Conduct health promotion programs on a regular basis. Keep documentation and information confidential. Record, organize, control, store and retrieve information and perform administrative functions related to the work in the department. Contribute to the departments planning, budgeting and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof (Contracting, review and final evaluation)

ENQUIRIES: Mr. V. Adoons (011) 933 8885
APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808. Application without proof of necessary documents will be disqualified.

CLOSING DATE: 22 April 2016

POST 14/35: ASSISTANT DIRECTOR: ADMINISTRATION AND SUPPORT SERVICES REF NO: TRH 05/2016
Directorate: Administration
SALARY: R289 761 per annum (plus benefits)
CENTRE: Tshwane Rehabilitation Hospital
REQUIREMENTS: Grade 12 and three year National Diploma or Degree with accredited institution. Minimum of 10 years experience working in admin and support services. Minimum of 3 years experience working as an administration supervisor. Computer knowledge of Word, Excel and Power point. Understanding of administration and support in a hospital environment. In depth knowledge of patient affairs, revenue, record and data management. In depth knowledge of compliance standards in admin and support services.

DUTIES: Manage an effective, efficient, quality and developing administrative (patient affairs, record, ect) and support services (food services, cleaning, laundry, ect) in accordance with the policies and prescripts of the Gauteng Department of Health. Compile, analyze and submit accurate report timeously. Monitor and ensure proper utilization of financial and physical resources. Maintain a professional standard of communication within admin and support. Take a leadership role as a hospital manager. Play a leading role in formulation, implementation, monitoring and evaluation of strategic, operational and budget planning.

ENQUIRIES: Mr MG Polo, Tel. No: (012) 354 - 6816
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: 22 April 2016
NOTE: The post will be filled according to Employment Equity target of the institution.

POST 14/36: CLINICAL TECHNOLOGIST GRADE1-GRADE3 REF NO: HRM 24/2016
Directorate: Obstetrics and Gynaecology
SALARY: R243 513-R337 902 per annum
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Grade 12 Certificate. BTech in Clinical Technology (Reproductive Biology) with appropriate experience and current registration with HPCSA in Reproductive Biology. Assisted Reproductive Biology (ART) procedures including cryopreservation, micro-manipulation, embryo culture should be evidently proven. Level of experience will determine grade allocation. Good communication, interpersonal and motivational skills with the ability to relate to and inspire students are necessary.

DUTIES: The provision of assisted reproductive services to all patients including QC’s will be expected. Assist in the timeline training of entry level clinical technology students in various ART assays and techniques according to intern practical and
theoretical training program. Efficient monitoring and controlling of laboratory orders and requisitions for equipment maintenance will be required.

ENQUIRIES: Prof C Huyser, Tel: (012) 354 2067

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

CLOSING DATE: 15 April 2016

POST 14/37: DENTAL THERAPIST REF NO: 000706
Directorate: Sedibeng District Health Services

SALARY: R243 513 per annum (plus benefits)

CENTRE: Sedibeng District Health Services -Oral health

REQUIREMENTS: Appropriate qualification that allows registration with HPCSA as a dental Therapist. Registration as a Dental Therapist and proof of current registration. Excellent time management, organizational skills, communication skills, interpersonal 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: Examining of patients and charting of their dental status; diagnosis and treatment of oral conditions; scaling and polishing of teeth; direct conservative procedure; removal of teeth and roots under local anesthesia; the treatment of post-extraction bleeding and complications; the application of primary preventative measures; the treatment of minor traumatic injuries to teeth and surrounding tissues; the taking of intra-oral and extra-oral radiographs (X-ray); the prescribing of medication for treatment of oral conditions relevant to the practice of dental therapy; the performance of any other aesthetic procedures within the dental therapy profession. Sign performance contract in annual basis. Take part in the Gauteng Turnaround Strategy, PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES: Dr. O. Motloung Tel No:(016) 950 6150

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: 22 April 2016

POST 14/38: CASE MANAGER REF NO: 000709
Directorate: Finance Revenue

SALARY: R196 278 per annum (plus benefits)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: An appropriate diploma/degree with a minimum of 3 years relevant experience in a Health related field or Matric with a minimum of 5 years relevant experience in a clinical field. Knowledge of legal framework on Health Act, PFMA, Medical Schemes Act, PMB regulations, RAF Act, UPFS, Administration Procedure Manual, ICD10. Coding and Procedure coding. Computer literacy (Microsoft Office, MS Excel) Must be a driven, Customer focused individual with excellent planning, Organising, Training, Communication (Verbal and written) and report writing skills. Must have good interpersonal relations, training skills, decision making skills and must be able to work under pressure. Must be a team player.

DUTIES: Application of clinical knowledge in the risk management (Financial and clinical) of patients in terms of Length of stay, level of care, clinical updates, ICD10 Coding, Procedure Coding and costs benefits available, identification of billable services, treatment care plans, chronic diseases, case management, promote smooth transition of care and discharge planning to protect patient from unnecessary costs. Communication with funders, Patients and multidisciplinary Health Care Team. Audit patient’s accounts. Manage rejections/short payment and report on them. Train hospital officials on the utilisation of the charge sheet. Keep electronic and physical records. Reporting. Ensure compliance with regulations, prescripts and policies of the department.

ENQUIRIES: Ms. C. Veran, Tel No: (011) 488 4382
APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown, Or apply online at: www.gautengonline.gov.za

CLOSING DATE: 22 April 2016

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of Qualifications to be attached.

POST 14/39: SOCIAL WORKER GRADE 1 REF NO: 0000718

Directorate: Allied Services

SALARY: R196 341 per annum (All-inclusive benefits)

CENTRE: Helen Joseph Hospital

REQUIREMENTS: Recognized four year Degree in Social Work. Registration with the South African Council for Social Service Professions and proof of current registration. Knowledge /experience regarding Health Care Social Work will be an advantage. Applicant must be able to function within a multi-disciplinary team. Applicant must be willing to rotate between different sections of the hospital (including Psychiatry).

DUTIES: Render comprehensive health care social work services (incorporating case and group work) to patients and their next of kin. Participate in community work and projects when needed. Function as member of multi-disciplinary team. Administrative accountability through keeping statistics and effective record keeping as prescribed. Liaison and networking with community resources. Study, interpret and apply relevant legislation, policies and protocols. Engage in continuous professional development activities.

ENQUIRIES: Ms. H Du Plessis, Tel No: (011) 489 0426 / 0731

APPLICATIONS: Applications to be submitted on Z83 form, certified copies (within last 3 months certified) of qualifications, curriculum vitae (CV) and certified id copy. Applications must be submitted at Helen Joseph Hospital HR, No 1 Perth Road, Auckland Park 2006 or apply online at: www.gautengonline.gov.za.

CLOSING DATE: 22 April 2016

POST 14/40: SENIOR ADMINISTRATION CLERK (TRANSPORT) REF NO: S-000723

Directorate: Administration

SALARY: R196 278 per annum (plus benefits)

CENTRE: Ga-Rankuwa Nursing College

REQUIREMENTS: Grade 12 Certificate/ level 4 Certificate/ National Vocational Certificate or equivalent. Two (02) to five (05) years relevant experience in the Public Sector transport services. Communication skills (verbal & written). Organisational and problem solving skills. Good computer skills (MS Word, Excel, etc.). Ability to work under pressure. Sound Interpersonal relations. Conflict management and supervisory skills. Valid driver’s Licence.

DUTIES: Co-ordinate motor transport and ensure optimal utilisation of vehicles. Exercise control over the maintenance and expenditure involved in the use of government vehicles and other transport. Compile and maintain the vehicle asset register. Ensure that all vehicles are kept in a good roadworthy condition and that there are services on a regular basis. Liaise with the regions and institutions on standard transport practices. Co-ordinate monthly transport expenditure. Management and maintenance of Departmental fleet. Ensure vehicles are roadworthy, licenced on time. Arrange for servicing of vehicles. Handle vehicles accident matters. Ensure optimal utilisation of vehicles. Handle a variety of clerical tasks relating to transport administration e.g. back-ups on ELS system for vehicles, do monthly reports and submit to managers, take reports of accidents, theft and losses to Government Garage. Supervision of subordinates. Perform any other duties as delegated by supervisor.

ENQUIRIES: Ms K R Lekgeu Tel. No: (012) 560 0448/50

APPLICATIONS: All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building, or apply online at: www.gautengonline.gov.za. The institution reserves the right not to fill this post.

CLOSING DATE: 22 April 2016

POST 14/41: CLIENT INFORMATION CLERK (TELEPHONE EXCHANGE) REF NO: S-000712

Directorate: Information Communication and Technology
<table>
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<tr>
<th>POST 14/42</th>
<th>ADMINISTRATION CLERK REF NO: S000728</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R132 399 per annum (plus benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Charlotte Maxeke Johannesburg Academic Hospital</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Post matric ICT/Telecommunication certificate with at least 6 – 12 months relevant experience or Grade 12 with 2 years’ experience. Telephone etiquette. Good communication skills, interpersonal relations and computer literacy skills. Ability to work under pressure. Prepared to work shifts, weekends and public holidays according to the duty roster.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Handling of outgoing and incoming calls. Answer general enquiries. Keep record of private calls. Receive messages and convey them appropriately to division and persons. Updating of departmental telephone directory and distribution thereof. Arrange installation and transfer of telephone. Assist with costing of private telephones. Perform other tasks that may be delegated to by the supervisor. Operate telephone department equipment. Control expenditure of telephone by screening calls requested and escalates any problems to management. Go extra mile (customer satisfaction)</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms. J. Visser, Tel No: (011) 488 3300</td>
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<tr>
<td>APPLICATIONS</td>
<td>Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown, Or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a></td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>22 April 2016</td>
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<tr>
<td>NOTE</td>
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<tr>
<th>POST 14/43</th>
<th>FINANCIAL CLERK 2 POSTS REF NO: HRM 22/2016</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R132 399 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Ga-Rankuwa Nursing College</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12/level 4 vocational certificate or equivalent. Communications (verbal &amp; written), Planning good computer skills (MS Word, Excel etc.), Applying and Interpretation of regulations and other legislative frameworks procedures and policies. Ability to work under pressure and to meet departmental deadlines. Sound interpersonal relations, ability to work under pressure and ability to meet deadlines. A driver’s licence will be an added advantage.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Provide administrative support service. Provide record keeping service and ensure easy access to documents capture and update administrative data. Render any other administrative duties as delegated by the supervisor. Complete monthly reports.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms K R Lekgeu Tel.No: (012) 560 0448/50</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bagx830 Pretoria 0001 or apply online at:www.gautengonline.gov.za The institution reserve the right not to fill this post</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>22 April 2016</td>
</tr>
</tbody>
</table>

Please note that this is a re-advertisement. The post was erroneously advertised with an incorrect salary and candidates who have previously applied are encouraged to re-apply as previous applicants will not be considered.
APPLICATIONS: Application must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.

CLOSING DATE: 22 April 2016

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(s), no copies of certified copies allowed, certification should not be more than six months old. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on implementation of competency based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools”.

OTHER POST

POST 14/44: SENIOR PROCUREMENT OFFICER
Directorate: Office of the Chief Financial Officer

SALARY: R243 747 per annum, plus benefits

CENTRE: Johannesburg

REQUIREMENTS: Three year tertiary qualification in Logistics / Supply Chain Management / Commerce. At least 1 - 2 years’ experience in Procurement / Supply Chain Management.

DUTIES: To co-ordinate and assist users in drafting specifications. Ensure RLS01’s are authorised timely on SAP. Tracking of RLS01’s with buyers to ensure that PO’s are created on time and within the agreed SLA’s. To liaise with GPT staff, addressing queries and providing advice and guidance as and when required. To process procurement requests in accordance with and in adherence to procurement policies and procedures. Management of current GPT contracts (long-term and short-term agreements). Monitoring of all Office Automation throughout the GPT. Monitor Progress of the unit and report to management on a weekly basis. Serve in different committees including specification evaluation etc. To compile all supply chain management reports and to perform any adhoc duties. Ensure continuous improvement of the unit performance by revising working procedures, and keep up to date with the latest best practices.

ENQUIRIES: Ms Phindile Ngwenya - Tel No: (011) 227-9000
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.

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 14/45: ASSISTANT DIRECTOR: POPULATION AND DEVELOPMENT RESEARCH
REF NO: SD/2016/04/02

SALARY: R289 761 per annum (plus benefits)
CENTRE: Head Office

REQUIREMENTS:
A three year National Diploma/Degree in Population studies or demography. A post graduate qualification will be an added advantage. At least 3 years’ experience in the population or demography field. The ability to conduct complex and technical population and demographic activities in a short space of time. computer literacy. Must have good communication skills; Written & Verbal, Presentation and facilitation skills, Computer Skills (Microsoft office package), people management, report writing, Leadership skills, coordination, planning, organizing skills and Analytical skills. A valid driver's license

DUTIES:
Initiate and supervise population related research. Supervise and undertake population analysis and interpretation to support stakeholders with the implementation of the population policy. Facilitate procurement processes for outsourced research. Participate in the evaluation and approval of reports. Supervise staff.

ENQUIRIES: Ms Mabel Serei Tel: (011) 227 0079
APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Ms M Serei, Tel- (011) 227 0079 or posted to- Private Bag X35, Johannesburg, 2000
CLOSING DATE: 22 April 2016

NOTE: Preference will be given to Indians, Coloureds, Whites and People with Special needs (disabilities)

POST 14/46: SENIOR ADMINISTRATION OFFICER: FINANCE AND SUPPLY CHAIN
REF NO: SD/2016/04/01

SALARY: R243 747 per annum (plus benefits)
CENTRE: Don Mattera CYCC

REQUIREMENTS:
A three year National Diploma/Degree in Finance or Supply Chain Management, or Grade 12 with 5 years supervisory experience in Finance and Supply Chain Management. Knowledge of Public Sector Finance and Supply Chain Management. Knowledge of legislative framework governing to public service. Knowledge of legislative framework governing Supply Chain Management. Communication, problem solving, interpersonal, planning and organising, coordination, analytical and numerical skills. Computer literacy i.e. software programs (MS Office package).

DUTIES:
Implement and monitor changes to the budget allocations. Supervise cashier services and administer payment processes. Manage Supply Chain Management functions. Ensure an efficient, effective and transparent SCM system. Provide training of staff and management when necessary. Maintain sound and efficient financial controls as per the PFMA and Treasury Regulations. Attend required workplace (internal and external) meetings and committees. Participate in occupational health and safety tasks in the workplace (monthly inspection and committee member). Supervise and manage of staff. Facilitate performance management development system processes within prescribed time lines (identify training need, conduct quarterly reviews, annual performance evaluation,
performance contracting). Implement labour related procedures within prescribed
time lines. Ensure compliance to legislation, policies and procedures.

ENQUIRIES : Ms B Gumede Tel No: (011) 723 9200
APPLICATIONS : Applications must be submitted on a Z83 form, certified copies of ID and
Qualification to be attached. Applications can be submitted at Gauteng Department
of Social Development: Don Mattera Centre, Cnr First and Fourth Street, Edenvale.
Failure to do so will lead to disqualification

CLOSING DATE : 22 April 2016
NOTE : Preference will be given to Indians, Coloureds, Whites and People with Disabilities.
APPLICATIONS: All applications should be submitted to The Head of Department, Department of Sport, Arts and Culture, Private Bag X9549, Polokwane, 0700 or submitted by hand at 21 Rabe Street, Polokwane.

NOTE: Applications are hereby invited for the filling of vacant posts, which exist in the Department as outlined below: Applications must be submitted on Z83 form obtainable from any Public Service Department / Institution or can be downloaded from www.dpsa.gov.za. Applications must be completed in full and signed, accompanied by certified copies of an identity document; certified educational qualifications and a comprehensive CV. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided in the form. The contents of this circular must be brought to the attention of all employees. All short-listed applicants will be subjected to security clearance, verification of qualifications and must provide their original certificates of the qualification and identity document on the day of the interviews for verification purposes. Applicant(s) recommended for appointment will be subjected to all vetting procedures. The closing date is 15 April 2016 at 16h00. Applications received after closing date will not be accepted. If you do not receive any response from us within three (3) months after the closing date, regard your application as unsuccessful.

MANAGEMENT ECHELON

POST 14/47: CHIEF DIRECTOR: DISTRICT COORDINATION REF NO: SAC 2016/01

SALARY: R1 042 500 per annum, Level 14

CENTRE: Polokwane Head Office

REQUIREMENTS: Bachelor’s degree/ 3 years National Diploma. 6-10 years’ experience. Proven extensive experience in management services. Sound understanding of the Public Service System. Good Communication Skills, People Management, Financial Management, Strategic Planning, Policy analysis and development, Leadership skills, Analytical skills, change and knowledge management, planning and organizing skills, time Management, Co-ordination skills.

DUTIES: Provide leadership and strategic direction in division. Establish strategic direction of the district and ensure alignment with its business plans. Align individual performance to the strategic objectives as outlined in the Component’s balance scorecard. Monitor the attainable & sustainability of performance standards as per departmental objectives. Manage the implementation of policies and procedures related to the functioning of the district. Facilitate and ensure an overall system for implementation and monitoring of departmental services within the district. Promote an integrated service delivery system and ensure that service delivery is in line with the strategic objectives of the department. Overall management monitoring and evaluation of the provision of departmental services in the district. Manage the performance of the district in line with applicable mandates and laid down standards and norms. Formulate and manage the district’s budget against its strategic objectives. Ensure that the preparations of the budget are in line with strategic plans and department objectives. Manage and utilise human resources in accordance with relevant directives and legislation.

ENQUIRIES: Mr Musia N @ 015 284 4143, Ms Ramavhanda N.D. @ 015 284 4143 and Ms Ledwaba M.S 015 284 4138 Faxed or emailed will not be considered.

NOTE: N.B: The shortlisted candidates will be subjected to competency assessment, security clearance and the appointed candidate will be expected to sign a performance agreement within three months after assumption of duty and discloses financial interests within 30 days after assumption of duty.
**OTHER POSTS**

**POST 14/48**

**DEPUTY DIRECTOR: PROVINCIAL ACADEMY OF SPORT REF NO: SAC 2016/02**

**SALARY**

R674 979 per annum, Level 12

**CENTRE**

Polokwane Head Office

**REQUIREMENTS**

Bachelor's Degree / 3 years National Diploma or equivalent qualification in Sport Management. Valid driver's licence. Communication skills (verbal and written), Computer literacy, Project planning and report writing, Problem solving skills, Strategic planning and Financial Management, Ability to work under pressure.

**DUTIES**

Manage all activities of the Provincial Academy of Sport, Compile, submit and monitor the PAS budget, Compile, submit and implement The PAS Operational Plan, Monitor activities of all District Academies of Sport (DAS) , Manage, monitor and evaluate the database of all PAS and DAS athletes and coaches, Evaluate and propose intervention strategies for betterment of Academies systems and programmes, Implement, monitor and evaluate Academy systems and policies as shall be directed by the Provincial Sports Confederation and SASCOC, Manage PAS Human Resources, Manage and ensure all movable and immovable PAS Assets , General Management.

**ENQUIRIES**

Mr Musia N @ 015 284 4143, Ms Ramavhanda N.D. @ 015 284 4143 and Ms Ledwaba M.S 015 284 4138 Faxed or emailed will not be considered.

**POST 14/49**

**PARLIAMENTARY OFFICER (MEC SUPPORT) REF NO. SAC 2016/ 03**

**SALARY**

R569 538 per annum, Level 11

**CENTRE**

Polokwane Head Office

**REQUIREMENTS**


**DUTIES**

Handling confidential cabinet documents. Attend to questions, motions and interpretations, and preparing such replies. Ensure information security and correct document classification. Respond to or make to be responded to all interpellations and questions from Parliament. Advise the Head of the office and the Appointment Secretary on all programs of Parliament/Legislature as the case may be. Liaise with the Legislature/Parliament and the NCOP and advice the Political Bearer on all issues that require his/her attention. All Parliamentary out-reach programs that warrant the immediate attention of the EA.

**ENQUIRIES**

Mr Musia N @ 015 284 4143, Ms Ramavhanda N.D. @ 015 284 4143 and Ms Ledwaba M.S 015 284 4138 Faxed or emailed will not be considered.

**POST 14/50**

**ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: SAC 2016/ 04**

**SALARY**

R289 761 per annum, Level 09

**CENTRE**

Polokwane Head Office

**REQUIREMENTS**

Bachelor's Degree / 3 years National Diploma or equivalent qualification. National Certificate in Public Procurement and Supply Management/ Strategic Sourcing and Supply Chain Management will be added as advantage. 3 - 5 years, experience in Acquisition Management (Tender/ Bid administration). Sound knowledge of PFMA, BAS, PPPFA and National Treasury Practice Notes and National Treasury Regulations ,Administration and Organisational skills. Excellent communication and report writing skills, Computer literacy in MS-Word, MS-Excel and MS-Power Point. Valid and unendorsed vehicle driver's licence. Clear understanding of National Treasury Supply Chain Management Guide for Accounting Officers/ Authorities.

**DUTIES**

Maintain Departmental Acquisition planning/compliance, Manage bid administration (compile bid document, bid advertisement, closing and evaluation of bids),Manage Acquisition processes ,Serve as Secretariat for the Departmental Bid Evaluation Committee, Manage Transversal and Departmental Contracts and Management of Human and Financial capital of the Sub-Directorate

**ENQUIRIES**

Mr Musia N @ 015 284 4143, Ms Ramavhanda N.D. @ 015 284 4143 and Ms Ledwaba M.S 015 284 4138 Faxed or emailed will not be considered.
POST 14/51 : ASSISTANT DIRECTOR: SECURITY INFORMATION OFFICER (ISO) REF NO: SAC 2016/05

SALARY : R289 761 per annum, Level 09
CENTRE : Polokwane Head Office
REQUIREMENTS : Bachelor’s Degree / 3 years National Diploma or equivalent qualification in Information Technology. Certified Information Systems Security Practitioner (CISSP) or Certified Information Security Manager (CISM, or Certified Security Auditor (CISA); IT Risk Management ISO 17799 will be an added advantage. Minimum 3 years relevant experience, Valid Driver's License. Key Competencies: Wide range of work procedures; Training users in security awareness; Knowledge of ISO27002 security standards; Work ethics; Advanced security protocols and standards; Drafting of policies, standards and procedures; ITIL; COBIT; Knowledge of software and security architectures Skills ; Organising; Ability to work independently; Ability to operate computer; Problem solving; Interpersonal relationship; Conflict Management; Project management; Budgeting.


ENQUIRIES : Mr Musia N @ 015 284 4143, Ms Ramavhanda N.D. @ 015 284 4143 and Ms Ledwaba M.S 015 284 4138 Faxed or emailed will not be considered.

POST 14/52 : ASSISTANT DIRECTOR: PROVINCIAL RECORDS MANAGEMENT AND COLLECTIONS REF NO SAC 2016/06

SALARY : R289 761 per annum, Level 09
CENTRE : Polokwane: Limpopo Provincial Archives
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in archives and records management field or Information studies. At least 5 years records management experience. Knowledge of records management processes and procedures. Knowledge of relevant legislation and prescripts that governs records management. Communication skills (verbal and written). Computer literacy. Project planning and report writing. Problem solving skills. Good interpersonal relationship. Ability to work under pressure and valid driver’s licence


ENQUIRIES : Mr Musia N @ 015 284 4143, Ms Ramavhanda N.D. @ 015 284 4143 and Ms Ledwaba M.S 015 284 4138 Faxed or emailed will not be considered.

POST 14/53 : ASSISTANT DIRECTOR: ICT SUPPORT REF NO: SAC 2016/07

SALARY : R289 761 per annum, Level 09
CENTRE : Polokwane Head Office
REQUIREMENTS : Bachelor’s Degree / 3 years National Diploma or equivalent qualification in an IT, N+, A+, Linux, Novell, Cisco Certified, MCSE will be added advantage, At least 3 years’ experience in LAN support, Desktop Support, Server Support, Open Source Platforms, MS Exchange, and Network Management and Valid drivers’ licence. Key Competencies: Knowledge of CISCO environment including firewalls, intrusion prevention, IP Telephony, Wireless Connection, switches, routers, etc. Work ethics; Drafting of policies, standards and procedures; ITIL; COBIT, Organising; Ability to work independently; Ability to operate computer; Problem solving; Interpersonal relationship; Conflict Management; Project management; Budgeting, Disaster Recovery and Backups.

DUTIES : LAN infrastructure preparation; Implement and maintain the software deployment strategy and maintenance; Provide desktop and LAN advisory services on all environments under supervision; Provide support to the enterprise’s local IT hardware and software; Provide support to individual and collective use to the users to ensure availability of applications to staff; Install, configure and maintain software to desktops, servers, switches, printers and routers. Develop standard configuration for network equipment, desktops and servers and documentation; Installation & commissioning of the servers and other hardware equipment;
Defining and monitoring SLAs for maintenance; Network Management and defining and monitoring SLAs for maintenance

POST 14/54 : ASSISTANT DIRECTOR: BRANDING AND ADVOCACY REF NO SAC 2016/08
(5 Year Contract)

SALARY : R289 761 per annum Plus 37% In Lieu of benefit, Level 09
CENTRE : Head Office
REQUIREMENTS : Bachelor's Degree / 3 years National Diploma or equivalent qualification. 3 to 5 years well rounded marketing experience. Strong advocacy and marketing; library and information services knowledge and background. Must be self-motivated, much organised, positive and enthusiastic, highly professional with excellent verbal and written communication skills, presentation skills coupled with public relations skills, project management, and cost benefit analysis skills. Have working knowledge and understanding of social media platforms. Computer literate MS Office suite. Valid driver's license.

DUTIES : Ensure optimum visibility of all library and information services projects through the use of all available media. Developing and implementing marketing plan. Ensure development of the library projects. To develop and implement advocacy plan in consultation with the relevant stakeholders. Develop a budget for marketing plan. Preparing, planning and project managing the publication of all publicity material to maximise library project campaign. Creating marketing campaigns and working with district librarians to see them executed. Creating and developing cost effective and efficient ways to communicate the library marketing projects to the public. Evaluating the effectiveness of all marketing activity. Developing and implementing an internal and external marketing programme. Deliver library campaigns as agreed within timescales.

ENQUIRIES : Mr Musia N @ 015 284 4143, Ms Ramavhanda N.D. @ 015 284 4143 and Ms Ledwaba M.S 015 284 4138 Faxed or emailed will not be considered.

POST 14/55 : ARCHIVIST 7 REF NO: SAC 2016/ 09

SALARY : R196 278 per annum, Level 07
CENTRE : 6 x Limpopo Provincial Archives 1 x Makwarela Archives
REQUIREMENTS : Degree or Three years diploma in archives and records management or Information studies, Communication skills (verbal and written). Computer literacy, report writing and problem solving skills. Good interpersonal relationship. Research skills, Ability to work under pressure and valid driver's licence. Experience in archives and records management field will be an added advantage.

DUTIES : Design records, implement and maintain records classification system. Provide records management training. Conduct appraisal of records for disposal purposes. Conduct inspections to ensure compliance with proper records management practices. Provide professional support and advice to stakeholders. Collect, arrange, describe and preserve non-public and public records and promote and market archival functions and services. Conduct research.

ENQUIRIES : Mr Musia N @ 015 284 4143, Ms Ramavhanda N.D. @ 015 284 4143 and Ms Ledwaba M.S 015 284 4138 Faxed or emailed will not be considered.

POST 14/56 : LIBRARIAN 18 POSTS REF NO: SAC 2016/ 10
(5 Year Performance-Based Contract)

SALARY : R196 278 per annum Plus 37% in Lieu of Benefit, Level 07
CENTRE : Regorogile, Ga-Ramokgopa, Eldorado, Masisi, Ntsako Matsakali, Kubvi,Itshovhu, Timamogolo,Fedile,Nkurbi,Shikoleni,Phagameng,Mookgopong,Vuwani, Manenzhe, Tshitate, Makahule and Makushu
REQUIREMENTS : Bachelor's Degree / 3 years National Diploma or equivalent qualification in Library and Information Studies from a recognised institution of higher learning. Minimum of 2 years working experience in a library environment. Must have excellent working knowledge of MS Office. Fully understand legislations governing librarianship. Applicants should be a valid member of LIASA (Proof should be attached)

DUTIES : Develop a newly established library. Render professional library and information service to the community. Assist with maintenance of building, equipment, library assets and materials. Manage day-to-day library operations. Conduct library orientation to users regarding library usage and retrieval of information. Conduct information literacy workshops including training in use of library resources. Provide information service to library users. Promote and market library resources and
services to the community. Monitor user statistics. Conduct stocktaking. Liaise with stakeholders and the district library on library matters. Compile monthly, quarterly and annual reports.

ENQUIRIES : Mr Musia N @ 015 284 4143, Ms Ramavhanda N.D. @ 015 284 4143 and Ms Ledwaba M.S 015 284 4138 Faxred or emailed will not be considered.

POST 14/57 : ADMIN OFFICER: ACQUISITION REF NO 2016/ 11
(5 Year Performance-Based Contract)

SALARY : R196 278 per annum Plus 37% in lieu of benefit, Level 07
CENTRE : Head Office- Polokwane


ENQUIRIES : Mr Musia N @ 015 284 4143, Ms Ramavhanda N.D. @ 015 284 4143 and Ms Ledwaba M.S 015 284 4138 Faxred or emailed will not be considered.

POST 14/58 : HUMAN RESOURCE OFFICER (RECRUITMENT AND SELECTION) REF NO: 2016/ 12

SALARY : R132 399 per annum, Level 05
CENTRE : Head Office- Polokwane

DUTIES : Handle advertisement of posts, Receive application forms, Schedule application forms and facilitate shortlisting and interviews processes.

ENQUIRIES : Mr Musia N @ 015 284 4143, Ms Ramavhanda N.D. @ 015 284 4143 and Ms Ledwaba M.S 015 284 4138 Faxred or emailed will not be considered.

POST 14/59 : RECORDS CLERK: REF NO SAC 2016/ 13

SALARY : R132 399 per annum, Level 05
CENTRE : Polokwane: Limpopo Provincial Archives
REQUIREMENTS : Grade 12 (Matric) certificates, ability to read and write. Good interpersonal relationship and able to work under pressure.

DUTIES : Sorting of documents, classification of records, opening of files, packaging of files in file boxes, verification of retention period, listing of records, repairing of worn out files, transcription of faded information and reorganizing of misfiled documents.

ENQUIRIES : Mr Musia N @ 015 284 4143, Ms Ramavhanda N.D. @ 015 284 4143 and Ms Ledwaba M.S 015 284 4138 Faxed or emailed will not be considered.

POST 14/60 : LIBRARY ASSISTANT 3 POSTS REF NO 2016/ 14
(5 Year performance-based contract)

SALARY : R93 444 per annum Plus 37% in lieu of benefit, Level 03
CENTRE : Rooiberg, Ga-Ramokgopa and Eldorado
REQUIREMENTS : Senior certificate or equivalent qualification from a recognised institution of basic education. Computer literate in MS Office suite and internet. Knowledge of library and information environment.

DUTIES : Handle administrative support services. Shelving and shelf reading of library materials. Assist with stocktaking of library materials. Assist in executing library programmes. Assist with processing of library materials to be shelved ready.

ENQUIRIES : Mr Musia N @ 015 284 4143, Ms Ramavhanda N.D. @ 015 284 4143 and Ms Ledwaba M.S 015 284 4138 Faxed or emailed will not be considered.
ANNEXURE L

PROVINCIAL ADMINISTRATION: WESTERN CAPE
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.

APPLICATIONS

FOR ATTENTION
Ms CC Johnson

CLOSING DATE
29 April 2016

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

OTHER POST

POST 14/61
ADMINISTRATIVE OFFICER: PATIENT LIAISON
(Chief Directorate: Metro District Health Services)

SALARY
R196 278 per annum

CENTRE
Mitchell’s Plain Hospital

REQUIREMENTS
Minimum educational qualification: National Diploma: Public Relations Management, Quality or equivalent qualification. Experience: Extensive experience in the communication field/Administration. Inherent requirement of the job: A valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal and communication skills. Knowledge of Clinicom, Sinjani and ECM. Ability to function independently as part of team and under pressure. Fluent (Verbal and written) in at least two of the three official languages of the Western Cape. Excellent report writing and presentation skills Knowledge of health system: National Core Standards, Client Satisfaction Survey, Improve patient experience. Note: No payment of any kind is required when applying for this post.

DUTIES
Key result areas/outputs: Drive the internal communication plan and the external communication plan in collaboration with the substructure office and the communication directorate. Patient, public complaints, compliments, Client Satisfaction Surveys, Waiting Time Survey, Public and Media Enquiries and manage the helpdesk. Ensure compliance to the National Core Standards. Successful co-ordination support of events. Update, maintain database, formulate monthly stats and quarterly reports.

ENQUIRIES
Ms L Aanhuizen, tel. no. (021) 377-4412