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

APPLICATIONS: Human Communications has been retained to handle all responses. Please forward your application, quoting the relevant reference number, to PO Box 1305, Rivonia 2128 or hand deliver at Suite 203, SOHO on Strand, 128 Strand Street, Cape Town or 3 Autumn Street, Rivonia, or you can apply online at www.humanjobs.co.za Applications can also be submitted electronically to Human Communications via the e-mail or fax number indicated at each post or hand delivered at any one of the Department of Agriculture, Forestry and Fisheries offices as indicated below (please place in the blue box marked for applications).

ENQUIRIES: Naomi Nortje tel. (011) 257-8012

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

CLOSING DATE: 27 May 2016

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

OTHER POSTS

POST 19/01: ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: 184/2016
Directorate: Aquaculture Technical Services

SALARY: R332 853 per annum
CENTRE: Cape Town
REQUIREMENTS: A National Diploma/degree in Aquaculture or Natural Sciences or Environmental Management. Relevant post-qualification experience. Practical experience in project and contract management. Knowledge of the aquaculture sector. Good communication skills (verbal and written). Knowledge of government administrative
procedures (e.g. procurement, public service policies and prescripts, etc). The ability to work extended hours and travel extensively. A valid driver’s licence.

**DUTIES**
Perform evaluation and monitoring of aquaculture projects i.e. effective project management. Render technical advice and provide support in the implementation of legislation and aquaculture projects. Promote environmental education and awareness of aquaculture. Ensure coordination of international participation and oversee international obligation in terms of aquaculture development. Provide administrative support to the Directorate: Aquaculture Technical Services.

**ENQUIRIES**
Ms K.S.H. Morake, tel. (021) 402-3038

**APPLICATIONS**
daaff3@humanjobs.co.za or fax: 086 762 2894

**POST 19/02**
**ESTATE MANAGER**
**REF NO:** 111/2016
Directorate: Woodlands & Indigenous Forest Management

**SALARY**
R311 784 per annum (all-inclusive package)

**CENTRE**
Isidenge Forest Estate

**REQUIREMENTS**
A Bachelor’s degree in Forest or Nature Conservation or Natural Resource Management with relevant experience in conservation planning, forest biodiversity management, ecological forest monitoring and scientific forest research. Relevant experience in a management position. Experience in forest resources management including scientific services and interpretation of legislation. Knowledge of all relevant acts such as NFA, NEMA, NEMBA, Protected Areas Act, PFMA, PSA, Treasury Regulations. Knowledge of the forest and environmental management sector.

**DUTIES**
Provide leadership and direction with regard to sustainable management of the indigenous forest in the District and sustainable management of the Forest Estate, subject to the following key performance areas: Develop scientific forest management guidelines, norms, best practice and assistance to the regions and key stakeholders. Develop minimum criteria, indicators, and standards for sustainable management of indigenous forests. Guide, inform and support monitoring and assessment of the performance of the regions against criteria, indicators and standards. Provide inputs into the development of national and regional strategies and programmes for sustainable management of woodlands and indigenous forests. Participate in and submit technical inputs to national legislation/policies. Disseminate technical and policy changes to relevant stakeholders (internal and external). Monitor the implementation of policies, strategies and programmes. Interpret/advise stakeholders (internal and external) on policies, protocol, regulations and guidelines. Conduct conservation planning and ensure compliance with national biodiversity management frameworks. Conduct ecological forest monitoring. Monitor and support the implementation of capacity building and environmental empowerment strategies in the regions. Perform and manage administrative and related functions for the Sub-directorate.

**ENQUIRIES**
Mr W. Kedama, tel. (043) 604-5570/5400

**APPLICATIONS**
daaff1@humanjobs.co.za or fax: 086 762 2863

**POST 19/03**
**OCCUPATIONAL HEALTH AND SAFETY COORDINATOR**
**REF NO:** 169/2016
Directorate: Employee Development and Performance Management

**SALARY**
R311 784 per annum

**CENTRE**
Pretoria

**REQUIREMENTS**

**DUTIES**
Develop OHS guidelines and policies. Conduct environmental scans, and research and development monitoring and evaluation tools. Evaluate programmes implemented. Coordinate/facilitate OHS training for the Health and Safety Reps, first aiders and fire fighters. Establish safety committees and develop contingency plans for the Department. Liaise with internal and external stakeholders. Conduct training for the employees at Head Office and Regional offices; Conduct OHS inspections and risk assessment of both medium and high risk areas. Assist with
drawing up of a departmental evacuation plan. Ensure that safety committees are functional.

ENQUIRIES : Ms M. Sekgobel, tel. (012) 319-7326
APPLICATIONS : daff3@humanjobs.co.za or fax: 086 762 2894

POST 19/04 : SENIOR FORESTER REF: 112/2016
Directorate: Woodlands and Indigenous Forest Management

SALARY : R262 272 per annum (all-inclusive package)
CENTRE : Gomo Forest Estate

DUTIES : Implement sustainable forest management in the Forest Estate subject to the following key performance areas: Implement the infrastructure management plan. Ensure maintenance and upgrades of roads, pathways and hiking trails. Manage construction of boundary fences, maintain and repair damaged fences. Control and manage soil erosion. Rehabilitate degraded areas. Manage tourism facilities within the FMU. Implement biodiversity monitoring and management practices identified in the management plan. Collect data for decision making. Maintain ecological processes, systems and biodiversity. Monitor threatened and endangered species. Monitor significant sights and maintain site register. Ensure the water provision to the FMU. Ensure the provision of environmental education at the FMU to promote environmental awareness. Research the subject for presentations. Conduct presentations to visitors. Provide technical advice to local communities and stakeholders. Perform office administrative and related functions. Compile and submit monthly and quarterly progress and technical reports. Contribute in the compilation of Estate reports. Supervise FMU staff. Assist staff with the development of workplans. Provide input to the operational plan for the Estate.

ENQUIRIES : Mr W. Kedama, tel. (043) 604-5570/5400
APPLICATIONS : daff4@humanjobs.co.za

POST 19/05 : INTERNAL AUDITOR 3 POSTS REF: 179/2016
Directorate: Internal Audit

SALARY : R262 272 per annum
CENTRE : Pretoria

DUTIES : Be responsible to provide internal audit services in the Department. Contribute to the development of strategic internal audit plans. Assist in maintaining efficient and effective controls and achieve the objectives of the Department by evaluating the Department’s control/objectives, as well as determine their effectiveness and efficiency through internal audits according to the internal audit plan. Collect information and participate in the compilation of reports to the Accounting Officer and Audit Committee. Keep up-to-date with new developments in the internal audit environment.

ENQUIRIES : Ms R Colling, tel. (012) 319-7144
APPLICATIONS : daff5@humanjobs.co.za or fax: 086 762 2920

POST 19/06 : SENIOR FORESTRY DEVELOPMENT OFFICER REF: 152/2016
Directorate: Forestry Management (Other Regions)

SALARY : R262 272 per annum
CENTRE : Bloemfontein
DUTIES: Promote socio-economic development in the forestry sector. Implement forestry enterprise development, greening and livelihood initiatives. Ensure that the Integrated Development Plans (IDPs) include development objectives. Ensure forestry enterprise development initiatives are promoted. Facilitate and support the development of new afforestation. Liaise with stakeholders. Provide technical advice to stakeholders. Conduct awareness campaign and workshops. Facilitate and support the development of new afforestation. Supervise staff.

ENQUIRIES: Mr S. Ngxoweni, tel. (051) 400-3505
APPLICATIONS: daff7@humanjobs.co.za or fax: 086 762 2966

POST 19/07 : SENIOR FORESTER REF NO: 155/2016
Directorate: Forestry Management Limpopo/Mpumalanga

SALARY: R262 272 per annum
CENTRE: Welgevonden Plantation (Arcornhoek)
REQUIREMENTS: A National Diploma or degree in Forestry coupled with relevant experience in Forestry Management at supervisory level. Knowledge of policy and legislation framework, sectorial legislation and the regulatory framework of forestry and labour in South Africa. Knowledge of best management practices for Forestry and Environmental Management Systems. Organising and planning skills. The ability to prioritise work, monitor processes, make decisions and solve workers’ problems. Good communication skills (verbal and written) and the ability to communicate well with other people at different levels. Good interpersonal relations. Computer literacy in MS Office software. Telephone etiquette. Presentation and negotiation skills. Knowledge of documenting/recording information. A valid driver’s licence.


ENQUIRIES: Mr N. Nemukula, tel. (015) 519-3325
APPLICATIONS: daff6@humanjobs.co.za or fax: 086 762 2951

POST 19/08 : CHIEF MARINE CONSERVATION INSPECTOR REF NO: 187/2016
Directorate: Monitoring & Surveillance

SALARY: R262 272 per annum
CENTRE: East London and Port Elizabeth

DUTIES: Manage and participate in Special Operations/investigations to prevent the illegal harvest and trade of marine products and to safeguard endangered species. Plan and manage special operations/investigations for extended periods of time. Manage and plan sea, coastal, aerial and land patrols to prevent illegal harvesting of marine resources. Manage the implementation and enforcement of the Marine Living Resources Act, Regulations and other relevant legislation. Manage and institute criminal proceedings against offenders including issuing of written notices to appear in court, and give evidence. React on the information/complaints received. Manage, supervise and conduct inspections/investigations in the fishing industries, restaurants, fish shops, etc. Initiate, supervise, conduct, assist with an investigations/special operations relating to the Marine Living Resources Act, 18/1998. Complete documents pertaining to criminal cases (such as dockets,
charge sheets, evidence collection and handling evidence). Liaise with relevant role-players, the public in general and the fishing industry. Work in high risk areas at times, and in harsh environmental conditions. Monitor the landing of commercial, recreational fish and fishing vessels. Travel to the other centre when required and frequently work outside normal office hours. Represent the Department at border posts control, customs and other stakeholders meetings. Give feedback via written reports and evaluate personnel, operations and investigations. Keep and maintain all official records.

ENQUIRIES: Mr. T. Maratsane tel. (021) 402-3508
APPLICATIONS: daff1@humanjobs.co.za or fax: 086 762 2863
NOT: Applicants are requested to specify the preference of their station by quoting the correct centre. Failure to do so will result in applications not being considered.

POST 19/09: ENVIRONMENTAL OFFICER GRADE A-C REF NO: 185/2016
Directorate: Socio-Economic Development

SALARY: R223 686-R392 070 per annum
CENTRE: Cape Town

DUTIES: Assist in identifying communities in need and profile them. Conduct socio-economic research. Prioritise communities that are in dire need as per indicators in the research findings. Mobilise community members to form cooperatives to manage the projects. Participate in environmental events such as biodiversity weeks, marine week, etc. Take school groups (learners) for rocky shore lessons in order to promote understanding of ecosystems. Conduct career exhibitions in schools and attend to career expos. Identify key stakeholders with similar/common interests. Formalise partnerships with key stakeholders. Establish links/communication channels with coastal municipalities and provide inputs in the development of their Integrated Development Plans (IDP). Implement projects in terms of project plan. Provide inputs for budget plans for the financial year. Prepare expenditure reports.

ENQUIRIES: Mr L. Zoko, tel. (021) 402-3543
APPLICATIONS: daff4@humanjobs.co.za or fax: 086 762 2910

POST 19/10: SENIOR MARINE CONSERVATION INSPECTOR 2 POSTS REF NO: 186/2016
Directorate: Monitoring & Surveillance

SALARY: R211 194 per annum
CENTRE: Cape Town and Saldanha
REQUIREMENTS: A Grade 12 (Matric) certificate with experience in law enforcement. Exposure to investigations. A valid Code 08 driver’s licence. Computer literacy in MS Office software. Knowledge of the Marine Living Resources Act, 18 of 1998 or Criminal Procedure Act, 51/1977. Experience in receiving, dealing with and investigating public complaints. Good communication (both verbal and written) and conflict resolution skills. Candidates must be willing to work shifts, weekends, overtime, work at sea and travel when required.

DUTIES: Participate in special operations/investigations to prevent the illegal harvest and trade of marine products and to safeguard endangered species. Conduct sea, coastal, aerial and land patrols to prevent illegal harvesting of marine resources. Implement and enforce the Marine Living Resources Act, Regulations and other relevant legislation. Institute criminal proceedings against offenders including issuing of written notices to appear in court, and give evidence. Conduct investigations of cases and transgressions under MLRA, 18/1998, Conduct investigations pertaining to commercial rights and permit holders, react on the information/complaints received. Conduct inspections in the fishing industries, restaurants, fish shops, ports of entry, etc. Assist with and initiate investigations by utilising surveillance techniques. Complete documents pertaining to criminal cases (such as dockets, charge sheets, evidence collection and handling evidence). Work in high risk areas at times, and in harsh environment conditions. Monitor the landing of commercial and recreational fish and fishing vessels. Travel to other centres when required and frequently work outside normal office hours.

ENQUIRIES: Mr. Maratsane, tel. (021) 402-3508
APPLICATIONS: daff2@humanjobs.co.za or fax: 086 762 2864
NOTE : Applicants are requested to specify the preference of their station by quoting the correct centre. Failure to do so will result in applications not being considered.

POST 19/11 : LEGAL ADMINISTRATION OFFICER (MR2-MR3) (6-MONTHS CONTRACT)
REF NO: 182/2016

SALARY : R188 847-R241 074 per annum (salary will be determined in accordance with OSD (determination experience)

CENTRE : Cape Town


DUTIES : Provide legal advice throughout the Fishing Rights Allocation Process (FRAP). Develop FRAP relevant service level agreements with stakeholders. Compile notices for gazetting. Proactively identify FRAP-related risks and develop mitigating strategies. Liaise with internal and external stakeholders on FRAP-related legal matters. Consider and draft submissions in respect of application for transfer of fishing rights and provide legal advice on section 28 proceedings instituted in terms of the MLRA. Provide inputs into permit conditions and on requests for access to information. Provide legal support and legal advice to management on fisheries-related matters. Ensure compliance and monitor implementation of Rights Allocation processes in line with legal prescripts and other governmental mandate, policies and strategic objectives. Represent the Department, its functionaries during consultation processes and policy roll-outs.

ENQUIRIES : Mr M. Mdledle, tel. (021) 402-3422
APPLICATIONS : daff5@humanjobs.co.za or fax: 086 762 2920
ANNEXURE B

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 Stanza Bopape and Steve Biko, Arcadia, Pretoria.

CLOSING DATE

27 May 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 as well as a technical practical exercise as part of the selection process.

MANAGEMENT ECHELON

POST 19/12

CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: CIR 19/01

SALARY

An all-inclusive remuneration package of R1, 042,500 per annum, consisting of a basic salary (70% of the total remuneration package), 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

Applicants must be in possession of at least an undergraduate qualification (NQF level 7) in the field of Human Resource Management or related area; a post graduate qualification will be an added advantage. At least 5 years proven experience in a senior managerial position in Human Resource Management, specifically in Public Service. Knowledge of the following functional fields is critical: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, good understanding of the PFMA, good understanding of the Public Service Human Resource Regulatory Framework, ability to work in cross/functional projects/teams, excellent co-ordination and project management skills, good understanding of Government policies and initiatives and the role of information in government decision-making, Demonstrated strategic and operational management ability and experience, experience in leading and managing transformation, change and diversity.

DUTIES

As the Head of the Human Resource Management Chief Directorate, the incumbent of this position will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management and Auxiliary Services functions in the Department of Arts and Culture. Specific key focus areas include the following: *To develop and implement a people strategy and implementation plan *To facilitate the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives
of the department
*To build capacity through Human Resource Development and Performance Management
*To maintain an appropriate labour relations environment and maintain and develop relationships with organised labour and other key role-players
*To ensure a workforce that is equitably represented at all levels and to ensure compliance with the Employment Equity Act
*To facilitate processes for ensuring that the Department has adequate human resource capacity
*To promote employee health and wellness in the department
*To ensure a strategic HR planning and policy framework that supports the objectives of the department
*To ensure a conducive and safe work environment including security management services, occupational health and safety and other key auxiliary services (i.e. central registry services, government transport, travel, building maintenance and office cleaning services)
*To ensure the provision of HR support services to operational staff in line with business requirements and departmental strategy
*To manage the entire Human Resource and Auxiliary Services functions in the Department.

ENQUIRIES : Ms NP Maloka, 012 441 3730.
The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

APPLICATIONS: Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION: Mr A Tsamai

CLOSING DATE: 27 May 2016

NOTE: Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

MANAGEMENT ECHELON

POST 19/13: DIRECTOR: RESEARCH COORDINATION, MONITORING AND EVALUATION

REF NO: RCME/01/2016

Branch: Office of the Director General
Directorate: Research Coordination, Monitoring and Evaluation

PURPOSE: This unit requires a suitably qualified seasoned researcher and manager to head this unit. The unit is responsible for reporting on the overall performance of the basic education system through analytical, research, monitoring and evaluation activities in relation to medium to long-range goals of quality basic education. The unit’s functions include developing integrated reports on schooling and learning outcomes in response to the core mandate of quality basic education. The unit also includes liaison, networking, and capacity building to build research, evaluation and analytical skills in order to provide strategic decision support in the basic education sector.

SALARY: All-Inclusive remuneration package of R 864 177 per annum

CENTRE: Pretoria

REQUIREMENTS: A Bachelors degree qualification/or equivalent qualification in social or quantitative sciences, quantitative research or economics. 5 years sector experience in planning, research, monitoring or evaluation in education. 5 years’ experience in developing policy, planning and monitoring networks. Understanding of the role of sectoral programmes, resourcing and plans in order to develop high level presentations on provincial and national sector progress in the sector. Deep understanding of education sector research, studies and surveys which provide information, data and information on factors influencing sectoral performance. Ability to assist in strategic policy and research analysis using presentations with quantitative evidence backed by qualitative data disaggregated appropriately. Ability to develop, use, manage and apply different education indicators in support of institutional, programmatic, sectoral and entity contributions to the DBE mandate. Technical and management ability to manage large scale research projects in basic education. Ability to lead the liaison, networking and strategic alignment of inter-provincial and entity interventions in critical areas of research, monitoring and evaluation as well as medium to long-term sector planning, monitoring and evaluation. Understanding and experience of the use of statistical applications and packages using large education datasets. Postgraduate qualification will be an added advantage.

DUTIES: The Director will undertake extensive statistical analysis and coordinate and implement research in the sector. She/he will analyse and implement sector research, studies and analytical surveys which provide information, data and
information on factors influencing sectoral performance. The director will develop, use, manage and supply different education indicators in support of institutional, programmatic, sectoral and entity contributions to the DBE mandate. The director will have technical and management ability to manage large scale research projects in basic education. The director will lead the liaison, networking and strategic alignment of inter-provincial and entity interventions in critical areas of research, monitoring and evaluation as well as medium-to-long-term sector planning, monitoring and evaluation. The director will use statistical applications and packages using large education datasets daily in order to support sector planning, research, evaluation and decision support at strategic level.

**ENQUIRIES**

Mr A Tsamai - 012 3573321

**NOTE**

All short-listed candidates for the above post will be subjected to a technical exercise that intends to test relevant technical elements of the job, whilst selected interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of a performance agreement, employment contract and annual financial disclosures.

**OTHER POSTS**

**POST 19/14**

**DEPUTY DIRECTOR: COORDINATION AND SECRETARIAL SUPPORT**

**REF NO: CSS/02/2016**

Directorate: Coordination and Secretarial Support

**SALARY**

All-Inclusive remuneration package of R 726 276 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate Bachelor’s degree or equivalent qualification; at least five (5) years’ experience in managing high-level secretariat support functions, processes and outputs; excellent organisational, administrative and coordination skills; sound interpersonal and stakeholder liaison skills; excellent verbal and written communication skills; knowledge and experience of governance issues and report writing at corporate level; computer literacy; ability to work under pressure and inordinate hours; willingness to travel and a valid driver’s license

**DUTIES**

Coordinate and manage the provision of high-level secretariat support service to meetings of statutory bodies such as CEM and HEDCOM, various departmental structures such as Broad Management, Senior Management and Ministerial Management, among others, and inter-governmental structures, including the Social Protection, Community and Human Development Cluster; coordinate the participation of the Department of Basic Education in interdepartmental work including at Cluster level; manage decision support systems and processes to optimise functions of governance structures; serve as a custodian of executive decisions of governance structures and develop a mechanism to ensure executive decisions are acted upon.

**ENQUIRIES**

Mr A Tsamai - 012 3573321

**NOTE**

The successful candidate will be required to undergo a competency test and will be subjected to a security clearance.

**POST 19/15**

**ASSISTANT DIRECTOR: COORDINATION AND SECRETARIAL SUPPORT**

**REF NO: CSS/03/2016**

**SALARY**

Salary package of R 389 145 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate Bachelor’s degree or equivalent qualification; proven experience in managing high-level secretariat support functions, processes and outputs; excellent organisational, administrative and coordination skills; sound interpersonal and stakeholder liaison skills; excellent verbal and written communication skills; knowledge and experience of governance issues and report writing at corporate level; computer literacy; ability to work under pressure and inordinate hours; willingness to travel and a valid driver’s license.

**DUTIES**

Coordinate and manage the provision of high-level secretariat support service to a range of structures such as CEM, HEDCOM, Broad Management, Senior Management and Ministerial Management, among others, as well as inter-governmental structures, including the Social Protection, Community and Human Development Cluster; coordinate the participation of the Department of Basic Education in interdepartmental work including at Cluster level; manage decision support systems and processes to optimise functions of governance structures; serve as a custodian of executive decisions of governance structures and develop a mechanism to ensure executive decisions are acted upon.
ENQUIRIES: Mr A Tsamai-012 357 3321
NOTE: The successful candidate will be required to undergo a competency test and will be subjected to a security clearance.

POST 19/16: ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: CMIR/04/2016
Directorate: Communication and Research

SALARY: All-Inclusive remuneration package of R 389 145 per annum
CENTRE: Pretoria
REQUIREMENTS: A relevant Communications Studies related Diploma. Four (4) years media relations experience. Sound knowledge and understanding of the media and public sector communication strategies. An understanding of basic education sector issues is required. Computer literacy skills. Excellent interpersonal relations and communication skills (verbal and written). Report writing and editing skills. Creative and analytical thinking skills. Ability to work accurately and independently. Planning and organisational skills. A valid driver's licence.

DUTIES: Co-ordinate and manage media enquiries; Develop content for publication on communication platforms; Compile media statements and press releases; Develop media strategies; Assess media trends regularly; Maintain a comprehensive media contacts list; Respond to daily media enquiries; Arrange media interviews and other appropriate interactions; Provide media liaison support for external events; Arrange press conferences and media briefings; Provide support to the Media Liaison Officer and Spokesperson for the Department and the Ministry; Oversee the compilation and distribution of daily media monitoring reports; Actively communicate with all Directorates in the Department in order to support their work; and

ENQUIRIES: Mr A Tsamai-012 357 3321
NOTE: The successful candidate will be required to undergo a competency test and will be subjected to a security clearance.
ANNEXURE D

DEPARTMENT OF DEFENCE

CLOSING DATE : 10 June 2016 (Applications received after the closing date and faxed copies will not be considered).

NOTE : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants’ training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver’s license (where applicable). Must be a South African citizen. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same application form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

OTHER POSTS

POST 19/17 : SENIOR ADMINISTRATIVE OFFICIAL (USAGE 401) REF NO: 08/01

These posts are advertised in the DOD and Broader Public Service

SALARY : R262 272 per annum, Level 8

CENTRE : Institute for Aviation Medicine, Lyttelton, Pretoria

REQUIREMENTS : Grade 12. Applicants with prior learning, either by means of experience or alternative courses may also apply. Administration, reception and mainframe experience will be a recommendation. Special requirements (skills needed): Extended knowledge of the medical information system. Sound patient administration background. Good communication (written and verbal), organise, interpersonal relationships, problem solving, conflict management, training and facilitating skills. Knowledge of capturing and microfilming/scanning processes. Strong leadership and supervisory qualities. Knowledge of policies and directives. Handle repetitive work. Team player. Must be able to work under pressure.

DUTIES : Receive and handle incoming Aviation Medical reports, including capturing all necessary information on Medical mainframe. Preparation of panel cases. Maintain statistics. Give inputs for the Patient Admin budget. Attend meetings. Medical mainframe system fault reporting. Give input regarding Standards Operating Procedures and standing Working Procedures. To handle incoming and outgoing telephonic queries from Civil Aviation Authority, Private Aviation Medical Examiners, Aircrew and SAAF Aircrew. Retrieval of medical records as instructed. Give in-post training to newly appointed members. Attend training courses to develop own skills. Assist with system changes for Aviation Medicals. Responsible for computer security in conjunction with Unit Counter Intelligence Officer (UCIO). Contribute to medical mainframe data integrity. Monitor and execute patient administration services.

ENQUIRIES : Ms E. Kruger, Tel: (012) 671 6902

APPLICATIONS : Department of Defence and Military Veterans, SAMHS, Institute for Aviation Medicine (IAM), Private Bag X3, Lyttelton, 0140.
POST 19/18: ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR 2
POSTS REF NO: 08/02
These posts are advertised in the DOD, broader Public Service and Media (internet only)

SALARY: R211 194 per annu, Level 7
CENTRE: 2 Military Hospital, Wynberg, Cape Town
REQUIREMENTS: Grade 12 or recognised equivalent. Special requirements (skills needed): Ability to work with as part of a multi-disciplinary team. Must be fluent in English – read, write and speak. Basic computer literacy is a minimum requirement. A typing test will be required of all candidates interviewed. Must be able to work and make decisions under pressure and without constant supervision. Ability to work in a team. Knowledge and experience in secretarial/reception duties, preferably in the Medical field, planning, problem solving, detailed work. Managing demanding clients. Must be able to obtain a security clearance. If selected as a suitable candidate, applicant will be required to provide a set of fingerprints and a police clearance certificate. References will be consulted.

DUTIES: The applicant will be required to render comprehensive clinic/ward reception and secretarial duties. Processing and capturing of health records on the Military Medical Main Frame. Liaison between patients and Health Care Professionals. Provision of statistics and drafting of correspondence. Handling queries and problem solving. Independent decision making and possible supervision of new employees. Preference will be given to applicants residing in Cape Town/Western Cape.

ENQUIRIES: Major E.A. Torrance (021) 799-6247
Sergeant Major M.N. Madyo (021) 799-6548

APPLICATIONS: Department of Defence, South African Military Health Service, Human Resource Section, 2 Military Hospital, Private Bag X4, Wynberg, 7824. May be hand delivered to Human Resource Section, 1st Floor, 2 Military Hospital, Wynberg Military Base, Wynberg, Cape Town.
APPLICATIONS: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria.

FOR ATTENTION: Ms Alinah Mogaswa – Recruitment

CLOSING DATE: 27 May 2016, 12H00 No late applications will be considered.

NOTE: Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department (originally signed) or on the internet at http://www.gpaa.gov.za. Must be accompanied by a comprehensive CV with original certified copies of all qualifications (including matriculation), ID document and drivers licence if a prerequisite (copies of certified documents will not be accepted). Certified documents should not be older than 3 months. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications that don’t meet the above requirements will be deemed as regret. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 19/19: SENIOR STATE ACCOUNTANT: EB ACCOUNTING REF NO: SSA/EBA/2016/04-1C

24 months contract position

SALARY: R262 272 per annum plus 37% in lieu of benefits

CENTRE: Pretoria

REQUIREMENTS: A 3 years recognized tertiary qualification in Finance (accounting as a subject) coupled with 3 years appropriate proven experience in financial administration which include at least one year supervisory experience. A Senior Certificate/Grade 12 (Mathematics and Accounting (higher grade) as a passed subject) coupled with 6 years appropriate proven experience in financial administration which include at least one year supervisory experience. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel. Knowledge of Public Finance and Management Act. Knowledge of the Treasury Regulations on Pensions Administration. Knowledge of accounting principles and accounting systems. Analytical skills. Customer orientation. Problem solving skills. Ability to communicate at all levels. Ability to build strong network relationship. Ability to work in a team. Ethical conduct. Deadline driven.

DUTIES: The incumbent of the position will be responsible for a wide variety of financial accounting tasks which include the following, but not limited to: Supervision of bank payment transactions, Allocation of bank payments. Cashing of payments. Reconciliation of accounts. Supervision of unpaid/returned payments from the bank, Cancellation of returned payments. Allocation of receipts. Reconciliation of accounts, Supervision of Post Office payments, Sending of files to Post Office. Cancellation of expired payments. Reconciliation of accounts, Supervision of cashier office, Collecting and recording of cash. Banking cash collected by the cashier. Reconciliation of accounts, Supervision of DIRCO (Department of International Relations and Cooperation) claims, Authorisation of journal entries. Authorisation of DIRCO payments. Reconciliation of accounts, Supervision of subordinates, Allocate work according to skills and competencies of subordinates. Develop, train and coach subordinates. Effective communication to staff. Maintain discipline. Manage staff performance

ENQUIRIES: Ms Alinah Mogaswa 012-399 2487.

NOTE: One position of Senior State Accountant: Employee Benefits Accounting is currently available at the Government Pensions Administration Agency. The
position will be filled as 24 months contract. The key output from the role is to assist the assistant manager and supervise the processing of general ledger transactions.
**ANNEXURE F**

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

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

**NOTE**

Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 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.

**MANAGEMENT ECHELON**

**POST 19/20** : DIRECTOR: COURT MANAGER REF NO: 2016/FTC/01/GP

**SALARY** : R864 177 – R1 017 972 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Johannesburg Cluster

**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognised by SAQA; At least 6-10 years’ experience of which 5 years must be at middle/senior managerial level; Knowledge and experience in office and district administration, financial management, PFMA and Treasury Regulations; Knowledge and understanding of court administration will be an advantage; A valid driver’s licence. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Computer literacy (MS Office); Communication (verbal and written); Motivating and Organizing skills; Finance and Project Management; Negotiation and Conflict management; Interpersonal and people management.

**DUTIES** : Key Performance Areas: Manage Johannesburg, Sub districts and places of seating, Co-ordinate, manage the financial, human resources, strategic and business planning processes of the office; Manage the facility, physical resources, information and communication related to courts; Implement the Departmental policies at court level; Compile and analyze court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office.

**ENQUIRIES** : Ms E Dhlamini ☎ (011) 332 9000

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg

**CLOSING DATE** : 30 May 2016
OTHER POSTS

POST 19/21 : DEPUTY DIRECTOR: COURT INTERPRETING REF NO: 16/94/KZN
This is a re-advertisement candidates who previously applied are encouraged to re-apply

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

CENTRE : Magistrate’s Court, Durban

REQUIREMENTS : NQF level 4 / Grade 12 and a relevant tertiary qualification at NQF 6 or equivalent qualification; Proficiency in three or more indigenous languages (including IsiZulu) and English; Six years’ experience in court Interpreting of which three years at supervisory level; A valid driver’s licence; Skills and Competencies: Communication skills (verbal and written); Listening skills; Interpersonal skills: Time management; Computer Literacy (MS Office); Analytical thinking; Problem solving; Planning and organizing; Ability to work under pressure.

DUTIES : Key Performance Areas: Manage legal interpreting , language services and stakeholder relations in the province; Develop and manage operational plan to ensure effective implementation; Provide effective people management and deal with other resources; Manage related special projects of the office; Co-ordinate the interpreting and language services activities in the province; Manage evaluation and quality assurance.

ENQUIRIES : Mr J.N. Mdaka (031) 372 3000

APPLICATIONS : Quote the relevant reference number, direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place, Durban

CLOSING DATE : 30 May 2016

POST 19/22 : DEPUTY DIRECTOR: SUPPLY CHAINS MANAGEMENT PROCUREMENT REF NO: 2016/38/MP
This is a re-advertisement candidates who previously applied are encouraged to re-apply

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

CENTRE : Regional Office, Mpumalanga

REQUIREMENTS : An appropriate Degree / National Diploma in Commerce, Accounting or Economics or equivalent qualifications, Minimum of 3 years working experience in Financial environment (Supply Chain Management); At least 3 years should be at management level; Knowledge of Supply Chain Management Framework and Asset Management; Knowledge and understanding of Procurement Policy Framework Act, BBBEE and PFMA; A valid driver's license. Skills and Competencies: People management skills, Computer literacy; Policy development; Monitoring and evaluation skills; Research and data analytical skills; Project Management skills; Ability to adhere to confidentiality; Problem solving skills; Planning and Organizing skills; Financial management skills , Ability to work under pressure and Ability to work in team and independently

DUTIES : Key Performance Areas: Manage and maintain the demand management planning for the procurement of goods and services on behalf of the Regional Office and its sub offices; Manage the acquisition or procurement of goods and services on behalf of the Regional Offices; Manage logistics regarding stores warehousing, transport and vendor performance; Manage the assets and the disposal of assets; Manage contracts in the Region.

ENQUIRIES : Mr MH Hlophe (013) 753 9307

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: Application Box, Fourth Floor Room 4.26, 24 Brown Street, Nedbank Centre, Nelspruit.

CLOSING DATE : 30 May 2016

POST 19/23 : SENIOR ASSISTANT STATE ATTORNEY LP5 - LP6 REF NO: 16/129/SA

SALARY : R422 586–R997 008 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney: Mahikeng

REQUIREMENTS : An LLB or 4 years recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust
accounts; The right of appearance in the High Court of South Africa; Understanding of the State’s policies and transformation objective as well as the Constitution of South Africa; A valid driver’s license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication (written and verbal) skills; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Court, Labour Court, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection; Provide supervision and training to other professional staff.

ENQUIRIES : Mr. E. Seerane (012) 315 1780

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

CLOSING DATE : 30 May 2016

NOTE : A current certificate of good standing from the relevant law Society must accompany the application. People with disabilities are encouraged to apply.

POST 19/24 : COURT MANAGER REF NO: 16/55/FS
This post is a re-advertisement; candidates who previously applied are encouraged to re-apply

SALARY : R389 145–R458 385 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate’s Office, Ladybrand

REQUIREMENTS : Three (3) years tertiary qualification in Administration and / or National Diploma Service Management (NQF level 5) plus the module on Case Flow Management or relevant equivalent qualification; Three years in management or supervisory experience; Knowledge of Public Financial Management Act (PFMA); Knowledge of Department Financial Instructions (DFI) and Department’s accounting system (JDAS, ICMS, JYP) will an added advantage; A valid driver’s license. The following will serve as strong recommendations: knowledge and experience in office and district administration. Skill and Competencies: Strong Leadership and management capabilities; Strategic capabilities. Good communication (verbal and written).

DUTIES : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Implement the department policies at the courts. Compile and analyse court statistics to show performance trends; Support Case Flow Management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the project intended to improve court management; Manage the communication and relations with the internal and external stakeholders; Manage service level agreements.

ENQUIRIES : Ms. NN Sithole (051) 407 1800.

APPLICATIONS : Please direct your application to: The Regional Head, Private Bag X 20578, Bloemfontein, 930  or Physical Address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.

CLOSING DATE : 30 May 2016

POST 19/25 : ASSISTANT DIRECTOR: FAMILY ADVOCATE REF NO: 16/56/FS

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

CENTRE : Office of the Family Advocate, Bloemfontein

REQUIREMENTS : Bachelor’s Degree / National Diploma/ NQF Level 6 equivalent; Three years supervisory and public administration experience; Knowledge and application of PFMA, National treasury Regulations, Departmental Financial Instructions as well as Supply chain Management; Knowledge and understanding of Public Service Regulatory Framework as well as the Constitution of South Africa, Elementary knowledge/ understanding of the functions of the Office of the Family Advocate; A valid driver’s license. Skills and Competencies: Communication (written and verbal) skills; Strategic and Analytical thinking; Financial Management; Project
management / Coordination; Leadership and interpersonal; Performance information monitoring and reporting.

**DUTIES**

**Key Performance Areas:** Manage and supervise administration in the Chief Directorate: Family Advocate; Implement its strategic and service delivery objective; Coordinate decision support nationally and collate monthly, quarterly performance report of the unit and financial reports; Manage procurement and financial resources; Oversee Employee Relations and Human Resource Development of Administrative staff; Direct and manage projects aimed at improving administrative efficiency; Interpret and implement organizational circulars, policy and other communication that impact on the operation of the business unit.

**ENQUIRIES**

Ms NN Sithole ☎️ (051) 407 1800

**APPLICATIONS**

Quoting the relevant reference number, Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hands deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300..

**CLOSING DATE**

30 May 2016

**POST 19/26**

**ASSISTANT DIRECTOR: COURT OPERATIONS REF NO: 2016/39/MP**

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

**SALARY**

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

**CENTRE**

Regional Office, Mpumalanga

**REQUIREMENTS**

Degree or three year National Diploma in Public Management or Equivalent Three years supervisory/ Management experience; Knowledge and understanding of the functions of courts; A valid driver’s license; Skills and Competencies: Computer MS Office (Word, Excel, Power Point, Access, Project etc.), internet and e-mail; Communication skills (verbal and written); Problem solving and decision making skills; Analytical, accuracy and attention to details; Confidentiality and accountability; Assertiveness and confidence to interact at all levels; Ability to cope under pressure; Willingness to work outside official hours and to travel from time to time; Ability to arrange and systemize information.

**DUTIES**

**Key Performance Areas:** Perform administrative functions such as expert witness fees, wages forfeited; Ensure implementation and operations of ICMS and DCRS projects; Co-ordinate compilation of monthly/ quarterly/ annual performance and statutory reports to the relevant user including national office.

**ENQUIRIES**

Mr MH Hlophe (013) 753 9300/207

**APPLICATIONS**

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

**CLOSING DATE**

30 May 2016

**NOTE**

Females and people with disabilities are encouraged to apply.

**POST 19/27**

**ASSISTANT DIRECTOR REF NO: 47/16/LMP**

**SALARY**

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

**CENTRE**

Regional Office, Polokwane

**REQUIREMENTS**

A relevant 3 year Degree/ National Diploma; At least 3 years in Human Resources Management environment of which 2 years should be in Batho- Pele Programmes; A valid driver’s licence. Skills and Competencies: Creative analytical thinking; Planning, organizing and presentation skills; Problem solving skills; Ability to maintain confidentiality; The ability to work under pressure and meet deadlines; Computer literacy (MS Office); Report writing; Communication skills(verbal and written) and assertiveness; Accuracy and attention to detail.

**DUTIES**

**Key Performance Areas:** Monitor and enhance compliance to Batho Pele Principles, values, ethics of the department and to provide status reports; Ensure implementation and compliance to departmental service standards charter; Facilitate service delivery improvement plans; Liaise with relevant stakeholders on all service delivery matters and outreach programmes; Co-ordinate the departmental excellence awards programme.

**ENQUIRIES**

Mr Masemola TD. ☎️(015) 287 2025

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x8526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

**CLOSING DATE**

30 May 2016

21
POST 19/28: ASSISTANT DIRECTOR: PAYROLL AND MISCELLANEOUS PAYMENTS REF NO: 16/96/KZN
This post is a re-advertisement; candidates who previously applied are encouraged to re-apply

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

CENTRE REQUIREMENTS: Regional Office, Durban
Financial Degree or National Diploma at NQF level 6; Three years management /supervisory experience in a financial field; A valid driver’s license; Knowledge of the PFMA and Treasury Regulations. Skills and Competencies: Computer literacy (MS Office and Excel); Good communication skills (verbal and written); Planning and organizing skills; Accuracy and attention to detail; Problem solving skills; Exceptional report writing; Ability to work under pressure and be self-motivated; Good interpersonal relations.

DUTIES: Key Performance Areas: Supervise and manage staff performance; Manage payroll functions and miscellaneous expenditure; Manage debtors and compile audit responses as well as handling of all related enquiries; provide training to subordinates; Ensure adherence to all applicable prescripts and regulations
ENQUIRIES APPLICATIONS: Mr J.N. Mdaka ☏ 031 372 3000
Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, DURBAN, 4000 or Physical Address: Recruitment, First Floor, 2 Devonshire Place, Durban
CLOSING DATE: 30 May 2016

POST 19/29: SENIOR COURT INTERPRETER REF NO: 16/54/FS
This post is a re-advertisement; candidates who previously applied are encouraged to re-apply

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

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

DUTIES: Key Performance Arrears: To interpret in Court of Law (Civil and Criminal matters), confessions and commissions; Entering of criminal cases in the criminal record book / register; To interpret in small claims courts, disciplinary hearings and Conciliation and Arbitration; Interpret in re-trial proceedings and consultations. Consecutive interpreting from source to target language during Court proceedings, pretrial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions; Ensure that subordinates conclude performance agreements; Review performance and give feedback to Court Interpreter; Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department; To attend to all other duties that can be assigned to him / her from time to time and to assist with the necessary Administrative duties.
ENQUIRIES APPLICATIONS: Ms N Sithole ☏ (051) 407 1800
Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300
CLOSING DATE: 30 May 2016
NOTE: People who previously applied are encouraged to re-apply.
POST 19/30: SENIOR HUMAN RESOURCE OFFICER: CONDITIONS OF SERVICE REF NO: 16/6/FS

6 months contract

SALARY: R211 194 + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Office, Bloemfontein

REQUIREMENTS: Grade 12/ NQF Equivalent plus 3 years appropriate experience in Human Resource Leave Management; A valid driver’s license. Skills and Competencies: Excellent communication and presentation skills (verbal and written). Good numerical and organizing skills; Ability to work under pressure. Computer literacy (MS Office); Good interpersonal relations; Accuracy and attention to details. Thorough knowledge of leave prescripts; Persal certificate in leave administration will be an added advantage.

DUTIES: Key Performance Areas: Supervise the administration of the Leave Monitoring and Control Section; Approval of leave transactions on Persal System; Display and apply leave audits and the calculation of leave gratuities and advice payment; Prepare and approve correspondence. Gather information, monitoring and compile leave management reports/statistics, scrutinize and evaluate PERSAL leave reports; Verify the correctness of submissions for consideration by delegated authority; Report on performance and service delivery of Officials under control; Respond to enquiries of clients, both verbally and in writing; Exercise discipline. Monitoring and controlling of the work flow. Identify training needs of subordinates.

ENQUIRIES: Ms NN Sithole (051) 407 1800

APPLICATIONS: Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.

CLOSING DATE: 23 May 2016

POST 19/31: LEGAL ADMINISTRATION OFFICER MR3 – MR5 REF NO: 16/110/CLO

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

CENTRE: National Office, Pretoria

REQUIREMENTS: An LLB Degree or 4 year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of South African Legal system, and legal practices with specific reference to civil litigation; Knowledge of criminal procedures and practice, Experience in providing legal support in civil matters for and against the Department; Knowledge and experience in office administration; A valid driver’s licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Communication (verbal and written) skills; Interpersonal relations; Innovative and analytical thinking.

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

ENQUIRIES: Miss K. Ngomani (012) 357 8661

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

CLOSING DATE: 30 May 2016

NOTE: People with disabilities are encouraged to apply

POST 19/32: ESTATE CONTROLLER EC1 03 POSTS

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

CENTRE: REF NO: 16/111/MAS: Port Elizabeth

REF NO: 16/113/MAS: Johannesburg

REF NO: 16/127/MAS: Nelspruit
**REQUIREMENTS**

An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.

**DUTIES**

Key Performance Areas: Administer deceased and Insolvent Estates, Curatorship’s, Trusts and all aspects related to the administration thereof; Render professional service to clients in line with the service level agreements; Identify and report opportunities or problems that may impact on service level agreements or effective of operations to the Assistant Master; Provide effective people management; Prepare all monthly management and court reports in the prescribed formats.

**ENQUIRIES**

Mr. C. Msiza ☎️ (012) 315 4754

**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.

**CLOSING DATE**

30 May 2016

**NOTE**

People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.
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: 30 May 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.

Erratum: The post of Inspector: Team Leader advertised on the PSVC No 17 of 2016 for Labour Centre: Durban, REF NO: HR 4/4/5/02 is hereby withdrawn.

Enquiries: Mr S Biyase, Tel: (031) 336 1800 or Mr J Anand, Tel: (031) 366 2173

OTHER POSTS

POST 19/33: DEPUTY DIRECTOR: ADMINISTRATIVE AND STRATEGIC SUPPORT REF NO: HR 4/16/5/14HQ
(Three Year Contract)

SALARY: R612 822 per annum (all inclusive)

CENTRE: Office of the Director-General, Head Office


DUTIES: Provide advice to management in the Office of the Director-General on the status image of the Department emanating from Internal and external stakeholders. Monitor movement of documents in the Office of the Director-General including handling of confidential information. Monitor implementation of financial prescripts in the Office of the Director-General, Minister and Deputy Minister. Provide information analysis support on the matters raised by the Director –General through stakeholders, call centre, records or DG’s database. Manage all resources of the Directorate.

ENQUIRIES: Mr M Ntleki, Tel: 012 309 4248
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office
POST 19/34: SENIOR STATE ACCOUNTANT REF NO: HR4/4/05/01

SALARY: R262 747 per annum.
CENTRE: Provincial Office: Braamfontein
DUTIES: Authorize all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and safety-net). Verify information to ensure proper financial documents management. Monitor budget processes for the Province. Proper control of Petty cash. Clear suspense accounts and unallocated accounts before month closure. Manage the resource of the section.
ENQUIRIES: Ms CL Ngwane, Tel: (011) 853 0488
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 19/35: INSPECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: HR 4/4/10/155

SALARY: R262 272 per annum
CENTRE: Labour Centre: Paarl
DUTIES: Plan and independently conduct substantive occupational inspections with the aim of ensuring compliance with labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA) , Compensation for Occupational Injuries and Diseases Act ( COIDA) , Occupational Health and Safety Act (OHSA) , Skills Development Act ( SDA) and UI Contribution Act ( UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
ENQUIRIES: Ms Z Maimane, Tel: (021) 4418125
APPLICATIONS: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000,
FOR ATTENTION: Sub-directorate: Human Resources Management, Western Cape

POST 19/36: INSPECTOR: TEAM LEADER 3 POSTS REF NO: HR4/4/10/177

SALARY: R262 272 per annum
CENTRE: Labour Centre: Bellville, George and Oudtshoorn
Interpersonal, Conflict handling, Negotiation, Problem solving, Presentation, Innovative, Analytical, Verbal and written communication.

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 Injuries and Diseases Act (COIDA), Occupational Health and Safety Act (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: Ms Z Maimane, Tel: (021) 4418125
APPLICATIONS: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000
FOR ATTENTION: Sub-directorate: Human Resources Management, Western Cape

POST 19/37: INSPECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: HR 4/4/1/07

SALARY: R262 272 per annum
CENTRE: Labour Centre: Grahamstown


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 Injuries and Diseases Act (COIDA), Occupational Health and Safety Act (OHS), Skills Development Act (SDA) and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES: Ms P Papu, Tel: (046) 622 2104
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9005, East London, 5200
FOR ATTENTION: Sub-directorate: Human Resources Management, East London

POST 19/38: SUPERVISOR: REGISTRATION SERVICE REF NO: HR4/4/10/175

SALARY: R262 272 per annum
CENTRE: Labour Centre: Bellville

Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation.

DUTIES: Monitor and oversee the help desk at the first port of entry within Registration Services. Oversee the employment services rendered to all clients. Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all queries regarding legislation and follow up on pending queries.

ENQUIRIES: Ms Z Maimane, Tel: (021) 441 8125

APPLICATIONS: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at (No 21 Wes bank House 4th-6th floors, Cnr Riebeek & Long Street, Cape Town

POST 19/39: INSPECTOR: INSPECTION SERVICES (HOSPITALITY) REF NO: HR4/4/4/4/05/06

SALARY: R262 747 per annum

CENTRE: Provincial Office: Gauteng


DUTIES: Conduct occupational inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA) and Sector Determination Hospitality sector. Execute investigations on reported cases pertaining to contravention of BCEA and Sector Determination and enforce. Conduct proactive (Blitz) inspections regularly to monitor compliance with BCEA and Sector Determination. Conduct advocacy campaigns on BCEA AND Sector Determination, analyse impact thereof. Contribute to the planning, drafting and maintenance of regional inspection.

ENQUIRIES: Mr L Bleni, Tel: (011) 853 0300

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

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

POST 19/40: INSPECTOR: INSPECTION SERVICES (PRIVATE SECURITY) REF NO: HR4/4/4/4/05/07

SALARY: R 262 747 per annum

CENTRE: Provincial Office: Gauteng


DUTIES: Conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment with the Sectorial Determination for Private Security. Execute investigations on reported cases pertaining to contravention of BCEA / Sectorial Determination for private security and enforce. Conduct proactive (Blitz) inspections regularly to monitor compliance with BCEA / Sectorial Determination for private security. Conduct advocacy campaigns on BCEA / Sectorial Determination, analyse impact thereof. Contribute to the planning, drafting and maintenance of regional inspection.

ENQUIRIES: Mr L Bleni, Tel: (011) 853 0300

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

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

POST 19/41: INSPECTOR: INSPECTION SERVICES (WHOLESALE AND RETAIL) REF NO: HR 4/4/6/31

SALARY: R262 747 per annum
CENTRE: Provincial Office: Limpopo

REQUIREMENTS:

DUTIES:
Conduct inspection with aim of ensuring compliance with Basic Conditions of Employment Act (BCEA), and Sectorial Determination for wholesale and retail sector. Execute investigations on reported cases pertaining to contravention of BCEA and Sectorial Determination for wholesale and retail sector and enforce. Conduct allocated proactive (Blitz) inspections regularly to monitor compliance with BCEA and Sectorial Determination for wholesale and retail sector. Conduct advocacy campaigns on BCEA and Sectorial Determination for wholesale and retail sector. Contribute to the planning, drafting and maintenance of regional inspection.

ENQUIRIES: Mr TR Tshishivheli, Tel: (015) 290 1617
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane 0700
FOR ATTENTION: Sub-directorate: Human Resources Management, Limpopo
POST 19/42: CHIEF PERSONNEL OFFICER REF NO: HR 4/16/05/13HO

SALARY: R262 747 per annum
CENTRE: Directorate: Human Resources Management, Head Office
REQUIREMENTS:

DUTIES:
Manage and Administer Persal establishment within the Department. Align the Persal establishment according to the organizational structure. Draw up monthly report on Persal and maintain personnel database. Compile statistics for all the filled and vacant posts in the Department of Labour. Coordinate stakeholder engagement.

ENQUIRIES: Ms LA Pitsi, Tel: (012) 309 4563
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 Or hand deliver at 215 Francis Baard Street.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office
POST 19/43: ICT SERVICE DESK AGENT REF NO: HR 4/16/05/14HO

SALARY: R171 069 per annum
CENTRE: Chief Directorate: Information Communication Technology, Head Office
REQUIREMENTS:
Grade 12 and A+ or N+. One year experience in a Call Centre / Service Desk environment. Knowledge: Strong comprehension of English Language , Microsoft Applications literate, Processes and procedures, Service Desk environment. Skills: Strong communication to provide high-quality customer service, The ability to listen and ask relevant questions, Exceptional written and oral communication , Fluent English, Analytical , Telephone Etiquette , IT Skills.

DUTIES:
Log incidents on IT Service Management (ITSM) system from incoming calls and emails. Ensure that all related documentation is attached to the logged incidents and requests. Manage call assigning and escalation. Follow up and update all user and engineer activity on the logged calls where applicable.

ENQUIRIES: Ms R Mudau, Tel: (012) 657 7505
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 Or hand deliver at 215 Francis Baard Street.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office
POST 19/44: INSPECTOR: INSPECTION SERVICES 2 POSTS

SALARY: R171 069 per annum
CENTRE: Labour Centre: Kimberly - Reference No: HR 4/4/8/1NC

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

ENQUIRIES: Mr J Mphahlele, Tel: (053) 8381500
Ms ME Msiza, Tel (018) 387 8100

APPLICATIONS: Kimberley: Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hand deliver at Cnr Compound and Pniel Road, For Attention: Sub-directorate: Human Resource Management, Kimberly
Mmabatho: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Hand deliver at University Drive, provident House, Mmabatho, For Attention: Sub-directorate: Human Resources Management, Mmabatho

POST 19/45: PRACTITIONER: MANAGEMENT SUPPORT SERVICES REF NO: HR 4/4/8/2NC

SALARY: R142 461 per annum
CENTRE: Provincial Office: Kimberly

DUTIES: Render Supply Chain management function in a Labour Centre. Provide finance, office services including fleet management within a Labour centre. Render Human resources Management services at a labour centre. Responsible for training and performance management in a labour centre. Render general administrative work for the labour centre when required.

ENQUIRIES: S Mapukata, Tel: (053) 631 0952
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hands deliver at Cnr Compound and Pniel Road, FOR ATTENTION: Sub-directorate: Human Resource Management, Kimberly

POST 19/46: SENIOR ADMINISTRATION CLERK: REGISTRY REF NO: HR 4/4/8/3NC

SALARY: R142 461 per annum
CENTRE: Provincial Office: Kimberly

DUTIES: Maintain the filing system within Provincial Office according to Archives and Records management prescripts. Handle all correspondence for Provincial Office and maintain records thereof. Operate the franking machine and ensure availability of funds. Render general administrative duties in the section including procurement of stationery and equipment.

ENQUIRIES: Mr D Mhlophe, Tel: (053) 8381 1500
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hands deliver at Cnr Compound and Pniel Road,
<table>
<thead>
<tr>
<th>POST 19/47</th>
<th>SENIOR PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: HR 4/4/8/4NC</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R142 461 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Provincial Office: Kimberly</td>
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<tr>
<td>DUTIES</td>
<td>Facilitate and provide administrative support for service benefit of employees. Provide support to the recruitment and selection processes. Capture and update all personal data on Persal system.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms H R Olivier, Tel: (053) 838 1523</td>
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<tr>
<td>APPLICATIONS</td>
<td>Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hands deliver at Cnr Compound and Pniel Road,</td>
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<td>FOR ATTENTION</td>
<td>Sub-directorate: Human Resource Management, Kimberly</td>
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<tr>
<th>POST 19/48</th>
<th>ADMINISTRATION CLERK REF NO: HR 4/4/9/167</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R142 461 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Provincial Office: North West</td>
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<tr>
<td>DUTIES</td>
<td>Administer air travel, Hotel accommodation and short term bookings. Handle the allocation, utilization and booking services of cars in the Province. Attain information of invoice received and to prepare payment for service provider. Acquire information on payment of fines. Provide an efficient and effective administration support for the unit.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms ME Msiza, Tel: (018) 387 8100</td>
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<tr>
<td>APPLICATIONS</td>
<td>Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Hand deliver at University Drive, provident House, Mmabatho</td>
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<td>FOR ATTENTION</td>
<td>Sub-directorate: Human Resources Management, Mmabatho</td>
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<tr>
<th>POST 19/49</th>
<th>SENIOR LIBRARY ASSISTANT REF NO: HR 4/16/05/15HO</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R142 461 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Directorate: Labour Market Information and Statistics, Head Office</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Three years qualification in Library Studies or Archival Studies or Record Management, Zero to One year experience. Knowledge: Departmental Policies and procedures, General knowledge of the Public Services, General knowledge of the public service regulations, Management and budgeting, Training and development, Research, Labour Relations Act, Skills Development Act. Skills: Communication, Problem solving, Planning and organizing, Negotiation, Interpersonal Relations, Decision making, Computer literacy.</td>
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<td>DUTIES</td>
<td>Render and provide information services in a wide range of Library matters to DoL staff. Render administrative functions in the Library. Organize the Library collections. Manage Library and information resources.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms E Nonyane, Tel: (012) 309 4623</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 Or hand deliver at 215 Francis Baard Street.</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Sub-directorate: Human Resources Operations, Head Office</td>
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</tbody>
</table>
OFFICE OF THE CHIEF JUSTICE

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

CLOSING DATE: 20 May 2016

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

OTHER POSTS

POST 19/50: REGISTRAR: REF NO: 2016/108/OCJ

SALARY: MR3-MR5 (R 210 837 –R 762 630) (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Labour Court (Cape Town)

REQUIREMENTS: LLB Degree or four year equivalent qualification At least two (2) to eight (8) years appropriate post qualification legal experience; A valid driver’s licence Skills and Competencies: Case flow Management; Dispute management; Legal drafting; Legal research; Office management, planning and organizational skills; Good communications skills (written and verbal); Good interpersonal relations; Computer Literacy (MS Office); Ability to interpret Acts and Regulations; Negotiation, motivation, customer Relations, self-management and stress management skills.

DUTIES: Co-ordinate Case Flow Management support services to the Judge Court President and Deputy President; Issue all processes the initiate court proceedings; Issue, keep, check and analyse court statistics; Issue court orders; Assist the public with court procedures; Process reviews and appeals; Implement rules, procedures and practices and costs periodically in co-operation with the Judge President, Court Manager and Judiciary; Manage court files in terms of the Archives Code/Act; Give attention to and execute requests from the judiciary in connection with cases and other case related matters; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure annotation of relevant publications, codes, Acts and rules; Write and respond to correspondence; Provide practical training and assistance to the clerks of Labour and Labour Appeal Court.

ENQUIRIES: Ms. Paulina Chauke (011) 335 0392

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

POST 19/51: SENIOR LAW RESEARCHER REF NO: 2016/109/OCJ

Re-Advert candidates who previously applied need to re-apply as previous applications will not be considered:

SALARY: R 389 145.00 per annum. The successful candidate will be required to sign a performance agreement

CENTRE: The High Court Of South Africa Gauteng Local Division: Johannesburg

REQUIREMENTS: An LLB degree or four year recognized legal qualification; At least three to five years experience in legal research/Law Researcher; Valid driver's license. Shortlisted candidates will be required to perform a one day research assignment at the High Court and submit research memorandum upon completion of the
research assignment. Skills and Competencies: Research skills, Very good communication skills (verbal and written) Very good report writing skills Problem analyzing, solving and planning skills, Decision making skills Time management skills Creative and analytical thinking skills

DUTIES:
Conduct and co-ordinate legal research as may be required, from time to time, by the Court Perform quasi-judicial functions, such as editing of judgements, proofreading and assisting in the preparation of speeches/papers for presentation by Judges Monitor and bring to the attention of judges new developments in law and jurisprudence. Performing any court related work which may be required by the office of Judge President for, inter alia, the purposes of improving the efficiency of the Court Supervise junior Law Researchers Proof reading including checking of citation appearing in judgement Ability to defend research findings Research and retrieve material for the library accessibility to Court, physically and electronically Liaise with Court Manager with regard to HR and Finance policies.

ENQUIRIES:
Ms Lutendo Netsihomboni  (011) 335 0392
APPLICATIONS:
Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice, Gauteng Region, Private Bag X07, Johannesburg, 2000 or Physical Address: High Court of South Africa: Gauteng Local Division: Johannesburg, 12th Floor Cnr. Prichard and Kruis Street: Johannesburg.

POST 19/52:
SENIOR LAW RESEARCHER REF NO: 2016/110/OCJ
RE-ADVERT candidates who previously applied need to re-apply as previous applications will not be considered)

SALARY:
R 389 145.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE:
The High Court OF South Africa Gauteng Local Division: Pretoria

REQUIREMENTS:
An LLB degree or four year recognized legal qualification, At least three to five years’ experience in legal research/Law Researcher, Valid driver’s license Shortlisted candidates will be required to perform a one day research assignment at the High Court and submit research memorandum upon completion of the research assignment. Skills and Competencies: Research skills, Very good communication skills (verbal and written) Very good report writing skills Problem analyzing, solving and planning skills Decision making skills Time management skills Creative and analytical thinking skills

DUTIES:
Conduct and co-ordinate legal research as may be required, from time to time, by the Court Perform quasi-judicial functions, such as editing of judgements, proofreading and assisting in the preparation of speeches/papers for presentation by Judges Monitor and bring to the attention of judges new developments in law and jurisprudence. Performing any court related work which may be required by the office of Judge President for, inter alia, the purposes of improving the efficiency of the Court Supervise junior Law Researchers Proof reading including checking of citation appearing in judgement Ability to defend research findings Research and retrieve material for the library accessibility to Court, physically and electronically Liaise with Court Manager with regard to HR and Finance policies.

ENQUIRIES:
Ms Lutendo Netsihomboni  (011) 335 0392
APPLICATIONS:
Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice, Gauteng Region, Private Bag X07, Johannesburg, 2000 or Physical Address: High Court of South Africa: Gauteng Local Division: Johannesburg, 12th Floor Cnr. Prichard and Kruis Street: Johannesburg.

POST 19/53:
CONTRACT LAW RESEARCHER (1 POST) (3 YEARS CONTRACT): REF NO: 2016/111/OCJ

SALARY:
R 311 784.00 per annum + 37% lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE:
The High Court OF South Africa Gauteng Local Division: Pretoria

REQUIREMENTS:
An LLB degree, At least 0-2 year’s relevant experience. Skills and Competencies: Research skills, Very good communication skills (verbal and written) Very good report writing skills Problem analysing, solving and planning skills Decision making skills Time management skills Creative and analytical thinking skills

DUTIES:
Research and retrieve material for the library accessible to the Court physical and electronically; Prepare memorandum for the Judges; Participate in group research at the court; Writing of memoranda and letters, i.e, responding to correspondence from prisoners and members of the public Proofreading including checking of citation appearing in Judgements; Assist with preparation and/or compilation of headnotes(summaries)to judgements destined for publication; Ability to defend research findings; Preparation of material for use by Judges in the delivery of
speeches and papers; Updating information files with all the latest articles and case law; Co-ordinate the work of Law Researchers.

ENQUIRIES: Ms L Netshitomboni  (011) 335 0392
APPLICATIONS: Quoting the relevant reference number, direct your application to: OCJ Provincial Head, Private Bag X07, Johannesburg, 2000 or Physical Address: High Court of South Africa: Gauteng Local Division: Johannesburg, Cnr. Prichard and Kruis Street: Johannesburg.

POST 19/54: STATISTICAL OFFICER: REF NO: 2016/112/OCJ

SALARY: R 262 272.00 - R 308 943.00 per annum. The successful candidate will be required to sign a Performance Agreement.

CENTRE: The High Court OF South Africa Gauteng Local Division: Pretoria

REQUIREMENTS: BA or BSc degree or equivalent qualification; At least 3 years’ experience in Statistical Analysis; Knowledge of relevant policies, strategies, statistics analysis and Reporting; Data Collection, Information processing or related fields will be an advantage; A valid Code B driver’s licence. Skills and Competencies: Computer literacy (MS Office, SPSS & SAS Software); Analytical skills; Good communication skills (written and verbal); Project Management skills; Interpersonal skills; Numerical skills; ability to work under pressure.

DUTIES: Design and develop data collection systems and survey instruments. Capture available data from source documents as requested. Process information and data from a specific Division of the High Court. Collate, analyse and interpret statistics and prepare a report for the Judge President. Analyse data by identifying trends and patterns specific to the Division. Make recommendations based on the analysis of the statistics for a specific Division. Produce first line reports that are practical, accurate and reliable. Create and maintain a database on a monthly quarterly bi-annual and annual basis for the Division. Verify the data obtained from sources (sub-offices); Apply standing instructions, policies and procedures/guidelines for the generated reports. Indirectly oversee the monthly submission of data by Court administrationnnn personnel and project members of relevant projects in the Division.

ENQUIRIES: Mr Sithole Humphry  (011) 335 0210
APPLICATIONS: Quoting the relevant reference number, direct your application to: OCJ Provincial Head, Private Bag X07, Johannesburg, 2000 or Physical Address: High Court Of South Africa: Gauteng Local Division: Johannesburg, 12th Floor Cnr. Prichard and Kruis Street: Johannesburg.

POST 19/55: PRINCIPAL COURT INTERPRETER: REF NO: 2016/114/OCJ

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

REQUIREMENTS: Grade 12 and relevant three (3) years recognized qualification in Library or Information Science or equivalent; Minimum of 2 years’ experience in Library and Information Systems; Experience in legal experience will be an added advantage; A valid driver’s Licence. Skills and Competencies: Analytical Thinking; Problem Solving; Planning and Organizing; Confidentiality; Ability to work under pressure; Art of interpreting.

DUTIES: NQF level 4/Grade 12 and a National Diploma in Legal Interpreting or relevant tertiary qualification (NQF level5); Five years of practical experience as a Court Interpreter; Proficiency in two or more indigenous languages and English; Candidates will be required to undergo oral and written language proficiency testing. Valid driver’s license. Language requirements: English, Afrikaans, IsiZulu, IsiSwati, Sesotho, IsiZulu, Xitsonga , Tshivenda and Shona will serve as an added advantage.

ENQUIRIES: Ms Sharon Mnisi (011) 335 0284
APPLICATIONS: Quoting the relevant reference number, direct your application to: OCJ Provincial Head, Private Bag X07, Johannesburg, 2000 or Physical Address: High Court Of South Africa: Gauteng Local Division: Johannesburg, 12th Floor Cnr. Prichard and Kruis Street: Johannesburg.

POST 19/56: SENIOR COURT INTERPRETERS 5 POSTS: REF NO: 2016/113/OCJ

SALARY: R211 194.00 – R248 781.00 per annum. The successful candidate will be required to sign a performance agreement

CENTRE: The High Court OF South Africa Gauteng Local Division: Johannesburg

REQUIREMENTS: NQF level 4/Grade 12; Two year Diploma in Interpreting (NQF level 5); Five (5) years practical experience; Proficiency in two or more indigenous languages an
English; Candidates will be required to undergo oral and written language proficiency testing; valid driver’s license as an added advantage, Language requirements: English, Afrikaans, Isindebele, Isizulu, IsiSwati, Tshivenda and Xitsonga, Sesotho, Sepedi, Setswana and Isixhosa, Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical Thinking; Problem Solving; Planning and Organising; Confidentiality; Ability to work under pressure

**DUTIES**
- Render interpreting services; Translate legal document and exhibits; develop Technology; Assist with the reconstruction of Court Records; Perform Specific Line and administrative Support functions; Control and supervision of interpreters;

**ENQUIRIES**
- Ms Sharon Mnisil  ... (011) 335 0284

**APPLICATIONS**
- your application to: OCJ Provincial Head, Private Bag X07, JOHANNESBURG, 2000 or Physical Address: High Court of South Africa: Gauteng Local Division: Johannesburg, 12th Floor Cnr. Prichard and Kruis Street: Johannesburg.

**POST 19/57**

**LIBRARIAN REF NO: 2016/115/OCJ**

**SALARY**
- R 211 194 – 248 781 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**
- The High Court OF South Africa Gauteng Local Division: Johannesburg

**REQUIREMENTS**
- Grade 12 and Relevant three (3) years recognized qualification in Library or Information Science or equivalent; Minimum of 2 years' experience in Library and Information Systems; Experience in legal experience will be an added advantage; A valid driver’s licence. Skills and Competencies: Planning, Organising and Control; Good written and oral communication skills; Computer Literacy (MS Office, Internet and Inmagic); Research and planning skills; Problem solving and decision making skills; Interpersonal relations; Ability to work under pressure; Conflict Management; Supervisory skills.

**DUTIES**
- Render an effective and efficient Library and Information services to the users of the Library; Deal with the library and Information Systems; Assist with book selection for the Library and/or Chambers; Classify and Catalogue the High Court Library material; Render reference and Information service for the High Court Library; Monitor the library budget and give inputs to the Library budget; Market and promote the Library Services; Perform Administration and Supervisory service;

**ENQUIRIES**
- Ms Sharon Mnisil  ... (011) 335 0284

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

**POST 19/58**

**USHER MESSENGER: REF NO: 2016/122/OCJ**

**SALARY**
- R 100 545 – R 118 440 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**
- Labour Court (DURBAN)

**REQUIREMENTS**
- Adult Basic Education and Training Course Level 4/Grade 9; One year appropriate knowledge and experience; The ability to read and write; A driver's license (Code 08) will serve as an advantage.

**DUTIES**
- Escort judges to court; Achieve the necessary silence and call the people in court to attention when the judge enters or leave the courtroom; Be present in court during the session; Hand exhibits to the judge for examination; Make copies of court rolls and circulate according to distribution list; General messenger duties; Collection and distribution of post, parcels, files and other documents; Faxing documents and receiving of faxes; Photocopying of official documents and assist with the licensing and maintenance of judge’s vehicles.

**ENQUIRIES**
- Ms. Paulina Chauke  ... (011) 335 0392

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

**POST 19/59**

**HANDYMAN: REF NO: 2016/123/OCJ**

**SALARY**
- R 100 545 – R 118 440 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**
- LABOUR AND LABOUR APPEAL COURT: DURBAN
REQUIREMENTS: Grade 10 or relevant qualifications, Technical aptitude, Knowledge of various minor maintenance procedures and equipment, Knowledge of health and safety procedures, Skills and Competencies: Good communication skills, Interpersal relations, Problem solving and decision making skills.

DUTIES: Perform daily inspections of the court environment, Perform minor building maintenance, Maintain a safe working environment, Report any defects to equipment and assets.

ENQUIRIES: Ms. Paulina Chauke (011) 335 0392

APPLICATIONS: Quoting the relevant reference number, direct your application to: Provincial Head, OCJ Service Centre, Gauteng, Private Bag X07, Johannesburg, 2000 or Physical Address: High Court Of South Africa, Gauteng Local Division: Johannesburg, 12th floor, Cnr. Prichard and Kruis Street: Johannesburg.
OFFICE OF THE PUBLIC SERVICE COMMISSION

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

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

FOR ATTENTION: Ms A West.

CLOSING DATE: 10 June 2016

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service department and should be accompanied by a comprehensive CV and certified copies of qualifications, ID document and a valid driver’s license. It is the applicant’s responsibility to ensure that foreign qualifications are evaluated by the South African Qualifications Authority (SAQA). No faxed, E-mailed and late applications will be considered. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The Office of the Public Service Commission (OPSC) will verify the qualifications, conduct reference checking and security clearance of the recommended candidates prior to appointment.

OTHER POSTS

POST 19/60: SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING (LEVEL 8)

REF NO: SSA/MA/05/2016

SALARY: R262 272 per annum

CENTRE: Head office, Pretoria

REQUIREMENTS: Ideal candidate profile: National diploma/Bachelor’s degree (New NQF Level 6/7) in Accounting/Financial Management or Management Accounting with 1 to 2 years’ experience in Financial accounting, planning and budgeting PLUS the following key competencies: Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Government budget processes and procedures, Financial and related transversal systems used by government (BAS, PERSAL, Vulindlela); Standard Chart of Account (SCOA) and computer literacy (MS Office). Thinking Demand: Interpret, analysis of reports and financial data; Evaluation of budget inputs, budget adjustment; Interpret and provide advice on the PFMA, TR and budget guidelines; Proposals for budget adjustments, processes and consolidated inputs. Skills: Financial, accounting and numeric skills; Letter and report writing; Problem solving/Innovation; Organisational skills, Personal Attributes: Analytical and innovative thinker; pay attention to detail; ability to work under pressure; Adaptability to change.

DUTIES: Key performance areas: Assist in compilation of departmental budget submission for Medium Term Expenditure Framework (MTEF), Adjusted Estimates of National Expenditure (AENE), Estimates of National Expenditure (ENE) and Rollover. Capture budget for all programmes on the Basic Accounting Systems. Ensure that funds are requested for monthly drawings. Provide financial/budget information during the budget committee meetings. Assist with financial/budget information required during audit processes. Compile monthly In Year Monitoring (IYM) reports on the utilization of departmental budget, spending and provide corrective measures for the Accounting Officer, Minister and National Treasury in terms of the PFMA. Oversee the compilation and distribution of the monthly budget and expenditure reports to budget holders. Assist in correcting misallocations in expenditure, including PERSAL transactions. Attend to all budget enquiries and provide advice when needed.

ENQUIRIES: Ms. ET Modise Tel: (012) 352 1061

POST 19/61: SYSTEM ADMINISTRATOR: DIRECTORATE INFORMATION TECHNOLOGY

REF NO: SAI/IT/05/2016

SALARY: R262 272 per annum

CENTRE: Head Office: Pretoria
REQUIREMENTS: A relevant Diploma/Degree in Computer Science/Information Systems/IT or an equivalent NQF qualification (New NQF level 6/7). 3 to 5 years’ experience in System Development. A sound knowledge of software development tools (NET, MS Sharepoint, etc). Good knowledge of MS Windows Operating systems, MS SQL Server and Database Administration skills. Knowledge of transversal systems (PERSAL, LOGIS, and BAS). Ability to work independently and without direct and constant supervision. Analytical skills, Project Management methodologies, Communications skills, written and verbal, Presentation and networking skills, Troubleshooting and research skills. ITIL foundation V3 certificate will be an added advantage. Must be in possession of a valid driver's license (code EB).

DUTIES: It will be expected from the successful candidate to: Assist with the development of internal systems using the SDLC methodology, assist with project management for IT projects. Development and maintenance of the intranet and websites. Assist with systems integration, network and systems support, render support to end-users and maintain existing systems, assist with development of standards and ensuring adherence thereto in the development and maintenance of efficient systems.

ENQUIRIES: Ms BT Ramatsetse Tel No: 012 352 1131

POST 19/62: CHIEF ACCOUNTING CLERK: SALARIES (LEVEL 7) REF NO CA CLERK: SALARIES/05/2016

SALARY: R211 194 per annum
CENTRE: Head office, Pretoria
REQUIREMENTS: Ideal candidate profile: A three-year National diploma/ Bachelor’s degree (New NQF Level 6/7) in Finance, Accounting or Senior Certificate coupled with three (3) to four (4) years appropriate Government Financial Management experience. PLUS the following key competencies: knowledge of the Public Finance Management Act (PFMA) and treasury regulations; Experience on Personnel and Salary (PERSAL) and the Basic Accounting System (BAS). Skills: Numeracy; Financial Administration Accounting; Computer Literacy (MS Office); Accuracy, Care; Communication: Good written and verbal communication skills; Good interpersonal relations skills. Creativity; Problem solving.

DUTIES: Key performance areas: Ensure that all payments of salary related matters are correctly captured, allocated and paid. Capture salary payments and deductions on PERSAL Capture salary related payments and journals on BAS. Clear salary related suspense accounts on BAS. Maintenance of Travel and Subsistence advance and claims. Ensure that all monthly salary deductions are properly accounted for and paid to institutions on a monthly basis. Ensure that all salary documents are properly filed for safekeeping. Handle all queries regarding salary payments and deductions. Assist the Senior State Accountant in clearing of salary related ledger accounts on monthly basis by doing follow up and compiling of journals. Tax calculations for transfers and resignations. Annual tax recalculations and IRP5’s adjustments. Distribute pay slips and pay runs. Assist with salary related debt recovery. Supervision of interns appointed in Salary Section.

ENQUIRIES: Ms EY Masemola-Mahlangu Tel: (012) 352 1119

POST 19/63: PERSONAL ASSISTANT TO THE COMMISSIONER 2 POSTS REF NO: PA/COM/GP/05/2016

SALARY: R211 194 per annum, Level 7
CENTRE: Head Office, Pretoria
REQUIREMENTS: Ideal Candidate Profile: A Secretarial Diploma (NQF Level 5) coupled with two to three years experience in client liaison and general administration, A National Diploma/Degree in Public Administration/Public Management or social sciences (NQF Level 6/7) degree will be an added advantage, Experience in formatting reports and layout of documents, Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations, Must be assertive, trustworthy, ethical and professional with integrity, Must be willing to occasionally work after hours, Must have effective administrative, organizational and communication skills, Must be creative, motivated, self-driven, results-oriented and initiative, Ability to work both independently and as part of a team, Ability to work under pressure and maintain a high level of confidentiality, Must have commitment to transformation, Must have a valid driver’s license.

DUTIES: Key Performance Areas: The successful candidate: Will be responsible for the smooth operation of the Commissioner’s Office, He/she will serve as a Personal Assistant to the Commissioner, Conduct research, abstracting and preparing
information and supporting data for meetings, projects, presentations and reports, Administering office correspondence/documents/reports, Assist in the expenditure control for the office of the Commissioner, Making travel and accommodation arrangements and processing claims thereof, Drafting and typing correspondence/documents including PowerPoint presentations, Maintaining and managing the filing system, Organising meetings/workshops and taking minutes during meetings, Administering the Commissioner’s diary, Acting as a receptionist for the Commissioner and the Office, Liaising with internal and external stakeholders on behalf of the Commissioner.

ENQUIRIES : Mr JD Kgoedi TEL: (012) 352 1033

POST 19/64 : PRINCIPAL PERSONNEL OFFICER REF NO: PPO/05/2016

SALARY : R211 194 per annum

CENTRE : National Office, Pretoria

REQUIREMENTS : Ideal candidate profile: Senior (or equivalent Certificate) or an appropriate recognized Bachelor’s Degree (or equivalent qualification. 2 years relevant appropriate experience in personnel administration. Sound knowledge of the Public Service Act, Public Service Regulations and other relevant legislation. Personnel administration related determinations and directives. Working knowledge of PERSAL. Skills: Computer skills (MS Word, MS Excel, MS PowerPoint). Problem solving. Decision making. Interpersonal. Attention to detail. Assertive. Good writing and verbal communication. Honest and ethical. Supervision.


ENQUIRIES : Ms L Human Tel: (012) 352 1115
Applications must be sent to: The Department of Planning, Monitoring and Evaluation, Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria, website: www.dpme.gov.za

For Attention: Ms J Mchunu

Closing Date: 20 May 2016 @ 12:00 pm

Note: The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. Note: Failure to submit the above information will result in the application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are shortlisted and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

Other Post

Post 19/65: Support Specialist: LAN & Desktop Ref No: 020/2016

Please note that this position was advertised in Circular No: 15 of 2016 (Post 15/48). It is re-advertised with amendments and people who have already applied for the one in Circular 15 of 2016 need not re-apply but note the amended Centre/Location of the position. The closing date for this position is now 20 May 2016.

Salary: R311 784 to R376 626 per annum plus benefits, Level 09

Centre: Cape Town

Requirements: A 3 year tertiary qualification in Computer Science or ICT related qualification and 3 years appropriate experience. Additional requirements include: ITIL, Microsoft and/or Certification, Cisco Networking and/or certification, VMWare Training and/or Certification. The candidate must also possess good communication skills (verbal & Written), Problem Solving, Sound organising and planning skills. The candidate should also have Analytical skills and good interpersonal. Project, Change and Knowledge Management are also required with Service Delivery Innovation (SDI), Client Orientation and Customer Focus will be added advantages. He or she must also be able to work long hours, work with difficult persons & resolve conflicts, be a character beyond reproach and have a sense of responsibility & loyalty.

Duties: Responsible to ensure the smooth running of the computer systems throughout the department through the following duties: Provision of LAN and Desktop operations services by providing first line desktop support, Management of the LAN Operational process, maintenance and support of LAN connectivity environment, Backup and Server administration and overall internal network security. Administration and management of Enterprise IT systems, Develop, maintain and...
monitor the information security policies and standard operating procedures to ensure the management of IT infrastructure. Technical advisory for all IT projects. Monitoring of all security risks and mitigation thereof, Conduct impact assessment for all IT infrastructure-related changes and document changes, Providing monthly IT-related reports, Keep abreast of technical developments and trends in information security, systems and related areas through research in order to align with the department’s mandate. He or she must also be able to work long hours, work with difficult persons & resolve conflicts, be a character beyond reproach and have a sense of responsibility & loyalty.

ENQUIRIES : In connection with the applications kindly contact Mr MJ Mkwananzi Tel No (012)312-0460 and in connection with the post kindly contact Ms. N. Nyezwa Tel No (012)312-0509.
The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.

**CLOSING DATE:** 03 June 2016

**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.

**OTHER POSTS**

**POST 19/66:** SENIOR ADMINISTRATION OFFICER: MOVABLE ASSET MANAGEMENT (RECONCILIATION) REF NO: 2016/12

- **SALARY:** R262 272 per annum
- **CENTRE:** Head Office (Pretoria)
- **REQUIREMENTS:** A three year tertiary qualification with appropriate experience in Supply Chain Management and Movable Asset Management. Extensive experience in Assets reconciliation. Ability to work under pressure. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Computer Literacy (MS Excel), strong analytical, administration and organizational skills. Good verbal and written communication as well interpersonal skills. A sound financial accounting and budgeting skills. Ability to manage external stakeholders. Proven knowledge of LOGIS and BAS systems (Asset Management Functions). Code 8 driver’s license will be an added advantage.
- **DUTIES:** Manage the life cycle of Movable Assets. Reconciliation between LOGIS and BAS systems. Consolidation and compilation of both head Office and all Regional Offices recons. Consolidation and verification of both Head Office and Regional Offices input to the Departmental Financial Statement. Manage the Departmental Movable Asset Register. Ensure all assets are correctly classified. Manage assets audits/stock takes, asset identification, bar-coding and standardization of asset naming / description. Manage stock discrepancies and Disposal process. Ensure optimal utilization of assets. Prepare relevant reports for Management and Auditors. Co-ordination of audit queries. Attend to relevant human resource issues. Give guidance and support to all Regional Offices.
- **ENQUIRIES:** Mr T Mamabolo, 012 406 2120
- **APPLICATIONS:** The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, CRN Vermeulen and Bosman Street, Pretoria
- **FOR ATTENTION:** Ms NP Mudau, 012 406 1548

**POST 19/67:** SENIOR ADMINISTRATION OFFICER: MOVABLE ASSET MANAGEMENT REF NO: 2016/13

- **SALARY:** R262 272 per annum
- **CENTRE:** Head Office (Pretoria)
- **REQUIREMENTS:** A three year tertiary qualification with relevant experience in Supply Chain Management and Movable Asset Management. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Computer Literacy (MS Excel), strong analytical, administration and organizational skills. Good verbal and written communication as well interpersonal skills. A sound financial management and budgeting skills. Ability to work under pressure. Ability to manage external stakeholders. Knowledge of LOGIS (Asset Management Functions). Code 8 driver's license.

ENQUIRIES: Mr T Mamabolo, 012 406 2120
APPLICATIONS: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, CNR Vermeulen and Bosman Street, Pretoria
FOR ATTENTION: Ms NP Mudau, 012 406 1548

POST 19/68: CHIEF WORKS MANAGER: BUILDING WORKS MANAGEMENT REF NO: 2016/14

SALARY: R262 272 per annum
CENTRE: Bloemfontein Regional Office

REQUIREMENTS: A three year tertiary qualification in any of the built environment disciplines (Quantity Surveying; Building or related accompanied a proven extensive technical experiences. Ability to plan, organize and manage resources. A valid driver’s license. Computer literacy. Knowledge and understanding of the PFMA, OhSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Knowledge and understanding of the Occupational Health and Safety Act as well as Building Regulations. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with professional body will serve as an advantage.

DUTIES: Manage minor projects; unplanned maintenance; building condition surveys; asset register with reference to (Building). Responsible for site inspections and reports on leased buildings. Assist in site handovers; first and final deliveries including the close out reports. Facilitate negotiations with contractors. Responsible for compiling the scopes of work and preparing specifications, estimates and quotations. Ensure all work executed complies with PW 371 standard and specification, National Building Regulations and OHSA. Compile technical and monthly reports.

ENQUIRIES: Mr C Mocoancoeng Tel: (051) 408 7353
APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300
FOR ATTENTION: Mr D Manus

POST 19/69: SENIOR ADMINISTRATIVE OFFICER: ACQUISITIONS REF NO: 2016/15

SALARY: R262 272 per annum
CENTRE: Bloemfontein Regional Office


DUTIES: Acquisition of vacant land and or land with improvement thereon and fixed property. Negotiate with owners for acquisition of land/fixed property and rights thereof for use by clients Departments. Maintain the property Information System for all leased property to ensure timeous rental payments. Prepare and compile reports required by Head of Section. Advice Key Accounts Managers and/or clients on issues related to property acquisition. Drafting of agreement lease contracts and other documents resulting from the negotiations. Liaise with Clients Departments and Building owners and lease administrator to ensure clients satisfaction.

ENQUIRIES: Ms F Litheko, Tel: 051 408 7351
APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300
FOR ATTENTION: Mr D Manus
**POST 19/70**  
CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2016/16  

**SALARY**  
R262 272 per annum  

**CENTRE**  
Bloemfontein Regional Office  

**REQUIREMENTS**  
A three year tertiary qualification in the Electrical Engineering discipline accompanied by appropriate relevant extensive technical experience. Ability to plan, organize and manage resources. A valid driver’s license. Computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body will serve as an advantage.  

**DUTIES**  
Manage minor projects, unplanned maintenance, building condition surveys and the asset register with reference to Electrical works, do site inspections and reports on leased buildings, assist in site handovers, first and final deliveries including the close out reports, facilitate negotiations with contractors, compile the scopes of work and prepare specifications and estimates, ensure all work executed complies with PW 371 standards and specifications, compile technical reports.  

**ENQUIRIES**  
Mr T Mohapi, Tel: (051) 408 7354  

**APPLICATIONS**  
The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300  

**FOR ATTENTION**  
Mr D Manus  

**POST 19/71**  
CHIEF HORTICULTURIST REF NO: 2016/17  

**SALARY**  
R262 272 per annum  

**CENTRE**  
Bloemfontein Regional Office  

**REQUIREMENTS**  
A three year tertiary qualification in horticulture or equivalent qualification with extensive experience in horticulture, Valid driver’s licence, Computer literate, Knowledge of and understanding the PFMA, PPPFA and SCM will be an added advantage, Knowledge of contract management, Strong verbal and written communication skills, Willingness to travel and able to perform regular site inspections, Ability to manage people and knowledge of the performance management system.  

**DUTIES**  
Manage and control horticultural services, including garden maintenance services in the horticulture unit’s responsibility area at terrains in Bloemfontein and the Free State region, Supervise all the gardeners in the unit and their performance according to the performance management system, contract management, including site supervision of contractors; assuring compliance with the contract specifications, general office administration, Nursery management, including plant propagation and movable asset management, Administer tendering processes and acquisition of material for the unit according to the PPPFA, Treasury Regulations and Departmental SCM procedures.  

**ENQUIRIES**  
Mrs E. Coetzee, Tel: (051) 408-7347  

**APPLICATIONS**  
The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300  

**FOR ATTENTION**  
Mr D Manus  

**POST 19/72**  
CHIEF WORKS MANAGER: MECHANICAL REF NO: 2016/18  

**SALARY**  
R262 272 per annum  

**CENTRE**  
Durban Regional Office  

**REQUIREMENTS**  
An appropriate three year tertiary qualification or equivalent Qualification in the built environment disciplines, or N3 plus trade test. Minimum 2-5 years’ experience in the technical field i.e. mechanical. Extensive knowledge of the Mechanical Regulations, Occupational Health and Safety Act, Public Finance Management Act, Driver’s license, Registration with a professional body in the built environment would be an advantage. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system.  

**DUTIES**  
Manage day-to-day mechanical maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance
budget. Conduct site inspections to ensure compliance to specifications set out by
the Department. Ensure compliance with OHSA. Assist in the development of
building programs and conditional surveys and reporting regularly to management
on the progress thereof. Budget management. Render a co-coordinated and
professional service at all levels regarding the maintenance and management of
DPW clients.

ENQUIRIES : Mr P Singh, Tel (031) 3147157
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X54315, Durban,
4000
FOR ATTENTION : Mr BE Mbattha

POST 19/73 : SENIOR STATE ACCOUNTANT REF NO: 2016/19
SALARY : R262 272 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification in Accounting, Financial Management or
equivalent qualification in Accounting or Economics, coupled with extensive
relevant experience in public financial management. Extensive knowledge of
relevant legislation, regulations, guidelines and policies is expected. Sound
interpersonal and communication skills, computer literate, multi-tasked skills, self-
driven, result orientated, motivated, meet deadlines and acceptance of
responsibility is required for this post. Extensive experience in (BAS, WCS,
PERSAL, LOGIS etc.) is a requirement for the post.

ENQUIRIES : Mr N Gengiah TEL (031) 314 7014 or Ms BV Ngubane Tel (031) 314 7063
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X54315, Durban,
4000
FOR ATTENTION : Mr BE Mbattha

POST 19/74 : CHIEF WORKS MANAGER ELECTRICAL REF NO: 2016/20
SALARY : R262 272 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification in Electrical and relevant technical experience or
N6 plus successfully completed trade test and 1 year technical experience in built
environment. Valid driver’s license. Computer literacy. Knowledge and
understanding of PFMA, OHSA, National Building Regulations, Environment
Conversation Act as well as the Government Procurement system. Willingness to
travel and work irregular hours. Sound analytical and good written and verbal
communication skills. Ability to work under pressure.

ENQUIRIES : Mr L. Ramasunzi Tel (012) 310 5169
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria,
0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
FOR ATTENTION : Ms K. Tlhapane/ Ms MC. Lekganyane
POST 19/75 : SENIOR ADMINISTRATIVE OFFICER: TENDER ADMINISTRATION REF NO: 2016/21
Horticultural Services

SALARY : R262 272 per annum
CENTRE : Pretoria Regional Office

DUTIES : Compile reports, conduct internal procurement research and provide advisory support to Project Managers, Works Managers and Project Leaders on Procurement processes on built environment (Capital & Maintenance). Ensure adherence to prescripts in all submissions to Supply Chain Management Committee. Supervise Supply Chain Management processes (Advertising, Database Administration). Supervise and manage staff work performance. Custodian for all records of awards approved by Supply Chain Management Committees. Perform any other assigned duties in relation to the implementation of the supply chain management.

ENQUIRIES : Mr H. Stroebel, Tel 012 310 5181
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
FOR ATTENTION : Ms K. Tlhapane/ Ms MC. Lekganyane

POST 19/76 : SENIOR PERSONNEL PRACTITIONER: LABOUR REF NO: 2016/22
RELATIONS

SALARY : R262 272 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A three (3) years tertiary qualification in Human Resource Management/Labour law/Labour relations or relevant qualification; relevant experience in Human Resources. Knowledge: Knowledge of standards, practices, processes and procedures related to labour relations; collective bargaining structures and processes; •structure and functioning of the Department; Employment Equity Plan of the Department; Constitution of the RSA, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act. Skills: Basic numeracy; interpersonal and diplomacy skills; general administration and organisational skills; interpretation of policies; ability to undertake basic research/gather information; computer literacy; financial administration; change/diversity management; objectivity; analytical thinking; problem solving skills; motivational skills; influencing skills; conflict management; presentation skills; negotiation skills; communication and report writing abilities. Personal Attributes: Innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; assertive; hard-working; self-motivated; ability to work independently; a Valid Drivers’ license; must be prepared to travel; willing to adapt work schedule in accordance with office requirements.

DUTIES : Implement and maintain policies, procedures related to labour relations; provide advice regarding labour issues in the workplace; support formal processes with organised labour; assess and make recommendations regarding the effectiveness and status of operational labour relations. Administer and support disciplinary matters; assess and recommend whether conduct warrants formal investigations. Receive complaints and liaise with relevant stakeholders; act as designated officer to resolve grievances; act as departmental representative in conciliations, mediations and arbitrations. Advise and assist management and staff on dispute resolution procedures and multi-lateral forums; liaise with organised labour on matters of mutual interest; represent the Department in various bargaining structures as appointment by the Regional Manager. Advice management and staff on issues related to labour relations; liaise and interact with related internal and external stakeholders; ensure compliance of HR policies and practices with labour law and collective agreements; conduct training and awareness.

ENQUIRIES : Mr O Mogale, Tel: (018) 386 5273
APPLICATI ONS : The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735 or hand delivered to 180 Dr Albert Luthuli road &Maisantwa Street, Unit 3 Mmabatho.

FOR ATTENTION : Mr T Oagile

POST 19/77 : SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES DEVELOPMENT Ref No: 2016/23

SALARY : R262 272 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A three (3) year tertiary qualification in Human Resource Management, Human Resource Development or any relevant qualification and appropriate experience in training and development practices. Thorough knowledge of the Skills Development Act and data analysis techniques will serve as an added advantage. Computer literacy (MS Word, Excel, PowerPoint), Excellent communication and Analytical skills, Interpersonal relations and the ability to perform under pressure, Valid driver's license.

DUTIES : Develop/compile, implement and evaluate training plans and reports, Compile data on training statistics, Assist in compilation of annual training report, WSP, Training calendar, Serve as contact person for training and development administrative functions, Provide secretarial support to regional training on performance management, Provide proper guidance in terms of bursary administration, Provide support and advice to line functions on administration of Performance Management during performance reviews, appraisals and processing of performance bonuses and rewards, Analyse trends on performance management including data/statistics on gender, race, disability, salary levels, etc.

ENQUIRIES : Mr T Oagile, Tel: 018 386 5217

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735 or hand delivered to 180 Dr Albert Luthuli road &Maisantwa Street, Unit 3 Mmabatho.

FOR ATTENTION : Mr T Oagile

POST 19/78 : SENIOR ADMINISTRATIVE OFFICER: LEGAL CONTRACTS REF NO: 2016/24

SALARY : R262 272 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A three year tertiary qualification in Public Administration or equivalent qualification in the built environment, Appropriate experience and practical budgeting experience. Communication skills, Maintenance of confidentiality of information, Language proficiency, Numeracy, Computer literacy, Relationship Management, Interpersonal skills, Motivational skills.

DUTIES : Provide effective and efficient assistance in the administration of legally binding documents of the department, Receive bid documents for acceptance of bids, Scrutinise documents for correctness and completeness to compile letters of acceptance for signatures and update WSC accordingly, Receive and record guarantees after verification for safekeeping, Receive and record signed contract documents for safekeeping, Compile letters and memorandums for release of guarantees, Capture financial details of contractors on WCS for the Department and update contract related information for Head Office on WCS, Handle contract related enquiries.

ENQUIRIES : Mr O Mogale, Tel: (018) 386 5273

APPLICATIONS : The Regional Manager, Department of Public Works, P/Bag X 120, Mmabatho, 2735 or hand delivered to 180 Dr Albert Luthuli road &Maisantwa Street, Unit 3 Mmabatho.

FOR ATTENTION : Mr T Oagile

POST 19/79 : SENIOR STATE ACCOUNTANT REF NO: 2016/25

SALARY : R262 272 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year tertiary qualification in finance, sound experience in financial management. Appropriate experience and practical budgeting experience. A
thorough knowledge of PFMA, Treasury Regulations and the ability to implement these prescripts. Knowledge of BAS and PERSAL systems. An understanding and knowledge of the department, its clients and line function business units would be an added advantage. Good leadership, presentation skills, good budget planning ability to analyse, cost accounting skills, strong managerial and supervisory skills. Computer skills: spread sheets preferably Excel, accuracy with specific reference to numeric workings. Creative, assertive, independent work ethics, self-motivated, reliable, integrity and honesty.

**DUTIES**
- Compile, check and verify correction of the reconciliation (monthly reporting).
- Compiling DPW annual financial statements Management of suspense accounts.
- Attend to Audit queries and provide auditors with requested information for audit samples and implement audit recommendations. Review performance of staff and training needs. Assist in the authorization of BAS payments and salaries related matters.

**ENQUIRIES**
Ms P Sani, Tel (047) 502 7004

**APPLICATIONS**
The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099

**FOR ATTENTION**
Mr S Siyengo

**POST 19/80**
CHIEF WORKS MANAGER (BUILDING) REF NO: 2016/26
Facilities Management

**SALARY**
R262 272 per annum

**CENTRE**
Mthatha Regional Office

**REQUIREMENTS**
National Diploma in Building, Quantity Surveying, Architecture or Civil Engineering or NTC 3 plus trade test with a minimum of 2 years’ experience in the technical field. Applicable knowledge of the PFMA, OHSA, National Building Regulations and Building Standards, Valid driver’s license. Willingness to travel. Computer literate. Ability to work under pressure. Project management skills. Property and Facilities management skills. Knowledge of procurement processes and systems. Good analytical skills. Good verbal and written communication skills.

**DUTIES**
- Assist Control Works Manager with the management of building projects.
- Investigate customer complaints; establish new services required and their associated costs. Compile and prepare scope of work, estimates and technical reports. Prepare scope of works for unplanned maintenance and their associated costs. Verify and certify contractor’s invoices. Compile building surveys.

**ENQUIRIES**
Mr S Kelepu, Tel: (047) 502 7045

**APPLICATIONS**
The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099

**FOR ATTENTION**
Mr S Siyengo

**POST 19/81**
CHIEF WORKS MANAGER (MECHANICAL) REF NO: 2016/27
Facilities Management

**SALARY**
R262 272 per annum

**CENTRE**
Mthatha Regional Office

**REQUIREMENTS**
N3 plus a trade certificate in the mechanical field with 2yrs relevant experience OR National Diploma in Mechanical Engineering with 1yr experience in the technical field. Preference will be given to candidates with a trade test certificate. Applicable knowledge of the PFMA, OHSA, National Building Regulations and Environmental Conservation Act, Valid driver’s license. Willingness to travel and work irregular hours. Project management skills. Strong verbal and written communication skills. Knowledge of Government procurement processes and systems. Good analytical skills. An unendorsed wireman’s license will be an added advantage.

**DUTIES**
- Assist Control Works Manage with the management of Mechanical projects. Attend to planned maintenance request from the clients. Inspect leased building, optimum use of electrical equipment and installations. Ensure building work and drawings comply with the OHS Act. Inspect and certify municipal account on electricity consumption. Compile scope of works and prepare estimates as well as technical reports. Certify and verify invoices. Prepare and compile submissions and progress reports on a monthly basis.

**ENQUIRIES**
Mr M. Dlokolo Tel: (047) 502 7044

**APPLICATIONS**
The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099

**FOR ATTENTION**
Mr S Siyengo
POST 19/82: SENIOR PERSONNEL PRACTITIONER REF NO: 2016/28

Human Resource Development

SALARY: R 262 272 per annum

CENTRE: Mthatha Regional Office

REQUIREMENTS: A Bachelor’s Degree/ National Diploma or equivalent qualification preferably in HRM, HRD, Behavioural Science or Industrial Psychology and extensive appropriate experience in training and development practices will serve as an advantage. Through knowledge of the Skills Development Act and data analysis techniques will be added advantage. Recommendations: Computer literacy, excellent communication, analytical skills, interpersonal relations and the ability to perform under pressure are recommended qualities.

DUTIES: Develop/compile, implement and evaluate training plans and reports. Compile data on training statistics; assist in compilation of annual training report. Serve as contact person for training and development administrative functions. Provide secretarial support and advice to line functions where possible on administration of Bursary Scheme and performance management in general and particularly during performance reviews, appraisals and processing of Performance Bonuses and Rewards. Analyse trends on performance management including data/statistics on gender, race, disability, salary levels etc.

ENQUIRIES: Mr S. Siyengo, Tel: (041) 408 2133

APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099

FOR ATTENTION: Mr S Siyengo

POST 19/83: SENIOR ADMINISTRATIVE OFFICER REF NO: 2016/29

Property Payments

SALARY: R262 272 per annum

CENTRE: Mthatha Regional Officer

REQUIREMENTS: A three year tertiary qualification or equivalent qualification, preferably in accounting. Appropriate experience in property payments or experience in the property payments or experience in the accounts payments section. Computer literacy in MS Word and Excel. Ability to work under pressure.

DUTIES: Timeous payments of accounts received from municipalities, service providers and landlords, in respect of rates and taxes municipal services and leased accommodation by the department. Assist in the registration of state owned properties for municipal service providers, property owners, tenants and other clients. Monitor and follow up on balances of accounts. Assist in the general administration of section. Write monthly reports. Capture payments and rentals. Assist in the capturing of batches. Attributes: Report writing and presentation skills, analytical, strategic thinking, time management, high level of accuracy, ability to argue factually, listening skills, high level of employee engagement, ability to learn and understand organizational management, sense of urgency, results orientated, team member, communication skills, punctuality, etc.

ENQUIRIES: Mrs U Mkhala Tel: (047) 502 7020

APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099

FOR ATTENTION: Mr S Siyengo

POST 19/84: SENIOR ADMINISTRATION OFFICER REF NO 2016/30

Utilization & Contract Administration

SALARY: R262 272 per annum

CENTRE: Mthatha Regional Officer

REQUIREMENTS: A three year tertiary qualification, preferably in one of the following disciplines, property management, town planning, property valuations, public management/administration, property law and/or conveyancing. Computer literacy (MS Word, PowerPoint, Excel & Outlook) Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. At least 2 years relevant experience; i.e. in the built environment, property valuations, property management, land surveying, property transfers, conveyancing, municipal finance, municipal infrastructure or land administration or other related field. Ability to work independently and/or to supervise. Code B /EB unendorsed driver’s license.

DUTIES: Assist with the vesting of state property Assist with the updating of the Property Management Information System (PMIS) and the maintenance of the departmental
fixed asset register. Attend to land administration queries. Identify redundant state property for disposal. Supervise staff in their various areas of responsibility

ENQUIRIES
Ms N. Cikolo Tel: (047) 502 7054
APPLICATIONS
The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
FOR ATTENTION
Mr S Siyengo

POST 19/85
SENIOR ADMIN OFFICER: PROPERTY PAYMENTS REF NO: 2016/31

SALARY
R262 272 per annum

CENTRE
Johannesburg Regional Office

REQUIREMENTS
A three year tertiary qualification with Finance/Accounting as major subject. Knowledge of PFMA, National Treasury Instructions and other financial prescripts. Knowledge of Government financial systems (e.g. PMIS, SAGE/BAS, and LOGIS) will be an added advantage. Computer literacy, dedicated and hardworking and be able to work under pressure. Computer literacy. Good verbal and written communication skills. Driver’s License

DUTIES
Countersign all payments and manage batch registers. Monthly reporting in terms of accruals, fruitless expenditure, unauthorized expenditure, irregular expenditure and compile an invoice tracking report. Minimize accruals, 30 days payments and avoid payment of fruitless, irregular and unauthorized expenditure. Audit payments, compile report 0014 and submit all batches to Finance. Assist with audit queries. Assist with authorization of payments as per his/her prescribed delegation. Capture LOGIS payments. Manage leave register and the attendance register. Attend meetings arranged with municipalities, client departments and other stakeholders. Attend to general queries directed to the section and liaise with service providers and client departments. Provide necessary assistance in any work related matter which relates to the unit.

ENQUIRIES
Ms K. G. Matlholwa Tel: (011) 713 6163
APPLICATIONS
The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017
FOR ATTENTION
Ms N Djaje.

POST 19/86
SENIOR PERSONNEL PRACTITIONER REF NO: 2016/32
Human Resource Administration

SALARY
R262 272 per annum

CENTRE
Johannesburg Regional Office

REQUIREMENTS
A three year tertiary qualification in HRM/Public Administration or equivalent qualification with appropriate experience in Human Resources Management. Ability to interpret policies and assist in Human Resources policy research analysis and implementation. Knowledge of PFMA, HR prescripts, procedures planning and organizing skills, written and interpret HR policies and prescripts, interpersonal skills. Computer Literacy and a capacity to understand codes of remuneration, remuneration systems and service benefits processes and procedures essential. The successful candidate should furthermore have good interpersonal and communication skills.

DUTIES
Develop and maintain departmental procedures on service benefits. Implement Appointments, Promotions, Pillar, transfers and approve on the PERSAL system. Initiate, compile, implement and analyse policy on service benefits. Do research on Service Benefits practices and procedures. Provide advice and support line managers and other role players on departmental policies. Liaise with role players involved in the policy making process.

ENQUIRIES
Ms N. Djaje, Tel: (011) 713 6239
APPLICATIONS
The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017
FOR ATTENTION
Ms N Djaje.

POST 19/87
PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: 2016/33

SALARY
R211 194 per annum

CENTRE
Bloemfontein Regional Office

REQUIREMENTS
A three year tertiary qualification in Human Resource or Public Management, Appropriate experience in Human Resources Administration plus a thorough knowledge of applicable service benefits practice and procedures with public service environment as well as the PERSAL System. A very good knowledge of service benefits, leave, long service recognition, overtime, pension, service
terminations appointments, SMS/MMS packages Good Communication, Presentation and Facilitation skills. Computer Literacy. Valid driver’s licence will be an added advantage. Knowledge • General knowledge of HR related standards, practices, processes and procedures; specialized knowledge of personnel provisioning and utilization processes, conditions of service, service benefits and terminations of service; structure and functioning of the Department; functioning of PERSAL and personnel information systems; Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, collective agreements, Codes of Remuneration and the Public Finance Management Act; human resource information systems.

**DUTIES**

Interpret, implement and maintain HR policies—ensure the interpretation of HR policies and the translation thereof into HR practices; provide advice and support to line managers and other stakeholders on HR policies and procedures; facilitate the implementation, marketing and maintenance of HR related policies and procedures. Nature and extent of advice and contributions provided regarding the interpretation, implementation and maintenance of HR policies. Administrate conditions of service—provide advice and support to line managers and other stakeholders on matters related to the employment of personnel; administrate salary administration and matters related thereto, and ex-gratia payments; administrate home owner allowances; administrate leave; administrate resettlement expenditures and state guarantees; administrate service terminations and pensions; administrate garnishee orders; administrate injuries on duty and medical schemes; collate and analyse information and identify trends; make recommendations regarding the implementation of conditions of service; administrate, maintain and monitor personnel related transactions on PERSAL system. Nature, extent and accuracy of conditions of service administered. Nature and extent of administrative support and advisory services provided. Accuracy of personnel related information on the PERSAL and personnel information systems and other duties as assigned by the supervisor.

**ENQUIRIES**

Mr D Manus, Tel: (051) 408 7397

**APPLICATIONS**

The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300

**FOR ATTENTION**

Mr D Manus

**POST 19/88**

ADMINISTRATIVE OFFICER: UTILIZATION AND CONTRACT ADMINISTRATION PROPERTY MANAGEMENT REF NO: 2016/34

**SALARY**

R211 194 per annum

**CENTRE**

Bloemfontein Regional Office

**REQUIREMENTS**

A three year tertiary qualification with experience in property management or fixed asset management environment. Good computer, communication and interpersonal skills. Good written, analytic and financial skills. A valid driver's license.

**DUTIES**

Conduct physical verification to ensure that properties are utilized efficiently and optimally. Ensure that Property Management Information System is able to reflect all relevant property related information. Ensure that all information relating to properties is captured in time on the system. Liaise with client departments to ensure optimal utilization of properties. Management of lease contracts. Collecting of state revenue. Assist with preparation of reports. Comply with the requirements of the PFMA.

**ENQUIRIES**

Mr L Henney, 051 408 7540

**APPLICATIONS**

The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300

**FOR ATTENTION**

Mr D Manus

**POST 19/89**

ADMINISTRATIVE OFFICER: PROPERTY DISPOSALS REF NO: 2016/35

**SALARY**

R 211 194 per annum

**CENTRE**

Bloemfontein Regional Office

**REQUIREMENTS**

A three year tertiary qualification and must have experience in property management preferably on Vesting and Disposal of State Land. Be computer literate, good communication, verbal and writing skills. Well organized and professional. Ability to cope under pressure as well as keeping to deadlines. A valid driver’s license is a pre requisite.

**DUTIES**

Identification and disposal of superfluous/redundant state properties, Vesting of state owned properties in the name of the National Government, Conducting
research to obtain information for the vesting and disposal of the property. Prepare submissions to Head Office National Department of Public Works and Department of Land Affairs, Facilitate the release of State Land for land reform purposes, Liaise with all relevant stakeholders to effect disposals of State Land, Facilitate the transfer of property and ensure that the property system is updated accordingly upon transfer.

ENQUIRIES: Ms S Sinakhomo, Tel (051) 408 7554
APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300
FOR ATTENTION: Mr D Manus

POST 19/90: STATE ACCOUNTANT 2 POSTS REF NO: 2016/36

SALARY: R211 194 per annum
CENTRE: Bloemfontein Regional Office
REQUIREMENTS: A three year tertiary qualification in Financial Accounting or Auditing or Financial Management, and related work experience. Knowledge of transversal systems, BAS, PERSAL, WCS & PMIS will be an added advantage, Computer literacy. Have the ability to work under pressure. Knowledge of the Government’s regulations & policies
DUTIES: Control, manage and execute timely (within 30 days) payment of all invoices. Register supplier’s banking details at H/O. Safekeeping of all accounting documents \ files \ reports. Prepare monthly reconciliation of Business Systems (PMIS\BAS; PERSAL\BAS; WCS\BAS; LOGIS\BAS). Compile Bas payment and submit journals for adjustment. Render support and assist in controlling and maintaining of invoice register as well as Suspense Accounts on a monthly basis. Prepare and analyses reports. Attend to audit queries

ENQUIRIES: MJ Mokoena, Tel (051) 408 7376
APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300
FOR ATTENTION: Mr D Manus

POST 19/91: ADMINISTRATION OFFICER: EPWP: VUK'UPHILE REF NO: 2016/37

SALARY: R211 194 per annum
CENTRE: Bloemfontein Regional Office
REQUIREMENTS: A three year tertiary qualification in Public Management/Administration/ Human Resources Management or equivalent qualification. Relevant working experience. Good communication and writing skills and ability to work under pressure. Knowledge of the construction industry and/or project management. Knowledge of structure and functioning of the Department and Government. Computer literacy. A valid driver’s licence would be an added advantage.
DUTIES: Provisioning of general office-management support to the respective managers of the EPWP in the Regional Office. Provisioning of administrative support in implementing the EPWP National Youth Service Programme and Vuk’Uphile programme. Provide administrative support in the implementation of Vuk’Uphile Programme at Regional level, including obtaining details of CIP applicants. Facilitate booking of venues for the briefing of contractors and other stakeholders. Handle travel and accommodation arrangements for EPWP officials. Provide assistance in obtaining information for the compilation of EPWP quarterly reports on NYS.

ENQUIRIES: Mrs M Tshabalala Tel: (051) 408 7325
APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300
FOR ATTENTION: Mr D Manus

POST 19/92: ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS & REVENUE 2 POSTS REF NO: 2016/38

SALARY: R211 194 per annum
CENTRE: Bloemfontein Regional Office
REQUIREMENTS: A three year tertiary qualification in Accounting/Cost and Management Accounting or equivalent qualification. Previous experience in debtor’s or creditor’s management is essential; Must be able to solve problems efficiently and work well
in a team; Must be computer literate (Excel spreadsheet in particular) proactive,
innovative and be able to work under pressure.

**DUTIES**
Collate payment vouchers, prepare and capture payments; Evaluate and review payment vouchers for accuracy and completeness; Monitor performance of accounts and report deviations from normal trends; Ensure that all accounts on his/her portfolio are paid within 30 days and in line with documented procedures and internal controls; Reconcile outstanding balances and maintain reconciled accounts; Manage all accounts under his/her portfolio and produce weekly reports.

**ENQUIRIES**
Mr G Van Niekerk, Tel: 051 408 7546

**APPLICATIONS**
The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300

**FOR ATTENTION**
Mr D Manus

**POST 19/93**
ADMINISTRATIVE OFFICER: BID ADMINISTRATION REF NO: 2016/39
Supply Chain Management

**SALARY**
R211 194 per annum

**CENTRE**
Durban Regional Office

**REQUIREMENTS**
A three year tertiary qualification and experience in Procurement/Supply Chain Management. Knowledge of Supply Chain Management Framework, the PFMA and Treasury Regulations, PPPFA. Prescripts on CIDB and understanding of Advertising process, Suppliers Database Management, Scheduling of the Bid Committees and perform committee secretarial functions and Reporting at Regional level; Good communication skills - written and verbal. Knowledge of Government procurement systems; Computer literacy (MS Office packages). Relevant research skills; Organizational management; Knowledge and application of relevant procurement legislation \ policies.

**DUTIES**
Compile reports, conduct internal procurement research and provide advisory support to Project Managers, Works Managers and Project Leaders on procurement processes on Built Environment (Capital & Maintenance) and Asset Management (Leasing, Acquisitions and Disposal). Ensure adherence to prescripts in all submissions to Supply Chain Management Committees. Supervise Supply Chain Management processes (Advertising, Database Administration); Custodian for all records of awards approved by Supply Chain Management Committees. Perform any other assigned duties in relation to the implementation of Supply Chain Management processes.

**ENQUIRIES**
Ms ZA Ngwane, Tel (031) 3147253, Ms CN Mthethwa, Tel (031) 3147151

**APPLICATIONS**
The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000

**FOR ATTENTION**
Mr BE Mbatha

**POST 19/94**
STATE ACCOUNTANT: ACCOUNTS PAYABLES REF NO: 2016/40
Supply Chain Management

**SALARY**
R211 194 per annum

**CENTRE**
Pretoria Regional Office

**REQUIREMENTS**
A Three Year tertiary qualification in Accounting or Internal Auditing. Knowledge of the Public Management Financial Act 1999 and Treasury Regulations. Knowledge and Experience of Basic Accounting System (Bas), Good Communication Skills, Computer Literacy and ability to work under pressure. Knowledge of Bas, PERSAL and LOGIS will be an added advantage. Experience in Financial Environment.

**DUTIES**
Capturing of Bas/Sundry Payments, authorize unplanned, Municipal Services and WCS payments, capture Journals on various systems, check payments for correctness and detect Fruitless and Wasteful Expenditure, Compile 30 Days Report and render financial support functions to line functionaries. Attend to Internal and External Clients. Manage suspense accounts relating to subsection and prepare monthly reconciliation between business systems

**ENQUIRIES**
Ms L Boshomane 012 310 5929

**APPLICATIONS**
The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. 0001

**FOR ATTENTION**
Ms K. Tlhapane/ Ms MC. Lekganyane

**POST 19/95**
ADMINISTRATIVE OFFICER: TECHNICAL MAINTENANCE REF NO: 2016/41
Supply Chain Management

**SALARY**
R211 194 per annum

**CENTRE**
Pretoria Regional Office
REQUIREMENTS: A three year tertiary qualification and keen interest in general administrative duties related to technical matters in the building industry. General working experience. General knowledge of project management and techniques will be an added advantage. Ability to function within strict timeframe and within specific targets. Good verbal, written communication and interpersonal skills. Computer literacy in MS Packages and basic understanding of the PFMA.

DUTIES: The successful candidate will work as an administrative support within Technical Maintenance Section dealing with number of building services. Liaise with Contractors and Clients. Do follow ups on monthly report, and update expenditure. Liaise with Supply Chain Management on issuing of orders and follow up on payments.

ENQUIRIES: Mr S. Pillay, Tel: (012) 310 5114

APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION: Ms K. Thhapane/ Ms MC. Lekganyane

POST 19/96: ADMINISTRATION OFFICER: TENDER ADMINISTRATION 2 POSTS REF NO: 2016/42

SALARY: R211 194 per annum

CENTRE: Mmabatho Regional Office

REQUIREMENTS: A three year relevant tertiary qualification with appropriate experience in Procurement/Supply Chain Management •Knowledge of PPPFA, SCM Policy, PFMA and Treasury Regulations, BBBEE Policy, Computer Skills and Financial reconciliation skills. Good communication skills, written and verbal. • Knowledge of Government procurement systems. Understanding of advertising process. Suppliers Database Management, scheduling of the Bid Committees and committee secretarial functions and reporting at regional level. 


ENQUIRIES: Mr B Sedumedi, Tel: (018) 386 5255

APPLICATIONS: The Regional Manager, Department of Public Works, P/Bag X 120, Mmabatho, 2735 or hand delivered to 180 Dr Albert Luthuli Road & Maisantwa Street, Unit 3 Mmabatho.

FOR ATTENTION: Mr T Oagile

POST 19/97: ADMINISTRATION OFFICER REF NO: 2016/43

SALARY: R211 194 per annum

CENTRE: Mthatha Regional Office

REQUIREMENTS: A three year tertiary qualification preferably in one of the following disciplines, Human Resources Management, Public Management/Administration, Computer literacy (MS Word, PowerPoint, Excel & Outlook) Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. 

DUTIES: Assist with the vesting of state property, Assist with the supervision of cleaning personnel and gardening for Client departments. Procuring of cleaning material following the Procurement processes. Knowledge of Performance Management and Development System. Attend to administration queries. Supervise staff in their various areas of responsibility.

ENQUIRIES: Ms N Nakumba Tel: (047) 502 3178

APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099

FOR ATTENTION: Mr S Siyengo
POST 19/98 : ADMINISTRATION OFFICER: PROJECTS REF NO: 2016/44

SALARY : R211 194 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year tertiary qualification preferably in one of the following disciplines, Public Management/Administration, Computer literacy (MS Word, PowerPoint, and Excel & Outlook) Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. At least 2 years relevant experience; i.e. in the built environment, Ability to work independently.

DUTIES : Assist with the vesting of state property Assist with the updating of the Property Management Information System (PMIS) and the maintenance of the departmental fixed asset register. Attend to land administration queries. Identify redundant state property for disposal. Supervise staff in their various areas of responsibility

ENQUIRIES : Mr D Yaka Tel: (047) 502 7119
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
FOR ATTENTION : Mr S Siyengo

POST 19/99 : ADMINISTRATIVE OFFICER REF NO: 2016/45

Property Payments

SALARY : R211 194 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year tertiary qualification or equivalent qualification, preferably in accounting. Appropriate experience in property payments or experience in the property payments or experience in the accounts payments section. Computer literacy in MS Word and Excel. Ability to work under pressure.

DUTIES : Timeous payments of accounts received from municipalities, service providers and landlords, in respect of rates and taxes municipal services and leased accommodation by the department. Assist in the registration of state owned properties for municipal service providers, property owners, tenants and other clients. Monitor and follow up on balances of accounts. Assist in the general administration of section. Write monthly reports. Capture payments and rentals. Assist in the capturing of batches.

ENQUIRIES : Mrs U Mkhala. Tel: (047) 502 7030
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
FOR ATTENTION : Mr S Siyengo

POST 19/100 : ADMINISTRATION OFFICER 3 POSTS REF NO: 2016/46

Acquisition & Disposals

SALARY : R211 194 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year tertiary qualification, preferably in one of the following disciplines, property management, town planning, property valuations, public management/administration, property law and. Computer literacy (MS Word, PowerPoint, Excel & Outlook) Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. Appropriate relevant experience; i.e. in the built environment, property valuations, property management, land surveying, property transfers, conveyance, municipal finance, municipal infrastructure or land administration or other related field. Ability to work independently and/or to supervise. Code B /EB unendorsed driver’s license.

DUTIES : To analyses the market trend of the property industry. Manage lease renewals to ensure that leases are renewed on time. Negotiate lease terms with landlords and manage signing of lease agreements. Site inspections to ensure optimal utilization of leased buildings. Attend to both clients and landlords complaints in leased buildings. Follow all SCM Processes to procure new leased buildings and to acquire property for clients. Ability to make reports to supervisor. Willing to travel extensively and work long hours and to work under pressure.

ENQUIRIES : Mr L Ndabeni Tel: (047) 502 3178
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
FOR ATTENTION : Mr S Siyengo
POST 19/101 : ADMINISTRATIVE OFFICER REF NO: 2016/47
Tender Administration

SALARY : R211 194 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year tertiary qualification in Public or Financial Administration with appropriate experience in Procurement/SCM. Good communication, both written and verbal and well organized. Computer literacy, extensive knowledge and experience of Ms Word, Excel and Outlook are essential. Good interpersonal skills.

DUTIES : Secretariat support to the Regional Sub-Bid Committee: Arrange sub-committee meetings with all role-players. Check all submissions for the Sub-Bid Committee for administrative errors and make copies for each member of the committee. Take minutes at Sub-Bid Committee Meeting. Liaise and distribute accurate information noted during adjudication meeting to relevant offices. Prepare emergency report for submission to the Bid Committee providing ABE statistics. Provide support to the administration of procurement processes: Receive tender documents and close off register for selling documents on closing date. Ensure closing and opening of tenders in public. Ensure stamping and numbering of tender documents on the closing date. Prepare a register for receiving bids. Check for CIDB registration and responsiveness of Bids. Ensure that contractors adhere to Procurement Policies.

ENQUIRIES : Mr V Baliso, Tel: (047) 502 7070
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
FOR ATTENTION : Mr S Siyengo

POST 19/102 : ADMINISTRATION OFFICER: CLEANING 2 POSTS REF NO: 2016/48
Facilities Management

SALARY : R211 194 per annum
CENTRE : Johannesburg Regional Office


ENQUIRIES : Mr K Muthivheli, Tel: (011) 713 6097
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017.
FOR ATTENTION : Ms N Djaje.

POST 19/103 : ADMINISTRATION OFFICER: SECURITY REF NO: 2016/49

SALARY : R211 194 per annum
CENTRE : Johannesburg Regional Office: Braamfontein
REQUIREMENTS : A three year tertiary qualification in Security/Risk Management or equivalent qualification, intensive and relevant security working experience within Public Service. (with appropriate experience) and PSIRA Grade B registration. Sound knowledge of criminal procedure Act, minimum information security standard, OHSA, and all relevant legislations governing security will be a strong recommendations. Computer literacy. Knowledge of PPMA, Public Service Act, Supply Chain Management, and Labour Relations Act. Valid driver’s License (Code 8) and be willing to travel and even work after hours. Security Contract Management skills. Ability to work independently. The applicant must be willing to go under security clearance. Key post statement: Assist in the implementation of
total security functions and the creation of a Condition on an acceptable level and to ensure compliance with the minimum information security standard (MISS) Act and other security prescripts in terms of physical security.

**DUTIES**  
- Assist with the management of the security service unit at the Regional Office and all the state properties falling within the jurisdiction of the Regional Office. Conduct physical, personnel, document, communication and IT security appraisals and security investigation. Key control. Assist in development and monitoring of sound security policy, strategy and implementation thereof. Assist in the preparation of reports submission to top management and relevant stake holders. Liaise with NIA, SAPS, SANDF and other stake holder in the field of security. Conduct security awareness. Render advice on security matters and keep track of development in the security field for the purpose of reviewing security measures in the unit. Assist in any other general duties assigned by your supervisor.

**ENQUIRIES**  
Ms T Ubane, Tel: (011) 713 6030

**APPLICATIONS**  
The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017

**FOR ATTENTION**  
Ms N Djaje.

**POST 19/104**  
**PERSONNEL PRACTITIONER REF NO: 2016/50**

**SALARY**  
R211 194 per annum

**CENTRE**  
Johannesburg Regional Office

**REQUIREMENTS**  
- A three year tertiary qualification in HRM/ Public Admin or equivalent qualification with appropriate experience in Human Resources Development  
- Ability to interpret policies and assist in Human Resources policy research analysis and implementation. Knowledge of PFMA, Skills Development Act, Performance Management Development System. Communication, presentation and facilitation skills.  
- Ability to work under pressure, Report writing skills, Computer Literacy and valid driver's license.

**DUTIES**  
- Advice and consult with line managers on Training and Development, Bursary, PMDS; ABET and. Coordinating of Region’s training interventions. Maintain bursary administration, performance management and training and development database. Facilitate the implementation of the performance Management Development system in the region. Implement and maintain HR development programs, policies and intervention for the region. Assist with the drafting of WSP. Compile monthly, quarterly and annual training and bursary report.

**ENQUIRIES**  
Ms N. Djaje, Tel: (011) 713 6239

**APPLICATIONS**  
The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017

**FOR ATTENTION**  
Ms N Djaje.

**POST 19/105**  
**ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2016/51**

**SALARY**  
R211 194 per annum

**CENTRE**  
Johannesburg Regional Office

**REQUIREMENTS**  
- A three year tertiary qualification in finance/SCM or equivalent Knowledge of PFMA, National Treasury Instructions and other financial prescripts. Knowledge of Government financial systems (e.g. PMIS, SAGE/BAS, And LOGIS) will be an added advantage.  
- Computer literacy, dedicated and hardworking and be able to work under pressure. Computer Literacy. Good verbal and written communication skills. Driver’s License.

**DUTIES**  
- Process rates and taxes, municipal services and rental payments. Verify ownership of properties. Update monthly reconciliation. Manage and maintain creditor’s age analysis. Ensure timeous receipts of invoices and allocation of payments to creditors. Avoid over and under expenditure. Liaise with service providers and client departments on regular basis. Keep records of proof of payments and communiqué. Exercise teamwork

**ENQUIRIES**  
Ms KG Matlholwa Tel: (011) 713 6163

**APPLICATIONS**  
The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017

**FOR ATTENTION**  
Ms N Djaje.

**POST 19/106**  
**ADMINISTRATION OFFICER: ACQUISITIONS BUYING REF NO: 2016/52**

**SALARY**  
R211 194 per annum

**CENTRE**  
Johannesburg Regional Office

**Property Management**
REQUIREMENTS:
A three year tertiary qualification, preferably in Property Management/ legal field plus appropriate experience in the property field. A sound understanding of property legislation. A valid driver’s licence. Knowledge of the Government’s procurement systems. Good financial and negotiation skills. Sound analytical and problem solving skills. An understanding of the PFMA. Good communication skills (verbal and written) and interpersonal skills. Understanding of derivative forms of acquisition of property. A high level of computer literacy.

DUTIES:
Procure fixed property or rights in fixed property. Determine and analyse acquisitions options to meet requirements of the client. Negotiate and implement the most beneficial and legally acceptable form of acquisitions and disposal of property assets. Follow up with relevant parties on conveyance processes on the acquisition of properties. View tendered or identified properties. Keep track of property market trends. Compilation of management reports. Compilation of budgets. Effective expenditure control.

APPLICATIONS:
The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017

FOR ATTENTION:
Ms N Djaje.
CENTRE: Pretoria Regional Office

REQUIREMENTS: A Senior Certificate with experience in provisioning. Understanding of Government procurement systems and relevant policies. Interpersonal, report-writing, planning, organizing, problem solving and decision-making skills. Strong written and verbal communication skills. Computer literacy, knowledge and understanding of the following will serve as recommendations: Bid procedures. PPPFA, PFMA, BEE and LOGIS. Supply chain management.

DUTIES: Capture requests for the procurement of goods and services on the LOGIS system. Provide support with the provisioning of goods and services. Maintain stock levels on the LOGIS system. Provide administrative support with regard to the resolution of audit queries.

ENQUIRIES: Ms ZA Ngwane, Tel 031 314 7253 or Ms CN Mthethwa, Tel (031) 3147151

APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION: Ms K. Tlhapane/ Ms MC. Lekganyane

POST 19/110: ASSISTANT ADMINISTRATION OFFICER REF NO: 2016/56
Helpdesk & Complaints: Key Accounts Management

SALARY: R171 069 per annum

CENTRE: Mthatha Regional Office

REQUIREMENTS: A recognized matric certificate with relevant experience in dealing with complaints and or helpdesk will be an advantage. Computer literate with specific reference to MS Excel and MS Word. Good verbal and written communication skills. Be able to perform under pressure. A basic understanding of various facets of the built environmental and project management skills. Typing will also be an advantage.

DUTIES: Liaise with internal clients and National client Departments in terms of follow-ups, queries and feedback. Assist with the consolidation of monthly/quarterly reports. Be responsible for the normal office administration e.g. filling, memorandum, letter writing etc. Gather inputs to resolve audit queries. Register OW 415’s for day to day maintenance services and contracts. Updating and filling of record system for service contracts and day to day maintenance services. Follow up of outstanding cases and attend to queries in order to ensure enquiries are addressed and service delivery being maintained. Updating of information and administration of the day to day maintenance spread sheet for distribution to internal and external clients. Provide National Call centre with feedback in terms of the status of the complaints. Attend and arrange meeting with internal clients which include sub sectional meetings.

ENQUIRIES: Mr CP Zembe Tel: (047) 502 7039

APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099

FOR ATTENTION: Mr S Siyengo

POST 19/111: ASSISTANT ADMINISTRATIVE OFFICER REF NO: 2016/57
Works Management

SALARY: R171 069 per annum

CENTRE: Mthatha Regional Office

REQUIREMENTS: Senior certificate or equivalent. Computer literacy including Microsoft Office (word, excel, power point) with appropriate working experience. Good verbal and written communication skills. Basic knowledge of treasury regulations and financial management, report writing and submissions. Ability to work under pressure. Good interpersonal relations skills and telephone etiquette.

DUTIES: Writing of submissions and reports. Telephonic and written communication with other sections and departments. Perform office administrative activities and capture requisitions on the LOGIS system. Administer office correspondence. Draft and type documents. Manage flow of information and documents in the office. Processing of forms, documents, invoicing relevant to the office. Provide support to managers and staff members. Tracking and record keeping of flow of documents.

ENQUIRIES: Mr M Dlokolo, Tel: (047) 502 7044

APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099

FOR ATTENTION: Mr S Siyengo
POST 19/112 : ASSISTANT ADMINISTRATIVE OFFICER REF NO: 2016/58
Tender Administration

SALARY : R171 069 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A Bachelor's degree/ diploma or equivalent qualification in procurement, supply chain management, Public Management/ Economic science with relevant extensive experience in procurement/supply chain management. Knowledge of procurement systems such as tender procedures, supply chain management, LOGIS, Pas, PFMA, PPPFA, Procurement delegations, Treasury regulations. Proven communication, analytical and problem solving skills. Computer literacy.

DUTIES : To ensure that all procedures are adhered to in terms of the relevant government regulations, Contract and bid management. Processing of bids. Consideration and evaluation of bids. Maintenance of database. Timeous processing of orders and payments. Verification of payments. Provide regular status reports to management. Communicate with other role players. Supervision, training and development of procurement staff.

ENQUIRIES : Mr V Baliso, Tel: (041) 408 2007
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
FOR ATTENTION : Mr S Siyengo

POST 19/113 : ASSISTANT ADMINISTRATIVE OFFICER: SECURITY MANAGEMENT REF NO: 2016/59

SALARY : R171 069 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A Senior Certificate and grade A PSIRA certificate with 2yrs relevant working experience. The candidate must be familiar with security legislations. Knowledge of OHSA, Minimum Information Security Standard. A strong administration background. Valid driver's license and willingness to undergo security clearance. Computer literacy, ability to work independently. Analyse problem areas and to initiate corrective measures. Willingness to travel on a regular basis. Good communication skills at all level. Good writing and analytical skills. Knowledge of security systems will be an added advantage. Must have not committed any act of misconduct and found guilty of such in the past 2 years including current employment.

DUTIES : The supervision of the effective delivery of security services. The provision of support to the administration of security services. Security control room functions.

ENQUIRIES : Mr Soshukuma Tel: (047) 502 7113
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
FOR ATTENTION : Mr S Siyengo

POST 19/114 : BATCH CONTROLLER: FINANCE REF NO: 2016/60

SALARY : R171 069 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year tertiary qualification or equivalent qualification, preferably in Finance/Accounting. Appropriate experience in Finance or experience in the Financial Admin or experience in the accounts. Payments section. Computer literacy in MS Word and Excel. Ability to work under pressure.

DUTIES : Receiving DPW financial related documents, such as (payments, journals, receipts, etc.), record all batches. Received for storing. Control records and documentation. Related to payments. Control and safe guard records and Documentation related to payments (BAS, LOGIS) Assist the Auditors with making batches available. Assist in the capturing of batches.

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
ENQUIRIES : Ms P. Sani Tel: (047) 502 7004
FOR ATTENTION : Mr S Siyengo

POST 19/115 : ASSISTANT ADMINISTRATIVE OFFICER: HELPDESK & COMPLAINTS REF NO: 2016/61
Key Accounts Management

SALARY : R171 069 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS: A Senior certificate/matric or equivalent qualification. Prior learning either by means of experience or alternative courses will be an advantage. Appropriate experience in General Administration duties in relation to client services. Proficiency in MS office suite. Good numerical and communication skills. Ability to work under pressure efficiently and effectively.

DUTIES: Register complaints logged through client call centre accurately and timeously. Verification of invoices received versus complaints registered. Maintain a smooth inflow and outflow of documentation. Correct distribution and referencing of data on the system. Handle enquiries related to complaints logged. Maintain a sound filing system. Provide excellent customer service. Ensure implementation of internal controls as deemed necessary.

ENQUIRIES: Ms P Makinta, Tel: (011) 713 6038

APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017.

FOR ATTENTION: Ms N Djaje.

POST 19/116: ASSIST ADMINISTRATION OFFICER: WORKS MANAGEMENT 3 POSTS REF NO: 2016/62

Facilities Management

SALARY: R171 069 per annum

CENTRE: Johannesburg Regional Office

REQUIREMENTS: A Grade 12 with Mathematics / accounting / Physical Sciences with relevant experience, Diploma/ Degree in administration will be advantages. computer experience (Microsoft packages). Knowledge of the Government’s procurement systems. Good financial, Sound analytical and problem solving skills. An understanding of the PFMA. Good communication skills (verbal and written) and interpersonal skills. Understanding of derivative forms of acquisition of property. A high level of computer literacy.

DUTIES: Basic Preparing and check Engineering calculation from contractors/ Services Providers and able to read Engineering drawing. Developing estimates for Works management unit when purchasing goods and services. Invites and evaluate quotations. Recording quotations and invoices for all works managers. Printing, Submitting and collecting of Photocopies, and documentation from registry and tender section. Faxing and phoning to confirm all Suppliers orders for works management. Create a Filing system for all correspondence and tender document. Arrange meeting and take minutes for the sectional meeting. Compiling technical reports for works managers, registering, developing and writing reports for the works management section. Register and distribution of all callout to the relevant works managers.

ENQUIRIES: Mr K Muthivheli, Tel: (011) 713 6067

APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017.

FOR ATTENTION: Ms N Djaje.

POST 19/117: WORKS MANAGER: MECHANICAL 3 POSTS REF NO: 2016/63

Facilities Management

SALARY: R171 069 per annum

CENTRE: Johannesburg Regional Office

REQUIREMENTS: Relevant recognized qualification in Mechanical Engineering field (Minimum N3) accompanied basic knowledge technical background. A valid driver’s licence and Computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulation, Environment Conversation Act as well as government Procurement system. Proven knowledge and understanding of the estimating and scheduling techniques reports. Willingness to travel and work irregular hours. Sound analytical and good written and Verbal communication skills. Registration with any professional body will serve as an advantage.

DUTIES: Render basic inspection service of work done on minor new and existing structures on a project basis through developing progress reports on outstanding and finalized work. Analyse and compile relevant documentation to be done on minor new and existing structures. Oversee the work of contractors.

ENQUIRIES: Mr K Muthivheli, Tel: (011) 713 6097

APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017

FOR ATTENTION: Ms N Djaje.
**POST 19/118**: SENIOR REGISTRY CLERK GRADE II REF NO: 2016/64

**SALARY**: R142 461 per annum  
**CENTRE**: Bloemfontein Regional Office  
**REQUIREMENTS**: A Senior Certificate or equivalent with appropriate experience. The following will serve as recommendations: Knowledge of File Management and National Archival Act, as amended. Computer literacy is also essential. Ability to identify and arrange different types of records. Ability to work under pressure and take initiatives. Knowledge of disposal of records. Proven communication, organising and interpersonal skill.  
**DUTIES**: The incumbent will be responsible to manage the more advanced duties of the registry clerk. Keep register, e.g. for stamps, registered mail, certified mail. Responsible for handling of postal articles and operating the Franking Machine. Keep file index up to date and maintain files. Keep and manage amendments, annual reports and delegation. Assist at the switchboard and photocopier office as and when requested. Responsible for completion of request memos for stationery related items as needed by the Registry unit.  
**ENQUIRIES**: Mr E Venter Tel (051) 408 7457  
**APPLICATIONS**: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300  
**FOR ATTENTION**: Mr D Manus

**POST 19/119**: CREDITORS CLERK: PROPERTY PAYMENTS REF NO: 2016/65

**SALARY**: R142 461 per annum  
**CENTRE**: Bloemfontein Regional Office  
**REQUIREMENTS**: Senior Certificate with appropriate experience within public finances and payments. Knowledge and experience in the property industry as well as a valid driver’s license and Tertiary qualifications will be an added advantage.* Basic understanding of the PFMA of 1999 and other property related legislation. *Financial reconciliation and numerical skills. Good verbal and communication skills, *Good interpersonal relations. *Computer literate.  
**DUTIES**: Payment and managing of accounts received from municipalities, service providers and landlords, in respect of, municipal services, rates & taxes and accommodation leased by the Department. Compilation and rendering of accounts to tenants and clients, in respect of monitoring of accommodation and services provided by the Department, handling of enquiries from municipalities, service providers, property owners, tenants and clients. Monitoring and follow up balances on relevant accounts.  
**ENQUIRIES**: Mr G Van Niekerk, Tel: (051) 408 7546  
**APPLICATIONS**: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300  
**FOR ATTENTION**: Mr D Manus

**POST 19/120**: ASSISTANT ADMIN OFFICER: PROVISIONING REF NO: 2016/66

**SALARY**: R142 461 per annum  
**CENTRE**: Durban Regional Office  
**REQUIREMENTS**: A Senior Certificate or equivalent qualification. Extensive administration experience. Good communication skills (written and verbal); LOGIS literacy. Good planning and or Organizational skills. Ability to work independently and under pressure is essential. Computer literacy (MS Office Packages). Knowledge of SCM, PFMA and PPPFA.  
**ENQUIRIES**: Mr BH Khanyeza, Tel 031 3147038  
**APPLICATIONS**: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000  
**FOR ATTENTION**: Mr BE Mbatha

**POST 19/121**: SECURITY OFFICER: SECURITY SERVICES REF NO: 2016/67

**SALARY**: R119 154 per annum  
**CENTRE**: Bloemfontein Regional Office
REQUIREMENTS : Applicant must be in possession of Grade 12 and PSIRA Certificate Grade D. Familiarity with Security legislations, computer literacy and knowledge of security system will be an added advantage. Ability to work independently. Good communication skills. Good writing and analytical skills. Appropriate experience in the security field.

DUTIES : To provide security services to the NDPW Bloemfontein Region. To protect the lives, Information, property/ assets and security interest of NDPW at the region. Implement security services policy and procedures to safeguard NDPW personnel, Information and property/ assets. To provide a client relationship between security, personnel and clients. To conduct access control through positive identification, conduct patrols, rendering escorts etc. The provision of support to the administration of security services.

ENQUIRIES : Mr F Nesamari, Tel: 051 408 7430
APPLICATIONS : The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300

FOR ATTENTION : Mr D Manus

POST 19/122 : CLEANING FOREMAN: DURBAN REF NO: 2016/68

SALARY : R119 154 per annum
CENTRE : Durban Regional Office

DUTIES : The effective monitoring of cleaning services, Inspect the physical environments to ensure hygiene and cleanliness, monitor the condition and availability of cleaning equipment, Order, receive and issue cleaning materials, Compile cleaning reports. Manage and resolve complaints and grievances for professional conduct, Inspect staff, Compile attendance reports, Delegate work responsibilities, and Manage staff according to PMDS.

ENQUIRIES : Mr ST Ngcobo, Tel (031) 3147176
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000

FOR ATTENTION : Mr BE Mbatha

POST 19/123 : HANDYMAN (WORKSHOP) REF NO: 2016/69

SALARY : R119 154 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : ABET level 4 plus experience in the field. The incumbent must have the Knowledge of Operation of equipment, tools and chemicals; technical maintenance; occupational health and safety. He/ She must have the following skills Interpersonal; basic literacy; effective communication and technical skills.

DUTIES : The incumbent will be responsible for maintenance of office buildings, conduct regular building inspections and attend to minor electrical, plumbing and carpentry problems. Delivery of office buildings, maintenance of office equipment, furniture, repair broken furniture, equipment and report defects. Safekeeping of maintenance tools and supplies.

ENQUIRIES : Mr DK Digomo Tel (012) 321 7104
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
FOR ATTENTION : Ms K. Thihapane/ Ms MC. Lekganyane

POST 19/124 : SECURITY OFFICER 3 POSTS REF NO: 2016/70

SALARY : R119 154 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : Applicants must be in possession Grade 12 Certificate, a Grade D (PSIRA) Certificate; studying towards Security Management OR extensive relevant working experience. Familiarity with security legislation will serve an advantage. Recommendations: Ability to work independently, analyze problem areas and initiate corrective measures. Valid driver’s license and willingness to travel on a regular basis. Good communication skills at all levels. Good writing and analytical skills.
DUTIES : Execution of access and egress control of staff, visitors and assets as well as escorting and surveillance duties. Day/night supervision of contract security.

ENQUIRIES : Ms M. Shingange Tel: (012) 492 3137
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
FOR ATTENTION : Ms K. Thlapane/ Ms MC. Lekganyane
POST 19/125 : SECURITY OFFICER REF NO: 2016/71
Security Management (Females are encouraged to apply)

SALARY : R119 154 per annum
CENTRE : Mthatha Regional Officer
REQUIREMENTS : Grade 12 and Grade C PSIRA certificate with relevant experience (studying towards Security Management will be an added advantage). Knowledge of security legislation will also be an added advantage. Recommendations: Ability to work independently, Willingness to undertake shift work, Ability to operate control room, analyse problem areas and to initiate corrective measures. Valid driver’s licence and willing to travel on regular basis. Good communication skills at all level. Good writing, analytical and interpersonal skills.

DUTIES : Execute access and egress control staff, visitors and assets. Execute control room with CCTV surveillance operations. Assist in the supervision of the contract security company.

ENQUIRIES : Mr Soshukuma, Tel: (047) 502 7113
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
FOR ATTENTION : Mr S Siyengo
POST 19/126 : DRIVER: GARDENING SERVICES 2 REF NO: 2016/72
Facilities Management

SALARY : R119 154 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A Junior certificate, grade 10 (standard 8) or ABET Level 2 equivalent qualifications. Two years or more experience in gardening or cleaning environment, Good interpersonal skills, basic communication and literacy. The ability of performing routine tasks without delay. Knowledge on usage of cleaning tools and equipment’s will be an added advantage. A valid driver’s license code C1 with valid PDP.

DUTIES : General transportation of workers officials and cleaning and gardening machine, materials. Reporting and carrying instructions from supervisor and reporting back. Willing to work long hours.

ENQUIRIES : Mr K Muthivheli, Tel: (011) 713 6097
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017
FOR ATTENTION : Ms N Djaje.
POST 19/127 : CLEANERS: MAGISTRATE COURTS 9 POSTS REF NO: 2016/73

SALARY : R84 096 per annum
CENTRE : Excelsior Magistrate Court x 1; Thaba-Nchu Magistrate Court x 6; Faurismith Magistrate Court x1 and Hertzogville Magistrate Court x 1
REQUIREMENTS : Standard 8/ Grade 10 and be able to read and write. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment’s will be an added advantage.

DUTIES : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping, passages, floors, offices floors and pavements. Scrubbing, mopping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls.

ENQUIRIES : Human Resource, Tel: 051 408 7401/7375
APPLICATIONS : The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300
FOR ATTENTION : Mr D Manus
NOTE : Only people residing in the specific area will be considered.
POST 19/128 : TRADESMAN AID II: WORKSHOP 4 POSTS REF NO: 2016/74

SALARY : R84 096 per annum
CENTRE: Bloemfontein Regional Office

REQUIREMENTS: Grade 10 with 2-5 years relevant working experience and be able to read and write. Grade 12 will be an added advantage. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on building materials and equipment’s will be an added advantage.

DUTIES: Assist Artisans with all day to day maintenance related activities. Must be willing to work overtime when a need arise (i.e. after hours and during the weekends). Manage equipment, tools and machinery generally used on site. Must periodically ensure a good house keeping at the workshop and on site. Ensure all work is carried out in a safe manner according to the OHS ACT.

ENQUIRIES: Human Resource, Tel: (051) 408 7401/ 7375

APPLICATIONS: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300

FOR ATTENTION: Mr D Manus

POST 19/129: GROUNDSMAN 4 POSTS REF NO: 2016/75
Horticultural Services

SALARY: R84 096 per annum

CENTRE: Pretoria Regional Office

REQUIREMENTS: A junior certificate or abet level 4 certificate plus appropriate experience of horticultural practices and clerical services. Good communication, leadership and organizational skills. Code eight driver’s license will be an advantage.

DUTIES: The incumbent will be responsible for maintenance of flowerbeds and planting of annuals and perennials, removing weeds in hardsurfaces, sweeping hard surfaces, maintaining law edges, integrating and fertilizing lawns, reporting faults and fertilizing lawns, collecting and of garden refuse on to Trucks and bakkies, collecting and loading of household refuse on to trucks and bakkies and cleaning of equipment.

ENQUIRIES: Mr T. Mashilo, Tel (012) 342 1815

APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION: Ms K. Tlhapane/ Ms MC. Lekganyane

POST 19/130: TRADESMAN AIDS 4 POSTS REF NO: 2016/76
Workshop

SALARY: R84 096 per annum

CENTRE: Pretoria Regional Office


DUTIES: The effective monitoring of cleaning services, Inspect thephysical environments to ensure hygiene and cleanliness, monitor the condition and availability of cleaning equipment, Order, receive and issue cleaning materials, Compile cleaning reports. Manage and resolve complaints and grievances for professional conduct, Inspect staff, Compile attendance reports, Delegate work responsibilities, and Manage staff according to PMDS.

ENQUIRIES: Mr DK Digomo Tel (012) 321 7104

APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION: Ms K. Tlhapane/ Ms MC. Lekganyane
ANNEXURE L

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: 27 May 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 19/131: MAINTENANCE OFFICER

SALARY: R142 461 per annum
CENTRE: Pretoria

REQUIREMENTS: National Senior Certificate (Grade 12) or N3 with trade certificate in electrical engineering. 1 year experience in fixing and connecting electrical faults. Knowledge of plumbing and carpentry would be an added advantage. In-depth knowledge of electricity compliance certification, as well as in-depth knowledge of electric appliances. Good communication, interpersonal, problem-solving, planning and organisational skills. Willingness to assist and work at all times. Ability to work individually and as part of a team. Be self-driven and innovative.

DUTIES: Undertake routine building inspection and maintenance. Repair and maintain broken furniture, electrical appliances, etc. Attend to emergency calls with regard to electricity, plumbing, power failures, etc. Move furniture in the building when required and arrange workstations. Administer and monitor the work performed by contractors. Compile and provide written reports.

ENQUIRIES: Mr Chester Magardie, Tel. 012 843 6702
NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions. Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution.

APPLICATIONS
FOR ATTENTION: 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 Meintjes Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted. Enquiries: In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.
CLOSING DATE: 27 May 2016 @ 16h00
NOTE: Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); 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 only.

OTHER POST
POST 19/132
ASSISTANT DIRECTOR: MARKETING 3 POSTS REF NO: NSG 17/2015

SALARY: R311 784 per annum plus contributing to GPF and other NSG employee benefits, Level 9
CENTRE: Pretoria
REQUIREMENTS: A Degree or National Diploma in Marketing (NQF level 7). Competency in Digital Marketing and Public Relations will be an added advantage. At least three years relevant experience in marketing and/or client/stakeholder relations. Basic knowledge on customer behavior. Knowledge of NSG products, course offerings and services. Good communication and networking skills. Knowledge on how to go about making contact and working with government departments and the public sector in general. Ability to be innovative, confident, assertive, resilient, work independently and within a team context.

DUTIES: Serve as marketing liaison officer for NSG. Provide support to implement the integrated marketing, brand and communication strategy. Conduct exhibitions to market NSG programmes and offerings. Facilitate advertisement of NSG programmes. Update stakeholder database to assist NSG marketing initiatives. Ensure marketing brochures are updated and printed. Provide required support for all relevant NSG initiatives. Do market research and market intelligence. Promote the good image of the NSG at all times. Receive and follow up on queries and complaints and channel through to manager. Provide inputs to the development of business. Support implementation of Market research findings and recommendations to internal stakeholders. Update database of stakeholders. Ensure course directory is distributed and updated. Assist in dissemination of information to all stakeholder. Compile monthly and quarterly reports.

ENQUIRIES: Ms G Kaylor (021) 462-7003
ANNEXURE N

DEPARTMENT OF TOURISM

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

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

FOR ATTENTION : Mr E Masindi

CLOSING DATE : 27 May 2016 at 16:30 (E mailed, faxed and late applications will not be considered)

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

OTHER POST

POST 19/133 : OFFICE ADMINISTRATOR II: DOMESTIC TOURISM MANAGEMENT–NORTHERN REGION REF NO: NDT14/2016

SALARY : R211 194 per annum (Total inclusive package of R317 028 /conditions apply)

CENTRE : Pretoria

REQUIREMENTS : A three year recognized qualification or a Grade 12 Certificate with five years' experience in office administration. Good interpersonal, communication, analytical and organising skills. Good computer literacy and advanced Microsoft packages proficiency. Good administration, diary management, mail and telephone screening skills; an understanding of the Public Service systems and procedures will also serve as an advantage. Customer care orientation and excellent client liaison skills – ability to act with tact and discretion. Ability to work independently with limited supervision and under pressure. Willingness to work after hours when required.

DUTIES : Render effective office administrative support service in the office of the Chief Director (CD) and perform the following key functions: Provide effective office management including accurate filing and quick retrieval of files and documents. Maintain the CD's daily, weekly and monthly action activities plan. Render editorial support to the CD (diary, documents, meetings and minutes) packaging information into coherent reports. Screen telephone calls and other communication. Manage correspondence records. Compile presentations, submissions, reports and type documents professionally. Carry out basic financial administration, (travel and S&T claims, and petty cash) and budget monitoring. Liaise with stakeholders with regards to general queries and assist with information. Make logistical arrangements for meetings and workshops. Administer the procurement of goods and services for the Chief Directorate. Make travel arrangements, taking minutes and perform other office administration related functions. Assist with personal tasks within an agreed framework.

ENQUIRIES : Ms Motlalepule Seitelo (012) 444 6278

NOTE : Applications received may be used to fill similar posts for the next 6 months.
Applications can be forwarded through one of the following options: Post: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605 Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho Failure to submit a comprehensive CV, qualifications and the signed Z83 form will result in the disqualification of the application from the process.

Closing Date: 27 May 2016 time: 04:00

NOTE: Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp, Z83 form must be signed by an original signature). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). For SMS posts: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must submit the different applications for each post and must quote the relevant reference number. The Department of Provincial Treasury welcomes people with disabilities. All short listed candidates will be required to undergo security clearance. All the appointments are subject to State Security Agency (SSA) security vetting.

Please note: for posts from 12 and below: Applications from all racial groups are welcome. However, in making appointments to some of these posts the department may give preference to the following employment equity target groups if they apply and meet the requirements: People with Disabilities, Coloured Females, Coloured Males, White Females and White Males.

MANAGEMENT ECHELON

POST 19/134: CHIEF DIRECTOR: BUDGET AND PUBLIC FINANCE MANAGEMENT REF NO: PT 16/25

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

Salary: R1 042 500 per annum, Level: 14 Salary: R1 042 500 per annum all-inclusive salary package (including basic salary = 70% of package, the State's contribution to the Government Employees Pension Fund = 13% of basic salary and a flexible portion. The flexible portion can be structure according to the individual's needs

Requirements: Undergraduate qualification (NQF Level 7) in Financial Management/ Public Finance/ Economics or relevant field plus Minimum of 7 years experience in Finance or related field of which 5 years must have been at Senior Management (SMS) Level.

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

**ENQUIRIES**

Ms B Ndayi at (040) 1010 072/071

**POST 19/135**

DIRECTOR: FORENSIC AUDIT COORDINATION REF NO: PT16/26

**SALARY**

R864 177 per annum, Level 13 (all-inclusive salary package (including basic salary =70% of package, the State’s contribution to the Government Employees Pension Fund = 13% of basic salary and a flexible portion. The flexible portion can be structured according to the individual’s needs)

**CENTRE REQUIREMENTS**

Bhisho

Bachelor Degree in Finance or Auditing or Law, having completed articles plus at least eight (8) years relevant experience, of which five (5) must be in relevant middle management position (Deputy Director Level). A professional qualification/registration in the recognised professional body (like SAICA, CFE, etc) and a relevant Postgraduate qualification will be an added advantage. Skills And Competencies: A proven record of having forensic assignments in the public sector environment, with advanced project management, technological skills (expert on the use of Microsoft Applications), highly effective communication skills, innovation capabilities and excellent problem solving skills. A clear understanding of the public sector legislative environment (PFMA and related Regulations, MFMA and related regulations, PSA and related regulations, GRAP, GAAP), complemented ability to
DUTIES: In addition to sub-programme responsibilities of managing and reporting on resources, including managing the related risks, the incumbent will coordinate Forensic Investigations up to prosecution stage, Report on Fraud incidents and recommend appropriate actions to strengthen fraud prevention controls, ensure advocacy in ethical management systems as a way of preventing and detecting fraud, including strengthening provincial efforts in eliminating fraud and corruption.

ENQUIRIES: Ms B Ndayi at (040) 1010 072/071

POST 19/136: DIRECTOR: NORMS AND STANDARDS REF NO: PT 16/27
Purpose: To monitor and promote compliance with the Public Finance Management Act and Municipal Finance Management Act within the province.

SALARY: R864 177 per annum, Level 13 (all-inclusive salary package (including basic salary =70% of package, the State’s contribution to the Government Employees Pension Fund = 13% of basic salary and a flexible portion. The flexible portion can be structured according to the individual's needs)

CENTRE: Bhisho

REQUIREMENTS: Bachelor Degree (NQF level 7) in Finance or Auditing (Financial Accounting / Financial Management / Public Finance/ Auditing), with at least eight (8) years relevant experience, of which five (5) must be in relevant middle management position (Deputy Director Level). Completed articles or a relevant Postgraduate qualification or a professional qualification/registration in the recognised professional body will be an added advantage. Skills And Competencies: Proven record of Leadership and Strategic capability, innovation and project management capabilities, excellent people management, communication and problem solving skills, advanced technological skills (expert/competent on the use of Microsoft Applications). A clear understanding of the PFMA, Treasury Regulations, MFMA, GRAP, GAAP, complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers’ licence.

DUTIES: In addition to sub-programme responsibilities of managing and reporting on resources, including managing the related risks, the incumbent will lead in setting standards of Financial Regulations, assess and support Financial Management maturity as well enforce compliance with Financial Legislation, including Public Finance Management Act and Municipal Finance Management Act.

ENQUIRIES: Ms B Ndayi at (040) 1010 072/071
Financial Statements to ascertain financial health of municipalities; Monitor SCOA Implementation Plans of municipalities against set timelines to improve compliance with SCOA Regulations to ensure alignment with GRAP Standards and Business Processes. Assess, advise and monitor municipalities with preparation of monthly, quarterly and annual financial statements; Review the analysis of Consolidated Management Report to identify common issues and for dissemination to municipalities and roll out transversal support; Monitor and report on timely submission of AFS for each Municipality in the district as per the MFMA requirements; Direct, co-ordinate and conduct research for the development of Position Papers, on technical GRAP issues that affect the municipalities to provide clear guidance, application and direction; Participate, in the Accounting Standards Board, Public Sector Accounting Forums on the new/update on accounting reforms; Coordinate, manage and provide a high-level review of AFS for each municipality prior to submission for audit in order to reduce financial misstatements; Conduct sessions and provide Financial Standing Procedure Manuals relating to Accounting in consultation with National Treasury; Guiding and advising stakeholders on accounting practice and issues and compile documents/presentations for discussion on various topics related accounting on various sessions; Respond to queries raised on accounting issues by providing advice and technical assistance to municipalities. To provide assistance, support and control mechanism on issues of compliance to Supply Chain Management (SCM), Asset Management (AM): Develop analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities for submission to the Director; Conduct analysis of municipal SCM policy against the SCM Model Policy, legislation regulatory framework as well as National Treasury policy and practice notes and against any determined assessment tool ensuring that municipal SCM policy is aligned to current legislation and policy frameworks for SCM: Designing and implementing SCM / moveable asset management training interventions to develop skill and capacity within municipalities, Assessment of compliance of regulatory framework for supply chain and moveable asset management, Monitoring that policy has been tabled before the municipal council and report on approved SCM Policy and Treasury; Conducted research on queries/issues raised on SCM & AM through the help desk by municipalities and prepare response on improving compliance for submission to the Director; Conduct assessment on the functionality of Bid Committees as per developed checklist and provide advice on gaps identified; Participate in supplier open days and supplier developmental initiatives; Monitor mSCOA Implementation Plans of municipalities against set timelines to improve compliance with mSCOA Regulations to ensure alignment with SCM/AM Regulations and Business Processes; Assess the training needs as support/intervention for municipalities to improve compliance to each district’s unique needs and submit inputs for risk based/bespoke training plan to the Director; Evaluate reports and conduct research to improve integrity of data on the financial systems to assist in compliance with SCM regulations; Conduct Budget assessment on the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans and provide report to the Director on the recommendations to improve compliance with the MFMA. Monitor compliance with financial assets and liabilities and revenue management: Assist in monitoring financial asset management compliance and compile a report; Assist with advisory services and commentary in respect of Long Term Contracts, Disposal of assets, borrowing proposals, Demarcation and the Establishment of municipal entities. Monitor and facilitate the implementation of the recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management: Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the directorate; Develop and implement service delivery improvement programmes; Develop and supervise the implementation of the directorate’s Annual Operational Plans monitor and report on the implementation thereof monthly, quarterly and annually (Effective Performance Management); Ensure that performance agreements and development plans are developed and implemented for all staff in the directorate within set timeframes; Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes; Assess
knowledge and technical capabilities of directorate officials to support training and development of skills. Preparing and presenting quarterly operational reports to the relevant key stakeholders. Ensure the implementation and management of Risk, Finance and Supply-Chain Management protocols and prescripts in area of responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that procurement planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the directorate’s assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

**POST 19/138: DEPUTY DIRECTOR: DATA WAREHOUSING REF NO: PT 16/29**

**Purpose:** To identify relevant financial information systems and related data sources, to cleanse, import and store this data in a data warehouse and to analyse and monitor this data utilising Business Intelligence tools and techniques.

**SALARY:** R612 822 per annum, Level 11

**REQUIREMENTS:** A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Information Systems or Finance or in a related field plus a minimum of 5 years’ experience in Database Management / Datawarehousing / Business Intelligence of which 3 years must be at Assistant Director level. Specific certification in database management and knowledge of BAS, PERSAL and LOGIS data will be an added advantage.

**DUTIES:**
- Identification of relevant financial information systems and related data sources: Financial information systems (BAS, PERSAL and LOGIS) data downloads identified for import, Key related systems with a financial impact identified and data sources identified, Periodic analysis of all government systems / data sets to identify data relevant to financial management, cleansing and importing of data sources into datawarehouse, Develop and Review data analytics and data management policies, norms and standards, Design data-warehouse in accordance with best practice and implement an innovative process to ensure its ongoing improvement, Provide Periodic Oversight of requisite software and hardware for the data-warehouse to ensure that best practice tools and technologies are in place, Implement all equipment and software and build and maintain data-warehouse as per all data management policies, norms and standards, Perform data cleansing, data importing and staging, data integration and data extraction and ensure that it is performed in-line with best practice, Perform The Analysis And Application Of Business Intelligence Principles On All Data In The Datawarehouse, Plan and oversee periodic reviews to establish best practice procedures for the analysis of all FIS data and draft annual procedure guide, Develop and implement analysis procedures including the use of Computer Aided Auditing Techniques (CAATS) and Data Analytics procedures, Perform data mining, identify trends and data integrity challenges, Identify irregularities or exceptions in data files, Develop, review and analyse standard and adhoc reports, exception reports and address anomalies, Create, review and analyse Business Intelligence Reports on all FIS Data for the Eastern Cape, Engage with FIS Monitoring and Support Specialists to review CAATS results, Draft Formal correspondence to client departments regarding findings of all reviews, review follow on reports to monitor implementation of recommendations, support the automation of transversal business processes e.g. ifms project, Identification of transversal business processes that require automation, Alignment of these transversal business processes to IFMS and related transversal information systems, Develop and review provincial guidelines for the implementation of transversal business process automation systems to support legacy systems, Ensure compliance with Treasury Regulation 17.3.1 “Changes to Financial Systems”, Support, monitor and review the implementation of the procedure in the Eastern Cape. Applicants must possess the following skills and knowledge: Applied Strategic Thinking, IT Risk and Governance, Information Technology Systems & Support, Project Appraisals, Configuration change management, Project management knowledge, Information Systems Development and Implementation skills.

**ENQUIRIES:** Ms B Ndayi at (040) 1010 072/071
Assistant Director: OD & Change Management

Ref No: PT 16/30

Purpose: To facilitate the implementation of Organisational Development Interventions, Change Management Programmes and HR Planning Services in the Department.

Salary: R311 784 Per Annum


Duties:
- Review and redesign departmental organisational structure: Facilitate the processes in conducting a diagnosis analyses and compile diagnostic report; Develop and maintain functional structure; Consult proposed functional structure with internal and external stakeholders in the department; Develop organisational structure; Compile OD report; Implement and maintain post establishment.
- Conduct business processes mapping and develop standard operating procedures for the department: Identify and prioritise processes to be mapped; Conduct business process modelling; Conduct business process analysis, Conduct process improvement. Develop Standards Operating Procedures for the department.
- Facilitate the development of job description for the department: Review Job Descriptions and ensure alignment to the approved organisational structure; Render guidance / assistance to all stakeholders on the development of Job Descriptions; Conduct workshops on development and review of Job Descriptions; Ensure job description database is developed; Maintain the job description database and keep it up to date. Co-ordinate and ensure implementation of job evaluation: Identify all positions that are due for a job evaluation process; Conduct job analysis and the capture data in the system, Present evaluated positions to relevant JE structures, Draft report requesting approval of JE results and implementation of results, Capture JE results in the system (PERSAL). Assist in the review of departmental Job Evaluation (JE) policy Conduct workshop on changes with regards to Job Evaluation process. Facilitate the implementation of change management programmes: Assist the development of change management best practice policies, processes and procedures and ensure alignment to the departmental aims and objectives; Facilitate the implementation of Change Management initiatives, Assist in the identification of resistance and performance gap and assist with the development and facilitate implementation of corrective actions; Facilitate team building sessions to enhance the cohesiveness of the team; Facilitate implementation of change management by ensuring all necessary interventions such as organisation behavioural and cultural issues are outlined and implemented throughout the Department. Conduct organisational impact assessment, Manage and review change management strategies and plans that assist in maximising employee adoption Assess and classify the impact of the process change on stakeholders and identify people readiness intervention, Render support and coaching to supervisors as they assist subordinates through organisational transitions. Facilitate and co-ordinate the implementation of hr planning in the department: Facilitate the development, implementation and maintenance human resource plan for the department, Review, implement & maintain employment equity plan, Conduct analysis of existing HR delegations, Prepare HR delegations report and submission to stakeholders. Coordinate, facilitate and monitor the implementation of hr effectiveness: Facilitate and coordinate quarterly meeting on HR Assessment; Render secretarial services in the HR Assessment Committee; Complete assessment results template and Annexure A and also facilitate the completion of Part C of the Report, Consolidate and submit approved Annual HR Assessment Results.

Enquiries: Ms B Ndayi at (040) 1010 072/071
POST 19/140

ASSISTANT DIRECTOR: SKILLS DEVELOPMENT REF NO: PT 16/31

Purpose: To facilitate the capacitation of all employees through training and support.

SALARY

R311 784 per annum salary level: 09

REQUIREMENTS

A three year Degree (NQF Level 7) / National Diploma (NQF Level 6, with a minimum of 360 total credits) or relevant RPL certification issued by a recognised higher education institution or SETA (minimum of 120 credits at NQF 6) in Human Resource Management or Human Resource Development or any related field, plus a minimum of three (3) years practical experience in the Human Resource Development field. Applicants must possess the following attributes and competencies: In-depth knowledge of legislation framework that governs the Public Service, Problem Solving, Planning and Organising, Interpersonal Relations, Project Management, Good Communication Skills (verbal and written), People Management, Computer Literacy.

DUTIES

Key Performance Areas: Duties Facilitate and co-ordinate training for employees in the Department, Implement employee capacity development plan and supporting programmes; Liaise with the training providers about the Department's training needs; Submit quarterly and annual reports to management, Office of the Premier and the DPSA, Supervise the sourcing, scheduling and delivery of employee training interventions; Conduct training effectiveness studies twice annually; Provide advice and guidance on implementation of Skills Development policy frameworks. Supervise administration of the business and meeting arrangements of the Skills Development Committee; Represent department in provincial and national HRD for a; Submit annual review of Skills Development Policy. Implement, monitor and evaluate the Skills Development Plan, Conduct training needs analysis; Determine and advise management on annual skills priorities; Provide inputs and/or compile workplace skills plan (WSP) and annual training plan; Provide regular reports to management on the implementation of training interventions identified in the WSP and individual specific; Monitor implementation of training priorities and provide feedback to management. Submit Annual HRD implementation plan and report; Implement, monitor and evaluate the Internship Programme, Coordinate the screening, recruitment and placement of interns; Supervise the administration of internship contracts; Manage the intern capacity development programme, including their rotation and regular feedback and reporting on skills transfer; Give guidance and advise on the application of the Internship Programme policy framework; Monitor and report on quarterly and annual basis on the implementation of the Internship Programme policy framework; Supervise the maintenance of Internship database; Submit Annual HRD implementation plan and report; Submit annual review of Internship Policy. Implement, monitor and evaluate the Learnership Programme, Identify Learnership Programmes relevant to skills needs of the department; Coordinate screening, recruitment and placement of 18.2 learners; Facilitate the training of mentors for the Learnership Programme support; Monitor alignment of Learnerships Programmes to SETA, HEQF and department's requirements; Monitor, evaluate and report on the progress of the Learnership programmes; Manage arrangements relating to learner-facilitator and learner-mentor contact sessions; Liaise with relevant stakeholders regarding the administration and successful delivery of Learnership Programmes; Supervise the administration of Learnership contracts. Implement, monitor and evaluate the Bursary Scheme, Manage the implementation of the departmental bursary policy, Liaise with tertiary institutions regarding statements of accounts academic results of students sponsored by the department; Supervise timely payment of student accounts including purchase prescribed material; Monitor and report on academic progress results of students sponsored by the department; Advise, monitor and report on compliance to bursary policy provisions; Administer bursary contractual obligations of students; Submit annual review of Bursary Policy. Co-ordinate, administer and monitor the implementation of talent management initiatives, Administer and monitor implementation of Talent Management policy frameworks; Evaluate alignment of departmental policies and practices to national policy guidelines and advise on remedial action, where necessary; Coordinate identification of candidates for participation in succession planning and career development programmes; Compile and submit quarterly and annual reports on implementation of talent management initiatives. Manage efficient utilisation of HRD allocated resources, Ensure of the development and implementation of work plans for all subordinates; Ensure timely Performance Assessment of all subordinates; Ensure subordinates have Personal Development Plans (PDPs) and are developed, performance managed and rewarded accordingly; Delegate functions to direct reports based on individual potential
provide the necessary guidance and support and afford direct reports adequate training and development opportunities; Maintain high standards of work delivery by ensuring that the direct reports produce excellent work in terms of quality/quantity and timeliness; Resolve problems of motivation and control with minimum guidance from immediate supervisor; Provide budget inputs, monitor expenditure and report on compliance to department’s financial management objectives; Ensure that departmental assets are managed, maintained and kept safely.

**ENQUIRIES**

Ms B Ndayi at (040) 1010 072/071


ANNEXURE P

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF TREASURY

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

APPLICATIONS: The Free State Provincial Treasury, Private Bag X20537, Bloemfontein, 9300. Attention: Ms. N Mchabasa, Room 426B, Fidel Castro Building, Tel No: (051) 405 4274 or deliver by hand to Room 426b, Fidel Castro Building, Bloemfontein

CLOSING DATE: 27 May 2016

NOTE: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned on the CV), driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. Candidates who apply for posts on salary level 9 to 12 will also be subjected to a practical test. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

MANAGEMENT ECHELON

POST 19/141: MANAGER: CASH MANAGEMENT REF NO: FSPT 012/16

SALARY: Salary Level 12. An all-inclusive salary package of R 726 276.00 per annum (This all inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE: Bloemfontein

REQUIREMENTS: A Bachelors degree in Accounting/ Economics/ Financial Management with a minimum of five years experience in a supervisory post of which at least three years’ should have been in a banking or public sector finance environment. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, financial reporting, banking and cash management and compilation of financial statements for Government institutions/departments. Computer literate.

DUTIES: Manage the maintenance of accurate financial records of the Provincial Revenue Fund. Manage the facilitation of investment processes. Ensure proper and efficient management of the Provincial Revenue Fund and facilitation of banking facilities for the Province. Promote effective and sound cash management practices by departments. Manage the implementation of cash blocking functions and limits for Provincial Departments. Manage the resources of the Sub-directorate to ensure efficiency and effectiveness within the Sub-directorate.

ENQUIRIES: Ms. M. Moduka: (051) 405 4176
This Department is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

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 People with disability are encouraged to apply.

MANAGEMENT ECHELON

POST 19/142: MEDICAL SPECIALIST (EMERGENCY MEDICINE), GRADE 1-3 REF NO: 001009

Directorate: Clinical Services

SALARY:
- R924 378 per annum (all-inclusive package) Gr I
- R1056 915 per annum (All-inclusive package) Gr II
- R1226 595 per annum (All inclusive package) Gr III

CENTRE:
Tambo Memorial Hospital

REQUIREMENTS:
- MBChB. Registration with HPCSA in the relevant speciality.

DUTIES:
- Rendering of specialised clinical services, general procedures and management of patient's care according to the department's standard. Maintain clinical, professional and ethical conduct. Participate in clinical audits activities and quality improvement programs. Provide on-going mentoring and training of interns, community service doctors and other professionals (Nursing and Allied). Participate in all academic activities of the department and the hospital. Assist with development of protocols and policies as per speciality and disease profile. Provide support and advice to the HOD of the discipline and assist in the smooth running of the department. Deputise for the HOD during his/her absentia. Participate in commuted overtime. Maintain discipline and sound relationships.

ENQUIRIES:
Dr A Christoforou, Tel No: (011) 898 8322

APPLICATIONS:
Applications can be forwarded to the Recruitment Officer (Zanele Mkhonto), Room 122, HR Department: Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1460
Physical address: Railway Street, Boksburg, 1460 or apply on line at www.gautengonline.gov.za.

CLOSING DATE:
20 May 2016

POST 19/143: ASSISTANT MANAGER NURSING: SPECIALTY: ADVANCED MIDWIFERY REF NO: HRM 29/2016

Directorate Nursing
This is a re-advertisement. Candidates who have applied previously do no need to re-apply

SALARY:
- R509 148 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. 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. Must be computer literate. Service certificates from the previous employer/s are compulsory.

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

ENQUIRIES
Ms. F.F 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 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
20 May 2016

POST 19/144
ASSISTANT MANAGER NURSING: AREA: INTERNAL MEDICINE REF NO: HRM 28/2016
Directorate: Internal medicine
This is a re-advertisement. Candidates who have applied previously do not need to re-apply

SALARY
R465 939 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. 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. Must be computer literate. Service certificates from the previous employer/s 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. F.F 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 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
20 May 2016

POST 19/145
OPERATIONAL MANAGER (OBSTETRIC) REF NO: S-001035
Directorate: Nursing

SALARY
R465 939 – R524 415 per annum (plus benefits)

CENTRE
Edenvale General Hospital

REQUIREMENTS
Degree / Diploma in General Nursing and Midwifery or Basic R425 qualification in nursing that allows registration with the South African Nursing Council as professional nurse. Advance Midwifery will be an added advantage. Current SANC receipt. A minimum 9 years appropriate /recognizable in nursing after registration as a professional with SANC. At least 5 years of the period referred to above must be appropriate/ recognizable experience in obstetric nursing. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises 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 basic understanding of Human Resource and financial policies and practices. Ensure performance management of staff. Effective leadership and conflict resolution skills. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele and Patient’s Right Charter. Demonstrate effective Communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES: Mr. TM. Rankhumise (Tel No: (011) 346 2333 / 321 6219
APPLICATIONS: The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank). or apply online at: www.gautengonline.gov.za
CLOSING DATE: 27 May 2016
POST 19/146: ASSISTANT MANAGER NURSING (PN – B4) REF NO: 001028
Directorate: Sedibeng District Health Services
SALARY: R465 939 per annum (plus benefits)
CENTRE: R425 qualification (Diploma/Degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with a duration of 1 year in curative skills in PHC accredited with SANC in terms of Government Notice No. R212 in the relevant specialty. A minimum of 10 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse. Must at least have 7 years recognizable experience at Management level in a PHC setting. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. A Diploma or Degree in Nursing Management is a must have. Communication, leadership and health management skills. Good interpersonal skills. People management skills. Financial management skills. Computer and presentation skills. Ability to work under pressure and after hours. A valid code 8/10 driver's license. PERSON PROFILE: Excellent time management, organizational skills, communication skills, good listening skills, people management skills, Presentation and team work skills, self-motivated and goal orientated, analytical and solution orientated, ability to thrive well under pressure, ability to efficiently communication to technical and nontechnical personnel at various levels in the organization.
DUTIES: Coordinate the delivery of comprehensive PHC services within the sub-district according to norms and standards. Promote quality of nursing care as created by the professional scope of standards as regulated by the relevant health facility. Demonstrate a basic understanding of H.R and Financial policies and practices. Liaise with Local Government and community structures regarding service delivery. Ensure quality assurance implementation within the sub-district. Develop a joint sub-district plan and operational plan according to the strategic objectives with Local Municipality. Coordinate all activities within the sub-district. Lead the sub-district joint management team meetings. Monitor and evaluate performance of health facilities. Implement reporting requirement according to formats. Implement Performance Management and Development System. Sign a performance contract annually. Participate in the Gauteng Turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinic Realization and Maintenance.

ENQUIRIES: Ms. E. Monamodi Tel.No (016) 950 6002/6267
APPLICATIONS: Quoting the relevant reference number, direct applications to The HR Manager- Sedibeng DHS Private Bag x023 VANDERBULTPARK 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office NBF! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 27 May 2016
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.

**POST 19/147** : OPERATIONAL MANAGER (PN –B3) REF NO: 001030
Directorate: Sedibeng District Health Services

**SALARY** : R433 029 per annum (plus benefits)
**CENTRE** : Ratanda Main Clinic
**REQUIREMENTS** : A basic R425 qualification (i.e. Diploma/ Degree) in nursing or equivalent qualification that allows registration with SANC as a professional nurse. Registration with SANC as a professional nurse and proof of current registration. A post basic qualification, with duration of at least one year accreditation with the SANC in one of the specialties in (Primary Health Care) referred to in the glossary of terms. A minimum of 9 (nine) 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 in the specific specialty after obtaining the one year post basic qualification in Primary Health Care. A degree and or diploma in Nursing Management/ Administration will be an added advantage. A valid code 08/10/driver's license is essential.

**PERSON PROFILE** : Excellent time management, organizational skills, communication skills, good listening skills, people management skills, Presentation and team work skills, self-motivated and goal orientated, analytical and solution orientated, ability to thrive well under pressure, ability to efficiently communication to technical and nontechnical personnel at various levels in the organization.

**DUTIES** : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. inter-personal, Interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Sign performance contract on annual basis. Take part in the Gauteng Turnaround strategy, PHC Reengineering, Strength of National core standards and ideal clinic.

**ENQUIRIES** : Ms. E. Monamodi, Tel.No (016) 950 6002/6267
**APPLICATIONS** : Quoting the relevant reference number, direct applications to The HR Manager- Sedibeng DHS Private Bag x023 VANDERBIJPARK 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** : 27 May 2016
**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 or apply online at: www.gautengonline.gov.za. 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.

**POST 19/148** : PN-A5 CLINICAL PROGRAMME COORDINATOR (INFECTION CONTROL COORDINATOR) REF NO: 001024
Directorate: Quality Assurance Unit

**SALARY** : R367 815 – R413 976 per annum (plus benefits)
**CENTRE** : Kalafong Provincial Tertiary Hospital
**REQUIREMENTS** : Grade 12 or equivalent NQF level / Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration as a Professional
Nurse. A minimum of 7-years appropriate / recognizable experience in general nursing after registration as Professional Nurse with SANC. Experience in IPC coordination in a health setting. A qualification in Infection Prevention and Control will be an added advantage. Knowledge of NCS pertaining to Infection Control. Registration with SANC 2016. Must be computer literate (MS Excel, MS Word, MS PowerPoint). Driver’s license will be an added advantage. Good communication skills and ability to work under pressure. Knowledge and in-depth understanding of Infection Prevention and Control Policies and Guidelines. Have a systematic Approach to improving health care infection control. SKILLS REQUIRED: Ability to interact with diverse stakeholders. Good communication skills (verbal and written). Report writing skills. Coordination skills. Problem solving skills. Evaluation skills. Analyzing skills.

DUTIES

Responsible for the monitoring and assistance with the implementation of institutional Infection Prevention and Control plan. To prevent, control and monitor infections in the health care setting. Develop and monitor the implantation of continuous infection prevention and control education and training. Implement and maintain an effective hospital infection surveillance system in alignment with the infection prevention and control standard operating procedures. Strengthen and maintain internal and external collaboration with relevant stakeholders. Responsible for baseline inspections, audits and surveys. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures to improve quality of service in the institution. Assisting with the implementation of the hospital Quality Improvement Plan. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice.

ENQUIRIES

Ms. M.J. Mbiza, Tel No: (012) 318-6606/6910

APPLICATIONS

People with disabilities are welcome to apply. Applications must be filled on a Z 83 form accompanied by CV and certified copies of ID and certificates. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE

27 May 2016

POST 19/149

PROFESSIONAL NURSE (SPECIALITY NURSING GRADE 1) – PEADiatric

Directorate: Nursing

SALARY

R317 271 per annum (plus annum)

CENTRE

Odi District Hospital – (Paediatric Unit)

REQUIREMENTS

Basic R425 qualification or equivalent (i.e. Diploma /Degree in Nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Diploma in Midwifery as a qualification needed. 1 Year post basic qualification in Child nursing science. A minimum of 4 years appropriate /recognizable experience in nursing after registration as a Professional nurse with SANC in general nursing. At least 1 year of the period referred to above must be appropriate experience in the specified speciality after obtaining the 1 year post basic qualification in the relevant speciality

DUTIES

Knowledge of Nursing care procedures, and nursing statutes and other relevant framework such as: Nursing Act, OHS, Patient rights and Batho Pele Principles. Provision of optimal, holistic specialized nursing care with set standard and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support in nursing service. Maintain professional growth /ethical/standards and self-development (CPD). Maintain constructive working relations with other stakeholders. Multidisciplinary team work. Labour relations principle.

ENQUIRIES

MS S.J Boshoman Tel no: 012 725 2312

APPLICATIONS

Kindly forward your application to Odi Hospital, Human Resource Department for the attention of Human Resource Manager, Odi District Hospital, Private Bag X509, Mabopane, 0190 or apply online at: www.gautengonline.gov.za

CLOSING DATE

27 May 2016

NOTE

People with disabilities and males are encouraged to apply.
CENTRE: Odi District Hospital – (Emergency Unit)

REQUIREMENTS:
Basic R425 qualification or equivalent (i.e. Diploma /Degree in Nursing) that allows registration with the South African Nursing Council (SANCA) as a Professional Nurse. Diploma in Midwifery as a qualification needed. 1 Year post basic qualification in Trauma/Orthopaedics nursing science. A minimum of 4 years appropriate /recognizable experience in nursing after registration as a Professional nurse with SANCA in general nursing. At least 1 year of the period referred to above must be appropriate experience in the specified speciality after obtaining the 1 year post basic qualification in the relevant speciality.

DUTIES:
Knowledge of Nursing care procedures, and nursing statutes and other relevant framework such as: Nursing Act, OHS, Patient rights and Batho Pele Principles. Provision of optimal, holistic specialized nursing care with set standard and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support in nursing service. Maintain professional growth /ethical/standards and self-development (CPD). Maintain constructive working relations with other stakeholders. Multidisciplinary team work. Labour relations principle.

ENQUIRIES:
MS S.J Boshoman, Tel no: 012 725 2312

APPLICATIONS:
Kindly forward your application to Odi Hospital, Human Resource Department for the attention of Human Resource Manager, Odi District Hospital, Private Bag X509, Mabopane, 0190 or apply online at: www.gautengonline.gov.za

CLOSING DATE:
27 May 2016

NOTE:
People with disabilities and males are encouraged to apply.
POST 19/153: LECTURE PND 1/2 PROFESSIONAL NURSE NEPHROLOGY LECTURER REF NO:001027

DUTIES: Develop, plan, implement and manage academic programs. Capable of employing a variety of teaching strategies to reach the required academic/clinical outcomes. Policy development, review, evaluation and implementation. Development and review of clinical tools, development of curricula, implementation of PMDS for post basic students. Implement clinical assessment strategies to determine learner competence in the clinical area. Record -keeping as required. Accompany students in clinical areas affiliated to the college. Implement continuing education in Nursing education as well as own specialty

ENQUIRIES: Mrs. J. Gassiep – Tel No:(011) 247-3303-3300

APPLICATIONS: All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department or apply online at: www.gautengonline.gov.za

CLOSING DATE: 27 May 2016

POST 19/154: LECTURER GRADE 1(PND1) / LECTURER GRADE 2 (PND2) RPL COORDINATOR RE-ADVERTISEMENT REF NO: S-001052

DUTIES: Develop, plan, implement and manage academic programs. Capable of employing a variety of teaching strategies to reach the required academic/clinical outcomes. Policy development, review, evaluation and implementation. Development and review of clinical tools, development of curricula, implementation of PMDS for post basic students. Implement clinical assessment strategies to determine learner competence in the clinical area. Record -keeping as required. Accompany students in clinical areas affiliated to the college. Implement continuing education in Nursing education as well as own specialty

ENQUIRIES: Mrs. J. Gassiep – Tel No:(011) 247-3303-3300

APPLICATIONS: All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department or apply online at: www.gautengonline.gov.za

CLOSING DATE: 27 May 2016
DUTIES:
The successful candidate will be attached and report to Student Affairs HOD, and will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes for RPL candidates, i.e. RPL candidates challenging first year of training and candidates challenging other levels of training; admit and register RPL candidates with SANC; Liaise with academic departments responsible for RPL candidates; provide theoretical and clinical guidance; provide student guidance and support towards attainment of minimum course requirements of RPL candidates as set by SANC; acting as Chairperson of the College RPL Committee; prepare RPL reports to College Senate Committee; present RPL report during the College quarterly review meetings; responsible for master plan of clinical allocation for all students and monitoring absenteeism of all students; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; participate in curriculum development and review; engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.

ENQUIRIES: Ms. N. J. Mqokozo, Tel No: (011) 983 3009
APPLICATIONS: Applications must be submitted on a Z83 form with a C.V and Certified copies Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Chris Hani Baragwanath Academic Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at http://professionaljobcentre.gpg.gov.za. The Institution reserves the right to check criminal records of a candidate. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate is subjected to undergo Pre-employment medical surveillance conducted by Occupational Health Nurse Practitioner (OHNP).

CLOSING DATE: 27 May 2016
POST 19/155: OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: 001025
Directorate: Occupational Therapy Unit (Paediatric patients)

SALARY: Grade 1: R262 020 – R299 592 per annum (plus benefits)
Grade 2: R308 649 – R352 923 per annum (plus benefits)
Grade 3: R363 582 – R441 234 per annum (plus benefits)

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Degree in Occupational Therapy. Completed community service year. Registration with HPCSA. Any courses and previous experience in Paediatrics will be considered.

DUTIES: Assessments and treatment of patients in the designated sub-section (Paediatrics). Work with all different diagnoses of Paediatric patients. Contribute to the development and implementation of programs in the sub-section. Follow the policies and protocols of the section. Student training and supervision. Follow the administrative duties and costing systems. Share skills and knowledge with colleges as required. Follow the guidelines, policies and principles of the Gauteng Department of Health.

ENQUIRIES: Ms. R. Louw, Tel No: (012) 318-6702
APPLICATIONS: People with disabilities are welcome to apply. Applications must be filled on a Z 83 form accompanied by CV and certified copies of ID and certificates. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE: 27 May 2016
POST 19/156: CHIEF ADMINISTRATION CLERK LEVEL 7 REF NO: 001039
Directorate: Patient Administration (Records and Archives)

SALARY: R211 194. 00 (plus benefits)

CENTRE: Dr George Mukhari Academic Hospital

REQUIREMENTS: National Diploma with relevant 3 years experience in Patient Administration, or Grade 12 with 5 years experience in Patient Administration, having supervisory experience or as a team leader. Patient Administration knowledge of MEDICOM, UPFS tariffs, Patient Classification, Procedure Manuals, Computer Literacy, PFMA, Good communication, Interpersonal Planning, Organization and Report writing skills, Ability to work under pressure. Leadership characteristics with firmness towards work.

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DUTIES: Supervision of subordinates falling within Patient Administration. Ensure that waiting time at O.P.D.’s is reduced by compiling a daily Pre-booked patient’s lists. Ensure compliance to the PMDS policy by contracting subordinates accordingly. Ensure that Patients are classified correctly and make spot checks on supporting documents and checking registration and admission forms for compliance. Understanding Downtime Management processes. Reconcile monthly reports. Compile, renew subordinate’s job descriptions including conducting of PMDS accordingly. Ensure management of O.P.D.’s clerks in allocated areas and coverage thereof. Implement action plan on Audit findings. Submit monthly reports required by seniors. Motivate staff. Attend internal and external meetings. Apply correctives measures where applicable. Carryout others functions as Patients Administration and as delegated by seniors.

ENQUIRIES: Mr. MP Lamola Tel No: (012) 529 3903

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

CLOSING DATE: 03 June 2016

POST 19/157: CHIEF ADMIN CLERK (CLEANING SERVICE) LEVEL 7 REF NO: 001047

SALARY: R211 194 per annum (plus benefits)

CENTRE: Dr George Mukhari Academic Hospital

REQUIREMENTS: A minimum of Grade 12 plus 5 years experience in cleaning supervision or a 3 year qualification in Public Administration qualification plus 3 years experience in cleaning supervision. Cleaning in hospital/clinical environment will serve as an added advantage. Computer literacy with practical knowledge of Microsoft programmes (Word, Excel, Power Point and Internet). Must possess the ability to plan, organize, supervise, inspect and evaluate work of subordinates. Good knowledge of Occupational Health and Safety and Infection Control.

DUTIES: Manage cleaning service. Supervise cleaning staff. Ensure cleaning schedule and check lists are available and implemented. Ensure compliance to National Core Standards and cleaning policies/procedures. Leave management of staff. Manage performance development of staff. Make rounds and inspections to assure that cleaning personnel are performing required duties, appropriate cleaning procedures are being rendered and quality control measures are continually maintained. Order, receive, and distribute stock, materials and equipments of cleaning service. Reports and log calls on infrastructural and equipments malfunction through maintenance system and make follow up. Recommends discipline and implements appropriate procedures. Perform any other official duties delegated by the supervisor.

ENQUIRIES: Mr. Ramagoma R Tel No: (012) 529 3406

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

CLOSING DATE: 03 June 2016

POST 19/158: TRAINING OFFICER REF NO: 001041

SALARY: R211 194 per annum (plus benefits)

CENTRE: Dr George Mukhari Academic Hospital

REQUIREMENTS: 3 year Degree / Diploma in Human Resource Development/Management with 5 years working experience in Human Resource Development and or PMDS or Grade 12 with 8 years working experience in Human Resource Development and or PMDS, knowledge of the Public Service Act and Regulations, Skills Development Act, Skills Levy Act, SAQA, NQF, NSDS etc. Presentation and facilitation skills, Computer literacy. PERSAL Certificate and Driver’s license must be attached.

DUTIES: Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Compile training databases. Advice employees with regards to career development. Assist with skills

ENQUIRIES : Ms.TP Masilela Tel No: (012) 529 3056 / Mr SM Kgafela 012 529 3395
APPLICATIONS : Application must be submitted on Z83 form and must be accompanied by certified copies of qualifications, ID copy and a CV. Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za. The Department reserves the right to fill this position (s)

CLOSING DATE : 03 June 2016

POST 19/159 : HORTICULTURIST REF NO: 001043
Directorate: Logistics
SALARY : R 211 194.00 (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital

ENQUIRIES : Mr. S.E Makhubela (012) 560 0155
APPLICATIONS : Application must be submitted on Z83 form and must be accompanied by certified copies of qualifications, ID copy and a CV. Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za. The Department reserves the right to fill this position (s).

CLOSING DATE : 03 June 2016

POST 19/160 : PERSONAL ASSISTANT L7 REF NO: 001054
Directorate: Administration
SALARY : R 211 194 per annum (plus benefits)
CENTRE : Bertha Gxowa Hospital (Germiston)
REQUIREMENTS : Gr. 12 with 3 year relevant tertiary qualification. 3-5 years’ experience in office administration. Excellent communication and good interpersonal skills. Computer literacy in Microsoft Office suite. Ability to work independently and under pressure. Proficiency in all secretariat/ office administration duties. Supervise other secretaries. Understanding and interpretation of key health related indicators and business writing skills will be an added advantage.

ENQUIRIES : Mr. M.N. Gumbi Tel. no. (011) 089 8585
APPLICATIONS : Applications can be delivered to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400. or apply online at: www.gautengonline.gov.za

CLOSING DATE : 27 May 2016
POST 19/161 : COMMUNITY LIAISON OFFICER REF NO: S-Y001037
Directorate: District Health Services

SALARY : R211 194 per annum (plus benefits)
CENTRE : Central Office (Tshwane)
REQUIREMENTS : Degree / National Diploma in Health or Social Science. Project Management experience is essential. Three (3) years’ experiences in working with Non-Governmental Organizations (NGOs), Non Profit Organizations (NPOs). Extensive knowledge in Community Health Worker Programme (CHW) and Expanded Public Works Programme (EPWP), Good Computer literacy. Communication and report writing skills. Ability to work under pressure. Knowledge of PFMA. Valid driver’s licence.


ENQUIRIES : Ms Miriam Matshavha, Tel. No: (011) 355 3557
APPLICATIONS : Applications must be filled on a Z 83 form. It should be accompanied by comprehensive curriculum vitae (CV) with a detailed description of duties and the names of at least 3 referees, as well as certified copies of ID and certificates. Applications must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivery at Bank of Lisbon Building, 37 Sauer Street, Johannesburg, for the attention of Mr. G. Nkuna or apply online at www.gautengonline.gov.za.

CLOSING DATE : 27 May 2016

POST 19/162 : PROFESSIONAL NURSES 7 POSTS REF NO: 001053
Directorate: Nursing

SALARY : R210 702 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Basic R425 qualification or equivalent (i.e. diploma /degree in nursing) that allows registration with the SANC as a Professional Nurse. Diploma in Midwifery as a qualification needed. A minimum of 2 years appropriate experience in nursing after registration as Professional Nurse with SANC in General Nursing.

DUTIES : Knowledge of Nursing care procedures, and nursing statutes and other relevant legal framework such as: Nursing Act, OHS, Patient rights charter and Batho Pele Principles, Ensure provision of effective and efficient patient care through adequate nursing care, Develop, Coordinate and monitor the implementation of nursing care plan and evaluate thereof, Effective utilization on resource, Participate in training and research, Provide support to nursing services , Maintain professional growth/ethical standards and self-development (CPD), Maintain constructive working relations with other stakeholders, Multidisciplinary team work, Labour relations principles.

ENQUIRIES : MS S.J Boshoman, Tel no: 012 725 2312
APPLICATIONS : Application must be submitted on form Z83, obtainable from any Public Service Department. The completed and signed forms should be accompanied by a recently updated CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certified copies should not be more than three months old. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. . Kindly forward your application to Odi Hospital, Human Resource Department for the attention of Human Resource Manager, Odi District Hospital, Private Bag X509, Mabopane, 0190 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 27 May 12016

NOTE : People with disabilities and males are encouraged to apply.

POST 19/163 : SECRETARY TO THE CHIEF EXECUTIVE OFFICER REF NO: 001029
Directorate: Management Unit

SALARY : R142 461 – R167 814 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 or equivalent qualification. A secretarial certification. At least 3 years experience as a Secretary. A secretarial experience in an executive office of a
public hospital will be an added advantage. SKILLS: Should have advanced interpersonal communications. Must be proficient in basic skills such as typing, spelling, grammar, punctuation and expertise in the use of office equipment and common software applications such as Word processing spreadsheets or graphics, leadership, planning and organization skills. Proficiency with computer applications and software, including Microsoft Word, Excel, PowerPoint, Access and MS Outlook. Ability to organize and prioritize work. Have to be self-driven individual with flexible approach to work duties. Good time management skills and the ability to juggle multiple responsibilities. Must be able to take minutes. Sound knowledge of National Core Standards will be an added advantage.

DUTIES:
Responsible for administrative support of the office of the CEO and performs numerous duties including but not limited to: exercises extreme discretion in dealing with very confidential subjects. Perform general office duties such as ordering supplies, maintaining records management systems and performing basic bookkeeping work. Coordinate travel arrangements; prepares itineraries; prepares, compiles and maintains travel vouchers and records. Open, sort and distribute incoming correspondence, including faxes, e-mail and handle information requests. File and retrieve documents, records and reports. Prepare correspondence and stuff mail into envelopes. Arrange for outgoing mail and packages to be picked up. Greet and receive visitors, determine whether they should be given access to specific individuals. Alert manager about cancelations or new meetings. Coordinates office management activities. Determine matters of top priority and handle accordingly. Prepare agenda for meetings. Takes and transcribes meetings and committees. Coordinate committees and task teams. Involved in planning of events and volunteer activities. Operate office equipment, such as photocopy machine and scanner. Relay directives and assignment to Chief Executive Officer. Receive and relay telephone messages. Direct the general public to the appropriate staff member. Maintain hard copy and electronic filing system.

ENQUIRIES:
Dr. M.P. Mathebula, Tel No: (012) 318-6500

APPLICATIONS:
People with disabilities are welcome to apply. Applications must be filled on a Z 83 form accompanied by CV and certified copies of ID and certificates. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE:
27 May 2016

POST 19/164:
CLIENT INFORMATION CLERK REF NO: S-001034
Directorate: Admin

SALARY:
R142 461 per annum (plus benefits)

CENTRE:
Edenvale Regional Hospital

REQUIREMENTS:
Grade 12 Certificate, computer literacy with a two year hospital environment, Helpdesk/ Service Desk/ Call centre experience will be an added advantage. Good telephone etiquette, communication skills, interpersonal skills and multilingual. Ability to work under pressure and attention to detail.

DUTIES:
Handling incoming and outgoing calls. Answer general enquiries. Keep record of Private calls received and send them to HR for billing and convey messages appropriately to destination. Update Departmental telephone directory regularly, distribution and transfer of telephone calls. Assisting with costing of private calls. Reporting of faulty telephone lines and update repairs register. Answer general enquiries regarding Hospital client and staff. Manage and print accounts for officials and other stakeholders within the Hospital. Proper handling of switchboard equipment. Check failing telephone instrument in various Department and replace where possible. Must be able to work with P.A (Public Address system), sms (Messaging) and Telephone management system. Prepared to work shifts, public holiday and weekends. Perform other tasks that may be delegated to you by supervisor. Adherence to Batho Pele principles and Quality priorities.

ENQUIRIES:
Ms. L Gusha, Tel No: 011 321-6015

APPLICATIONS:
The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale.or apply online at: www.gautengonline.gov.za

CLOSING DATE:
27 May 2016
### POST 19/165  
**MEDICAL ORTHOTIST/PROSTHETIST– LEATHER ASSISTANT Gr 1**  
**REF NO:** 001008  
**Directorate:** Orthopaedic Centre  
**SALARY:** R138 138 per annum (plus benefits)  
**CENTRE:** Tambo Memorial Hospital  
**REQUIREMENTS:** Relevant qualification in the field of Orthotics/Prosthetics. Relevant training and experience in the field of Orthotic and Prosthetic device manufacturing under guidance of qualified Medical Orthotist/Prosthetist. Current registration with the Health Professional Council of South Africa as an Orthotic and Prosthetic Assistant plus proof of payment for the period 2016. Knowledge of the public service legislations, policies and procedures. Good writing and communication skills. Planning and organizing skills. Ability to work as a member of a multidisciplinary team.  
**DUTIES:** Repair of Orthoses and Prostheses. Leather work where required, welding, plastic moulding, shoe alterations and laminations. Taking measurements of consumables. Maintenance of machinery and equipment. Withdraw stock items to manufacture work and report stock shortages. Record keeping of completed work.  
**ENQUIRIES:** MS L Rensburg. Tel No: (011) 898 8107  
**APPLICATIONS:** Applications can be forwarded to the Recruitment Officer (Zanele Mkhonto), Room 122, HR Department, Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1460. Physical address: Railway Street, Boksburg, 1460 or apply online at www.gautengonline.gov.za.  
**CLOSING DATE:** 20 May 2016

### POST 19/166  
**PHARMACIST'S ASSISTANT (BASIC)**  
**REF NO:** 001031  
**Directorate:** Pharmacy Unit  
**SALARY:** Grade 1: R100 875 – R107 070 per annum (plus benefits)  
Grade 2: R136 707 – R156 303 per annum (plus benefits)  
**CENTRE:** Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS:** A Pharmacist's Assistant Basic qualification or registration as a learner post basic. Current registration with the South African Pharmacy Council (SAPC) as Basic Pharmacist Assistant or learner post basic. Good interpersonal skills. Able to work under pressure and professionalism. KNOWLEDGE AND SKILLS: Pharmacy and Public Service legislation; communication skills; mathematical skills; computer literacy.  
**DUTIES:** Perform all duties falling within the scope of practice of a Pharmacist’s Assistant Basic under the direct supervision of a Pharmacist, including but not limited to the following: 1) assist with the manufacturing of non-sterile medicines according to formulas and SOPs; 2) repackaging of medicines; 3) distribution and control of medicines; 4) provision of information to individuals in order to promote health.  
**ENQUIRIES:** Ms. G. Mayayise, Tel No: (012) 318-6839  
**APPLICATIONS:** Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.  
**CLOSING DATE:** 27 May 2016

### POST 19/167  
**OPERATOR LEVEL 3 2 POSTS**  
**REF NO:** 001057  
**Directorate:** Support  
**SALARY:** R93 444 per annum (per annum)  
**CENTRE:** Helen Joseph Hospital  
**REQUIREMENTS:** Abet level 4 or equivalent qualification, Must be able to work shifts and night Duty. Verbal and written communication. Handle a stress environment Sound knowledge of Batho Pele Principles. You must have 6/12 months experience as operator  
**DUTIES:** Sorting and pre cleaning washes. Decontaminated and disinfecting Instruments inspection Packing, loading and off loading of Autoclaves and stock supply  
**ENQUIRIES:** Ms R Mkone Tel No: (011)489 0796  
**APPLICATIONS:** Applicants to attach all the necessary documents which are certified in your application including your valid identity document and relevant certificates, applications without proof of the necessary documents will be disqualified. forms must be delivered to HR Helen Joseph Hospital, No 14 Perth Road, Auckland Park, and HR Department. or apply online at: www.gautengonline.gov.za.  
**CLOSING DATE:** 27 May 2016
The Provincial Department of Education: Kwazulu-Natal is an Equal Opportunity Affirmative Action Employer.

APPLICATIONS: Applications should be sent by post to, The Directorate: Human Resources Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Room 203A Ex-NED Building, 228 Pietermaritz Street, Pietermaritzburg, 3201.

FOR ATTENTION: Mr AB Zwane

CLOSING DATE: 20 May 2016 at 16h30

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

MANAGEMENT ECHELON

POST 19/168: DIRECTOR: IDMS STRATEGIC AND TECHNICAL ADVISOR (FIVE YEAR CONTRACT) REF NO: DOE/16/2016

SALARY: All Inclusive Salary Package of R864 177 – R1 017 972 per annum (Level 13). A portion of the package can be structured according to the individual’s personal needs.

CENTRE: Pietermaritzburg, Head Office


DUTIES: Implement the Infrastructure Delivery Management System (IDMS). Assist with the capacitation of personnel employed in the infrastructure unit. Provide technical and strategic inputs and guidance to School Planning and Commissioning. Provide technical and strategic inputs and guidance to the management of infrastructure projects and programmes. Direct school maintenance projects and programmes.

ENQUIRIES: Enquiries for the above posts should be directed to Mr AB Zwane at (033) 846 5127. All these posts are funded by DORA.
POST 19/169: DEPUTY DIRECTOR: INFRASTRUCTURE FINANCIAL MANAGEMENT
REF NO: DOE/17/2016

SALARY: R726 276 – R855 516 per annum (Level 12)
CENTRE: Pietermaritzburg, Head Office

DUTIES: Financial data analysis and validation regarding programmes, projects, reporting and monitoring. Financial administration for all infrastructure programmes and projects. Budget administration within Chief Directorate. Compliance to the financial and SCM policies and prescripts in the Chief Directorate. Establish and maintain a document management system for all financial documentation that complies with the requirements of the Auditor-General. People Management.

ENQUIRIES: Enquiries for the above posts should be directed to Mr AB Zwane at (033) 846 5127. All these posts are funded by DORA.

POST 19/170: DEPUTY DIRECTOR: INFRASTRUCTURE PROGRAMME MANAGEMENT 3
POSTS REF NO: DOE/18/2016

SALARY: R726 276 - R855 516 per annum (Level 12)
CENTRE: Pietermaritzburg, Head Office

DUTIES: Management of appropriate infrastructure strategies, policies, systems, planning, specific plans, functional and technical norms and standards. Management of delivery of the infrastructure programmes and projects. Manage the provision of institutional resources support. Management of the infrastructure budget including infrastructure grants to ensure that the financial legislative framework(s) are adhered to and the spending of budget is providing value for money and directly contributing to the achievement of the core business of the Department. Management of the finances for infrastructure, associated equipment/ institutional support/ resources support. Provide strategic management to the Chief Directorate in terms of setting of the visionary and strategic direction, participating in strategic planning, evaluate performance against agreed performance indicators, monitor and report progress and ensure compliance to service delivery imperatives and legal prescripts. Management of the human resources of the Chief Directorate.

ENQUIRIES: Enquiries for the above posts should be directed to Mr AB Zwane at (033) 846 5127. All these posts are funded by DORA.
The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS: Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

FOR ATTENTION: Mr C McDougall

CLOSING DATE: 27 May 2016

NOTE: Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), identity document as well as valid driver’s licence (where a driver’s licence is a requirement). Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the post(s).

MANAGEMENT ECHELON

POST 19/171: DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: P 01/2016

SALARY: R1 267 806 per annum (all Inclusive, flexible remuneration package)

CENTRE: Head Office, Pietermaritzburg


NOTE: Applications i.e. all the documentation must be submitted for each post applied for. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the post(s).
management skills. Analytical, strategic direction and strong leadership skills. Project management, problem solving and good inter-personal relations skills. Presentation and change management skills. Self-disciplined and able to work under pressure with minimum supervision. Leadership qualities, project leadership and people management skills.

**DUTIES**

Ensure the management and the provision of information and communication technology services for the Department: Provide IT strategy and enterprise architecture support services, business systems development, support and co-ordination services. Ensure the management of security and corporate support services for the Department: Ensure and manage physical and information security services. Manage security screening investigations. Provide and manage Departmental Transport Services inclusive of both subsidized and pool vehicles. Provide registry records/registry and enterprise content management. Manage official accommodation which includes official housing, and office accommodation in line with legislative mandates. Ensure the management of professional legal services and strategic management: Manage litigations and administration of state land. Manage the drafting of the legal documents, contracts and agreements. Manage research on new legislations which impacts on the Departmental mandates. Manage and ensure compliance on access to information held by the Department. Facilitate strategic policy and planning, and ensure monitoring and evaluation of the Departmental performance. Manage and ensure the development of empowerment programs, as well as organizational development. Ensure the management of Human Resource Management Services: Provide efficient human resource practices and administration services. Manage Departmental human resource development services. Promote harmonious employer-employee relations. Oversee the development and implementation of policies: Oversee the implementation of National, Provincial and Departmental frameworks. Oversee the implementation of policies according to agreed norms and standards. Monitor and evaluate compliance with implemented policies. Report on any discrepancies in regard of compliance to all relevant stakeholders. Review and amend policies as and when required based on input from stakeholders. Manage resources of the Branch: Manage human resources. Manage financial resources. Manage assets for the Branch. Provide training, advice and guidance to staff. Manage EPMDS.

**ENQUIRIES**

Mr BS Gumbi 033 – 355 8808

**NOTE**

It is the intention of this Department to consider equity targets when filling this position.
ANNEXURE S

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF RURAL, ENVIRONMENT AND AGRICULTURAL DEVELOPMENT

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

APPLICATIONS: Applications, quoting the relevant reference, should be forwarded as follows:
Mafikeng – Head Office: The Director: Human Resource Management, Department of Rural, Environment and Agricultural Development, Private Bag X2039, Mmabatho 2735 or delivered at the Agricentre Building, corner Dr James Moroka and Stadium Roads, Mmabatho
The Directorate: Dr Ruth Segomotsi Mompati District Services: The District Director, Dr Ruth Segomotsi Mompati District Services, P.O.Box 112, Vryburg, 8600, for attention of Ms M Maretela

FOR ATTENTION: Ms N Vilakazi
CLOSING DATE: 26 May 2016
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service department and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric Certificate must also be attached). ID document and driver’s licence. Non-RSA citizens/permanent resident permit holders must attach a copy of their permanent residence permits to their applications. Should you possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes, and, where applicable, they will be required to enter into a performance agreement and to undergo a competency assessment. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make appointments to the advertised posts. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 19/172: GRAPHIC DESIGNER 2 POSTS) REF. NWREAD (28/04/16
Directorate: Communication Services

SALARY: R311 784 per annum, Level 09
CENTRE: Mahikeng – Head Office

REQUIREMENTS: A degree/National Diploma in Graphic Design*High proficiency in Adobe Suite (In design, Photoshop and Illustrator) and or Corel draw and Microsoft Office Suite* Basic knowledge of HTML 5, JavaScript and CSS* Minimum of two years working experience in Graphic design* Strong organisational, interpersonal communication and time management skills are required* Proficiency in working with brand and writing style guides is preferred* Creative flair and originality* Flexibility to regularly work overtime, weekends with short notice required* Ability to manage in a fast paced high pressure environment* Ability to grasp client’s needs and consider practical solutions. Good customer service orientation* Printing knowledge* Possession of a valid drivers’ license would be an added advantage.

DUTIES: Conceptualise and create artwork for branding and marketing* Assist with creatives during campaign implementation and roll-out* Design of marketing and brand collateral (Billboards, posters, banners, newsletters, booklets, advertisements, corporate gear etc.)* Maintain a consistent fresh and modern feel throughout all graphic and web properties* Must be energetic able to communicate well* Adhere to tight deadlines* Administrative tasks* Ensure that printing is completed promptly* Proof records and backup of artwork.

ENQUIRIES: Ms T Dintwe, Tel: (018) 389 – 5768
POST 19/173 : SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE PLANNING, MONITORING AND EVALUATION REF NO: NWREAD 29/04/16
Directorate: Human Resource Management

SALARY : R262 272 per annum, Level 08
CENTRE : Mahikeng – Head Office
REQUIREMENTS : An appropriate Bachelor's degree/national Diploma qualification in Human Resource Management *2 year experience in the HR Planning Environment *Knowledge of Public Service Regulations and Public Service Prescripts *Knowledge of Human Resources best practices* Good Communication (verbal and writing) skill and interpersonal skills, report writing skills, presentation and facilitation skills, computer skills (Ms Work, Excel and Persal system).
ENQUIRIES : Ms SV Menyatswe, Tel. (018) 389 – 5670

POST 19/174 : PERSONNEL PRACTITIONER – ORGANISATIONAL DEVELOPMENT AND DESIGN REF NO: NWREAD (30/04/16
SALARY : R211 194 per annum, Level 07
CENTRE : Mafikeng – Head Office
REQUIREMENTS : Tertiary qualification in Social Sciences or Public Administration plus 2 years relevant experience in Human Resource Management field * Job evaluation analyst (trained job analyst) * Knowledge of Public Service Regulations and Public Service Prescripts * Insight into Human Resource best practices * Good Communication (verbal and writing) skill and interpersonal skills, report writing skills and presentation and facilitation skills, computer literacy skills (Ms Work, Excel and Persal system).
DUTIES : Provisioning of establishment statistics/reports *Maintenance of the departmental establishment *Provisioning of staff and management support on establishment matters *Coordination of job evaluation functions *Evaluation of posts through Evaluate system *Provide support of job description development/review *Capturing of Persal transactions and staff records on Persal.
ENQUIRIES : Ms SV Menyatswe, Tel. (018) 389 – 5670

POST 19/175 : STATE ACCOUNTANT: PAYMENTS REF NO: NWREAD (31/04/16
SALARY : R211 194 per annum, Level 07
CENTRE : Mahikeng – Head Office
REQUIREMENTS : A Bachelor’s Degree or National Diploma in Financial Accounting* Minimum two years’ experience in Financial Accounting Environment* Good verbal and written communication skills* Good understanding of the PFMA, Treasury Regulations and DORA* Good command of Excel, PowerPoint and Word packages* Driver’s licence* Ability to work under pressure and meet deadlines* Understanding of government financial reporting framework* Good understanding of financial systems (Walker and BAS).
DUTIES : Reconciliation of departmental creditors accounts* Processing of creditors payments and claims* Liaise with creditors on long outstanding accounts* Resolve all payments rejections and errors* Supervision of staff.
ENQUIRIES : Mr J Monwametsi, Tel: (018) 389 – 5980/603

POST 19/176 : STATE ACCOUNTANT: BANKING AND BOOKKEEPING REF NO: NWREAD (32/04/16
SALARY : R211 194 per annum, Level 07
CENTRE : Mahikeng – Head Office
REQUIREMENTS : A Bachelor’s Degree or National Diploma in Financial Accounting* Minimum two years’ experience in Financial Accounting Environment* Good verbal and written communication skills* Good understanding of the PFMA, Treasury Regulations and DORA* Good command of Excel, PowerPoint and Word packages* Driver’s licence* Ability to work under pressure and meet deadlines* Understanding of government financial reporting framework* Good understanding of financial systems (Walker and BAS).
DUTIES : Reconciliation of departmental control accounts* Prepare and analyse monthly debtors reports* Provide support to districts on debtors related matters* Register
and maintain departmental entity data* Prepare and process journals* Prepare audit file schedules for the financial statements* Supervision of staff.

**ENQUIRIES**: Mr G Duiker, Tel: (018) 389 – 5662

**POST 19/177**: **STATE ACCOUNTANT: PAYMENTS REF NO: NWREAD (33/04/16**

**SALARY**: R211 194 per annum, Level 07

**CENTRE**: Dr Ruth Segomotsi Mompati District Services (Vryburg)

**REQUIREMENTS**: A Bachelor’s Degree or National Diploma in Financial Accounting* Minimum two years’ experience in Financial Accounting Environment* Good verbal and written communication skills* Good understanding of the PFMA, Treasury Regulations and DORA* Good command of Excel, PowerPoint and Word packages* Driver’s licence* Ability to work under pressure and meet deadlines* Understanding of government financial reporting framework* Good understanding of financial systems (Walker and BAS).

**DUTIES**: Reconciliation of departmental creditors accounts* Processing of creditors payments and claims* Liaise with creditors on long outstanding accounts* Resolve all payments rejections and errors* Supervision of staff.

**ENQUIRIES**: Mr J Monwametsi, Tel: (018) 389 – 5980/603

**POST 19/178**: **SECRETARY TO THE DIRECTOR: RISK MANAGEMENT AND INFORMATION TECHNOLOGY REF NO: NWREAD (34/04/16**

Directorate: Risk Management and Information Technology

**SALARY**: R142 461 per annum, Level 05

**CENTRE**: Mahikeng – Head Office

**REQUIREMENTS**: A senior certificate* A minimum of three (3) years’ relevant experience in office management, related support functions and or financial management* Basic knowledge of public service legislation* Valid drivers license (code 08)* Ability to deal with crisis management* Previous work experience in government* Qualification in office administration and financial administration will be an added advantage* Knowledge of statistical data, report writing and financial/procurement processes* Knowledge of office and records management * Ability to communicate at all levels, verbally and written, good telephone etiquette * A high level of confidentiality and independency * Ability to work under severe work pressure and meet deadlines* A high level of computer literacy.

**DUTIES**: Assess, monitor and follow-up on outstanding correspondence and procurement transactions of the directorate *Manage the office by providing office administration, secretarial, clerical and procurement support service to the office of the Director *Manage correspondence, telephone calls, appointments and events through registers and diaries *Operate fax, photocopier and other office equipment *Develop and manage an appropriate filing and administrative system for the Director’s office to manage correspondence in a secure environment *Set up schedules, arrange meetings, record minutes and organise refreshments *Keep up to date with applicable policies and procedures to ensure efficient and effective support services to the Director *To perform other duties as delegated from time to time.

**ENQUIRIES**: Ms A De Bruin, Tel: (018) 389 – 5999
NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 19/179 : CHIEF ARCHITECT GRADE A (PRIMARY HEALTH CARE)
(Head Office, Cape Town, Norton Rose House)

SALARY : R750 984 per annum
CENTRE : Directorate: Infrastructure Programme Delivery,
REQUIREMENTS : Minimum educational qualification: B Degree in Architecture or equivalent qualification. Registration with a professional council: Registration as Professional Architect with the South African Council for the Architectural Profession (SACAP). Experience: 6 years post qualification architectural experience. Inherent requirements of the job: Able to work outside of normal office hours. Travel, including early morning and late night air flights. Valid (Code B/EB) driver’s licence. Overnight stays away from home whilst on official business. Sufficiently physically fit and healthy to walk long distances in the confines of the building and on site and carry out inspections. Competencies (knowledge/skills): Knowledge of the Western Cape Infrastructure Delivery Management System (WC IDMS) and the IDM Toolkit. Understand the roles and legal obligations of role-players at all three spheres of Government and Public Entities. Experience in project management and stakeholder management. Good organising, problem solving and interpersonal skills; Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office). Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Programme and Project Planning. Programme and Project Implementation and Monitoring. Project Commissioning. Programme and Project Evaluation. Management of built environment programmes and interaction with a wide range of role-players and stakeholders across all spheres of Government/Private Sector and Communities. Monitor and control the delivery of health infrastructure programmes on time, within budget and within defined quality standards.

ENQUIRIES : Mr T Tladi, tel. no. (021) 483-0889
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION CLOSING DATE : Ms C Versfeld 27 May 2016

POST 19/180 : PRIMARY HEALTH CARE MANAGER
(Eden District)

SALARY : R726 276 per annum (A portion of the package can be structured according to the individual’s personal needs).
CENTRE : Knysna/Bitou Sub-district
REQUIREMENTS : Minimum educational qualification: An appropriate tertiary qualification or equivalent qualification that allows registration with the Health Professional Council (HPCSA) and/or South African Nursing Council (SANC) and/or Pharmacy Council of South Africa (SAPC). Experience: Appropriate/recognisable experience in District Health Systems. Extensive experience in District Health Services/Management. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to attend to community needs after hours. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint, Outlook and Internet). Proficiency (written and verbal) in at least two of the three official languages of the Western Cape. The ability to function independently as well as in a multidisciplinary team and make decisions. Effective communication, interpersonal, leadership and conflict resolution skills. Knowledge and understanding of the District Health System and Comprehensive Service Plan. Basic knowledge and experience in office administration, financial and
procurement administration. Note: No payment of any kind is required when applying for this post.

**DUTIES**

Key result areas/outputs: Overall management of the clinics in the sub-district. Coordinate and evaluate facility based Health programmes in the sub-district. Responsible for the co-ordination and evaluation of HIV/AIDS, STI, TB programmes and Community Based Health Services in the Sub-district. Manage Human Resources, Skills Development and Labour Relations. Financial and budget management. Liaison and co-operation. Ensure that prescribed policies and procedures are implemented and adhered to.

**ENQUIRIES**

Dr EJ Du Plooy, tel. no. (044) 302-8405

**APPLICATIONS**

The District Manager: Eden District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION**

Ms S Plenaar

**CLOSING DATE**

27 May 2016

**POST 19/181**

OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: NIGHT DUTY)

(Cape Winelands Health District)

**SALARY**

R367 815 (PN-A5) per annum

**CENTRE**

Cape Winelands TB Centre, Brewelskloof Hospital, Worcester

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 year appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Knowledge and insight of relevant legislation and policies related to nursing within the public sector. Good organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Note: No payment of any kind is required when applying for this post. A practical test will form part of the selection process.

**DUTIES**

Key result areas/outputs: Manage the clinical services during night duty. Supervise relevant staff and ensure the provision of effective quality patient care. Provide relevant health information in achieving optimal health care and rehabilitation of patients. Participate in the analysis, formulation and implementation of nursing guidelines, standards and procedures. Manage proper utilisation of human and financial resources. Render support to the supervisor and colleagues.

**ENQUIRIES**

Ms R Van Rooyen, tel.no. (023) 348-1309

**APPLICATIONS**

The Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.

**FOR ATTENTION**

Ms JB Salie

**CLOSING DATE**

03 June 2016

**POST 19/182**

PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)

(Chief Directorate: Metro District Health Services)

**SALARY**

Grade 1: R 317 271 (PN-B1) per annum

Grade 2: R 390 216 (PN-B2) per annum

**CENTRE**

Hope Street Dental Community Day Clinic

**REQUIREMENTS**

Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with the duration of at least 1 year accredited with SANC in Medical and Surgical Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to carry small kids and work in Operating Theatre and Recovery room. Willingness to assist Dentist in surgery when needed. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
Leadership towards realisation of strategic goals and objectives of the theatre with regards to emergency and non-emergency operating nursing as well as day patient care. Note: Candidates without the required post-basic qualification may also apply for this position. Such candidates will only be considered if no suitable candidate/s with the required qualification could be found. The successful candidate/s will be appointed into the general stream and will be required to obtain the necessary qualification within the period as agreed to. No payment of any kind is required when applying for this post.

**DUTIES**

Key result areas/outputs: Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in an Operating Theatre. Effective utilisation of Human and Material Resources. Participate in training, development and research. Supervise and assist Specialist Outreach Clinics at the hospital. Deliver a support service to the Nursing Service and the institution. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Order medication and stock control.

**ENQUIRIES**

Ms C Windt, tel. no. (021) 465-4017

**APPLICATIONS**

The Director: Metro District Health Services, Southern/Western Sub-structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

**FOR ATTENTION**

Mr F Le Roux

**CLOSING DATE**

27 May 2016

**DEPARTMENT OF THE PREMIER**

Exciting opportunities for persons who want to make a difference. The WCG is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regard would be appreciated.

**APPLICATIONS**

Applications are to be submitted online via www.westerncape.gov.za/jobs

**CLOSING DATE**

20 May 2016 @ 16:00

**NOTE**

All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

**MANAGEMENT ECHELON**

**POST 19/183**

HEAD OF DEPARTMENT: LOCAL GOVERNMENT REF NO: HOD 2016-02

Department of Local Government, Cape Town

**SALARY**

All –inclusive salary package of R 1 267 806 – R 1 428 186 per annum (Salary level 15). Note: the remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

**CENTRE**

Department of Local Government, Cape Town

**REQUIREMENTS**

A relevant post graduate qualification; A minimum of 8 years’ relevant experience at senior managerial level; A valid code B driver’s licence. Knowledge of: Municipal Governance; Municipal Infrastructure; Monitoring of the Functions of Municipal Councils; Monitoring of Performance and Compliance of Municipalities; Monitoring of Community Access to Municipal Services and Community Participation; Developmental Local government; Public administration and management in South Africa; Extensive knowledge of applicable policies and procedures on National & Provincial level; Contents of various PSCBC and WCPBC agreements; Financial and administrative management, as well as Human Resource management and Labour Relations, and Strategic Asset Management and Procurement; Excellent communication skills(written and verbal); Demonstrable leadership and strategic planning skills; Ability to build and lead dynamic, professional project management teams; Ability to engage effectively at senior executive levels.

**DUTIES**

Provide strategic direction to obtain strategic objectives; Ensure that the work of the Department is aligned to National and Provincial Government priorities and strategies; Responsible for strategic and Business Plans for the department; Ensure that policies and policy and systems are in place; Integrate processes, policies and structures across the organisation to achieve improved efficiency and effectiveness in the delivery of service; Ensure effective interface with relevant
stakeholders and/or consult on service delivery requirements; Promote the creation and development of appropriate information and knowledgeable systems met by relevant information and communication technology needs of the department; Play an active role in (inter)national workshops and seminars; Give effect to the transformation of service delivery, internally and/or externally; Ensure excellent internal and external communication; Ensure an effective oversight and management for all financial resources/aspects of the Department and all performance requirements as related to the PFMA and corporate governance; Management of the Human Resources of the Department to achieve the predetermined performance indicators and service delivery imperatives.

ENQUIRIES: Mr. A. Bredell at (021) 483 8108