DATE OF ISSUE: 04 OCTOBER 2013

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

PUBLIC SERVICE VACANCY CIRCULAR NO 40 OF 2013

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.

AMENDMENT:

Department of Water Affairs: Kindly note that the following posts: Control Auxiliary Services Officer (Level 7) Post: 39/89, Principal Auxiliary Services Officer: Hydrology (Level 5) Post: 39/112, Senior Registry Clerk (Level 6) Post: 39/105, were advertised in PSVC 39 of 2013, have been withdrawn.

Northern Cape Office of the Premier: Kindly note that the all posts advertised in PSVC 39 of 2013, the applications should be forwarded to: For Attention Executive Manager, Human Resources Management, Private Bag X 5016 Kimberley 8300 or hand deliver at Templar Building Office of the Premier Ground Floor Security.
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ANNEXURE A

DEPARTMENT OF BASIC EDUCATION

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 the filling of this post and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

APPLICATIONS: Department of Basic Education, Attention: Ms J Masipa and submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery 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

CLOSING DATE: 18 October 2013

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 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. The Department of Basic Education (DBE) has measures in place to monitor the implementation of the Integrated Quality Management System (IQMS), as well as other priorities in our education system. This is aimed at improving the performance levels of our educators and learners in our schools, which will lead to an improvement in the overall quality of our education system. As part of this process, the DBE is inviting applications from interested individuals, including retired educators, to be appointed as IQMS project managers / IQMS external moderators in specified districts/provinces. Appointments will be on a 12 month renewable contract until 31 March 2019. Selected individuals will be offered training before they commence with duties

OTHER POSTS

POST 40/01: IQMS PROJECT MANAGER 3 POSTS REF NO: 13458/01
One-year renewable contract
Branch: Teachers, Education Human Resources and Institutional Development
Chief Directorate: Education Human Resource Management
Directorate: Educator Performance Management and Development and Whole School Evaluation

SALARY: R495 603 per annum (all inclusive package)
CENTRE: Free State (1), North West (1) And Western Cape (1)
REQUIREMENTS: A recognised and appropriate three-year post matriculation or equivalent qualification at degree level • A post graduate degree will be an added advantage, At least ten (10) years experience as Principal or Deputy Principal or other relevant management experience • Extensive knowledge of the General Education and Training (GET) and Further Education and Training (FET) curriculum • Knowledge and understanding of the teacher appraisal and performance management system • Experience in project management and supervision • Knowledge of relevant education policies and legislation • A thorough working knowledge of IQMS as set out in Collective Agreement No.8 2003 • Ability to conduct and report on lesson observations in line with CAPS • Strong verbal and written communication skills • Good computer skills in Microsoft Office Programmes: Word, Excel and PowerPoint • The ability to write reports and do presentations • Excellent people skills in order to manage a diverse team of moderators as well as professionally manage the challenges of entering the school domain • Knowledge of research methodology and the changing trends in education • Capacity to work without supervision and ability to meet targets and deadlines in line with Action Plan to 2014 • Willingness to work extensive hours and to travel • A valid driver’s licence • Own transport and computer with electronic mail facilities. • Passion for making a positive contribution to South African education.
DUTIES: Under the supervision of the DBE, the incumbent will: Liaise with District officials and school management teams. Supervise a team of moderators. Visit schools to monitor and provide support in the IQMS processes as well as other projects and interventions of the department. Monitor the evaluation of school principals. Collect, verify and analyse data, including the observation of educators in practice. Write, edit, consolidate and analyse reports and make recommendations for further improvement and development. Conduct meetings in districts. Provide feedback and support where necessary. Assist in the professional development of educators.

ENQUIRIES: Ms J Masipa, 012 357 3295

NOTE: Short-listed candidates will be subjected to a competency assessment.

POST 40/02: IQMS EXTERNAL MODERATOR 12 POSTS REF NO: 13458/02

One-year renewable contract

SALARY: R252 144 per annum

CENTRE: Eastern Cape (2 posts): Lusikisiki, Libode, Mthatha
        North West (1 post): Ngaka Modiri Molema
        Mpumalanga (2 posts): Enlanzene
        Free State (1 post): Motheo, Xhariep
        Northern Cape (2 posts): Namaqua, Frances Baard, Siyanda, Pixley ka Seme
        KwaZulu-Natal (3 posts) Umzinyathi, llembe & Umkhanyakude
        Western Cape (1 post): Eden-Karoo

REQUIREMENTS: A recognised and appropriate three-year post matriculation or equivalent qualification at degree level. At least five (5) years experience as Head of Department, Principal or Deputy Principal, or any other equivalent experience. Extensive knowledge of the General Education and Training (GET) and Further Education and Training (FET) curriculum. Knowledge and understanding of the teacher appraisal and performance management systems. Ability to conduct and report on lesson observation in line with CAPS. Experience in the supervision of educators. Working knowledge of IQMS as set out in Collective Agreement No.8 2003. Knowledge of other relevant education policies and legislations. Strong verbal and written communication as well as computer skills. Willingness to work extensive hours and to travel. A valid driver’s licence. Own transport and computer with electronic mail facilities. Passion for making a positive contribution to South African education.

ENQUIRIES: Ms J Masipa, 012 357 3295

NOTE: Preference will be given to candidates residing in the districts listed above and short-listed candidates will be subjected to a competency assessment.

POST 40/03: IQMS PROJECT ADMINISTRATOR REF NO: 13458/03

One-year renewable contract

SALARY: R252 144 per annum

CENTRE: Pretoria

REQUIREMENTS: A recognised and appropriate three-year post matriculation qualification or equivalent qualification at degree level in Commerce and /or Human Resources. This must be supported by at least five (5) years management experience or any other equivalent experience. Knowledge and understanding of the teacher appraisal and performance management systems. Knowledge of other relevant education policies and legislation. Strong verbal and written communication skills as well as advanced computer skills, including basic programming. Research and report-writing skills. Financial administration. Ability to work under pressure. Willingness to work extensive hours and to travel. A valid driver’s license and access to transport. The ability to pay attention to detail and work well within a team environment.

DUTIES: Under the supervision of the DBE, the incumbent will: Liaise with Provincial/District officials, external IQMS project managers and moderators. Collect,
verify and analyse claims/data • Assist in setting up systems of collecting data from provinces • Assist in drawing and monitoring the budget • Present detailed financial reports • Write, edit and analyse reports and make recommendations for further improvement and development • Engage in the administration and quality assurance of written reports • Provide guidance and assistance where necessary.

ENQUIRIES

NOTE: Ms J Masipa, 012 357 3295

NOTE: Short-listed candidates will be subjected to a competency assessment
CIVIL SECRETARIAT FOR POLICE

The Civilian Secretariat for Police is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these post. The Secretariat for Police is committed to the achievement and maintenance of diversity and equity employment.

APPLICATIONS: Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception. Fax ed or e-mail ed applications will not be considered.

CLOSING DATE: 18 October 2013 at 16:00

NOTE: Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver’s license, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. All instructions on the application must be adhered to. Failure to comply with this requirement will result in the candidate being disqualified. If a candidate is short-listed, it can be expected from him/her to undergo a personal interview, writing test and presentation. Short-listed candidates will be subject to a security clearance. The Secretary of Police has the right not to fill the post. All post are based in Pretoria

OTHER POSTS

POST 40/04: DEPUTY DIRECTOR: INVESTIGATIONS 2 POSTS REF NO: DPCI/02/2013

SALARY: R495 603 per annum (All-inclusive package which includes a basic salary (70% of the Package) and a flexible portion that may be structured in terms of applicable guidelines.

CENTRE: Pretoria

REQUIREMENTS: A relevant Bachelor’s Degree/Diploma in Law or Policing or equivalent qualification coupled with 4 years of experience in Management of Criminal Investigation. Thorough knowledge and understanding of criminal law, criminal procedure and law of evidence is essential. Project management and knowledge of the investigative systems and procedures, human rights and government’s broad transformation objectives and initiatives are essential. Must be able to work under pressure. A valid driver’s licence and be able to drive a motor vehicle.

DUTIES: Assist the retired Judge contemplated in section 17L of the South African Police Service Act, 1995 in conducting investigations into complaints from the public into serious and unlawful infringement of rights by the Directorate for Priority Crime Investigation (DPCI). Compile investigation reports on complaints for consideration by the retired Judge, analyse complaints and trends, attend to classification and registration of complaints on the DPCI database, Manage investigators component by ensuring that the database is updated and registers are completed, Assist the judge in engaging with departmental stakeholders and role-players and attend to all other directives of the retired Judge relating to his or her mandate.

ENQUIRIES: Ms L Raseroka: 012 393 1916 OR 2500

POST 40/05: ADMINISTRATIVE OFFICER REF NO: CSP/21/13

Contract Appointment: 3 Months (Possible contract renewal)

SALARY: R212 106 per annum, Level 08

CENTRE: Pretoria

REQUIREMENTS: An appropriate 3 year tertiary qualification or equivalent NQF Level 6 or Personal Assistant/ Secretarial or Office Administration Diploma will serve as an advantage. Three to four years administrative experience. A Driver’s Licence may serve as an advantage. Document Management. Skills Computer skills, Interpersonal Skills, sound organisational skills Communication Skills, Management Skills and numeric skills. Creativity: innovative and creative thinker.
High level of reliability. Ability to act with tact and discretion. Good grooming and presentation skills. Self-management and motivation.

**DUTIES**

Render general administrative support services. Drafting and typing letters, memoranda, Financial Submissions or faxes. Provide records management services and ensure effective document flow. Receive all incoming and outgoing correspondence and complaints relating to the DPCI. Travel and Accommodation arrangements. Assist in making travel and accommodation arrangements in consultation with the PA to the Inspecting Judge. Organise events and meetings. Perform ad-hoc duties as may be delegated from time to time in the Office of the Investigating Judge.

**ENQUIRIES**

Ms L Raseroka: 012 393 1916 OR 2500
ANNEXURE C

DEPARTMENT OF DEFENCE

CLOSING DATE : 18 October 2013 (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). 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 applications 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. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s). The advertisement(s) contained herein is/are meant for the attention/perusal of serving employees/officials of the DOD/Public Service. Persons not employed by the DOD/Public Service may thus not apply for the vacancies advertised in this Circular.

OTHER POSTS

POST 40/06: DEPUTY DIRECTOR: MANAGEMENT & RENEWAL SERVICES

The post is advertised in the DOD and broader Public Service.

SALARY : R434 505 per annum

CENTRE : Directorate HR Division Staff (Management & Renewal Services), Pretoria.

REQUIREMENTS : Degree/National diploma (NQF Level 5 – 6) preferable. Certificate in Management Services, EQUATE Job Grading and Course in Facilitation (Essential). Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Competent in effective communication (written and verbal). Analytical-, problem solving-, good planning-, organisational-report writing-, strong leadership-, management- and good interpersonal relations skills. Must be able to obtain confidential security clearance within a year.


ENQUIRIES : Lt Col J.Z. Mswele, Tel: (012) 355 5559

APPLICATIONS : Department of Defence, Defence HQ, Director HR Divisional Staffs, Private Bag X161, Pretoria, 0001. Attention: Ms W.M. Dlamini

CLOSING DATE : 18 October 2013
ASSISTANT DIRECTOR: RISK MANAGEMENT
This post is re-advertised in the DOD and broader Public Service. All previous candidates to re-apply

SALARY
R314 709 per annum

CENTRE
Defence Policy, Strategy and Planning Division (Chief Directorate Strategic Management-Directorate Risk Management), Erasmuskloof, Pretoria.

REQUIREMENTS

DUTIES
Participate in the process to develop, review and implement the risk management policy, risk management implementation plan, and supporting instructions. Facilitate risk assessments. Analyse and consolidate risk registers. Conduct risk management training. Compile departmental risk management reports. The internal management of the Directorate.

ENQUIRIES
Ms E. Capitani, (012) 355-6489

APPLICATIONS
Department of Defence, Human Resources Division, CD Human Resources Management Directorate Career Management. Private Bag X137, Pretoria, 0001, or hand delivered at Poynton Building, 195 Bosman Street, Pretoria where it must be placed in wooden post box no 4 at Reception. (Attention Ms L. Hammond)

CLOSING DATE
18 October 2013

SENIOR STATE ACCOUNTANT REF NO: CFO 13/10/1

This post is advertised in the DOD and broader Public Service.

SALARY
R212 106 per annum

CENTRE

REQUIREMENTS
A three year Degree/National Diploma with finance related subjects with a minimum of three years relevant experience or Grade 12 certificate with finance related subjects with a minimum of seven years relevant experience. Knowledge and experience of the DOD computerised Financial Management System (FMS)will serve as an added advantage. Sound knowledge of budgeting and Budget Control processes as practised in the Public Service. Understanding and interpreting of financial prescripts of the state. Knowledge of spreadsheets, word-processing and presentation package. Ability to draft effective reports from the Information Centre is vital. Team-worker, trustworthy, reliability and good interpersonal relations. Knowledge and experience of the financial processes. Proven ability to draft effective reports. Well-developed verbal and written communication skills. Sound mathematical and problem solving ability, analytical and innovative thinking ability.

DUTIES
Assist in providing budgetary support to Chief Defence International Affairs (CDIA) with the following reports to Budget holder: Monthly early Warning Reports (EWR’s), Rollover claim and Adjustments Budget. Compile a weekly cash flow report for the division and distribute it to respective clients. Prepare budget management documentation as required by the Chief Financial Officer (CFO) and submission of the required reports. Manage policy regarding the expenditure of Budget holder concerned. Manage of valid, accurate and reliable costing database. Manage the re-allocation of budget allocation and income and identify exceptions for re-planning purpose. Request roll-over funds. Provide support to Budget Holder (BH) and clients on budget control related matters on FMS and the information system. Render effective budgeting and financial advice to client. Provide secretarial duties as required by senior budget manager. Render financial support to BH during his budget control committee (BCC)
meetings. Compile and execute an objective work program. Prepare presentations as required. Managing and supervising all subordinates who resort under control of this post. Assist in the budgeting processes as and when required.

ENQUIRIES : Mr P.B. Motaung, tel: (012) 355-5656 / Mr L.V. August, tel: (012) 355-5472.
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
CLOSING DATE : 18 October 2013
POST 40/09 : SENIOR STATE ACCOUNTANT REF NO: CFO 13/10/2
This post is advertised in the DOD and broader Public Service.

SALARY : R212 106 per annum
CENTRE : Financial Management Division, Chief Directorate Budget Management, Finance Management Office Joint Operations Division, Swartkoppark, Pretoria
REQUIREMENTS : A three year Degree/National Diploma with finance related subjects with a minimum of three years relevant experience and or Grade 12 certificate with finance related subjects with a minimum of seven years relevant experience. Computer literate, MS Word and MS. Excel. Ability of understanding, interpreting and correctly applying Financial, Procurement, Accounting and Human Resource (HR) Management policy and prescripts. Basic knowledge of the Financial Management practices and supply chain Management process. Knowledge of the Financial Management System (FMS) would serve as an added advantage. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations (TR’s) and Procurement Prescripts. Well-developed reasoning, organising, problem solving, facilitating, report writing and accounting skills. Good interpersonal relations. Honesty, integrity, hard working, ethical, intuitive thinking, decisive, perceptive, positive, creative, good team worker. Ability to effectively and efficiently communicate and liaise with suppliers and clients. Permanent RSA citizen with no criminal record. Being in the possession of a valid vehicle driver’s license will serve as a strong recommendation.
DUTIES : Participate in preparation and maintaining a budget management capability. Assist in the managing of allocated resources and office administration process. Provide support for the compiling of the CORE, evaluating the motivations and capturing on the FMS. Assist the clients in the costing process. Provide budget control support, capture financial authorisations (FA’s), process Petty cash requests and keeping record of all related documentation. Distributing of financial and budgetary reports. Participate in the compiling of journal requests and executing internal payments. Participate in the financial verification process and compiling of subsequent vist reports. Attending training and development opportunities. Assisting in routine office administration and attending internal meetings and training sessions as and when required.

ENQUIRIES : Mr J.M. Verwey, tel: (012) 674 5704
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
CLOSING DATE : 18 October 2013
POST 40/10 : SENIOR STATE ACCOUNTANT 2 POSTS
These posts are advertised in the DOD and broader Public Service.

SALARY : R212 106 per annum
CENTRE : Financial Management Division, Chief Directorate Budget Management, Air Comd Budget Man.
Combined Service Sys Group (Makhadu)-Ref No: CFO 13/10/3A
ETD System Gp Bud Off (Ysterplaat) -Ref No: CFO 13/10/3B
REQUIREMENTS : A three year Degree/National Diploma with finance related subjects with a minimum of three years relevant experience or Grade 12 certificate with finance related subjects with a minimum of seven years relevant experience. Knowledge
of financial policy and the PFMA. Basic knowledge of the Budget process as well as basic financial functions. Knowledge of computer programmes such as MS Word, Excel and PowerPoint (Knowledge of the mainframe Financial Management System (FMS) would serve as a strong recommendation. Sound reasoning, mathematical and problem solving ability as well as being trustworthy, honest and loyal. Ability to understand and interpret basic financial policy. Well developed verbal and written communication skills and able to compile effective reports and statistics. Ability to effectively functions as part of a team, receptive to work related suggestions/ideas, decisive/persevering iro task finalisation and able to effectively functions under pressure. Valid driver's license and /or a valid DOD motor vehicle driver's license. Be able to travel as and when required.

**DUTIES**: Assist the Budget manager and Chief Accounting Clerk in collecting/obtaining relative financial, budgetary information to execute the budget management function. Assist in identifying potential cost saving opportunities in order to limit fruitless expenditure. Assist in arranging Budget Control Committee (BCC) meetings. Assist in preparing a variety of financial/ budgetary reports and statistics. Assist in preparing documents and software to be used by the Budget manger during presentations. Maintain an effective internal filing system. Collect/deliver budget related documentation from and to other divisions, formations, directorates and sections. Assisting management with general administrative functions at the Budget management office SA Air force.

**ENQUIRIES**: Mr J.H. Coetzee, tel: (012) 312 2286.

**CLOSING DATE**: 18 October 2013

**POST 40/11**: CHIEF ACCOUNTING CLERK REF NO: CFO 13/10/4

This post is advertised in the DOD and broader Public Service

**SALARY**: R170 799 per annum

**CENTRE**: Chief Directorate Accounting, Directorate Stores, Services and Related Payments, FASC Hoedspruit

**REQUIREMENTS**: A three year Degree/National Diploma with finance related with a minimum of two years relevant experience and or Grade 12 certificate with finance related subjects with a minimum of four years relevant experience. Basic knowledge of the financial and accounting processes. Proven ability of understanding, interpreting and correctly applying financial policy and prescripts. Basic knowledge of contract management or State Tender Board regulations and supply chain management process. Must be computer literate and have knowledge of Financial Management Systems as well as the Word Processing (MS Word) and Spreadsheets (Excel) micro computer programs. Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Well developed verbal and written communication skills with good interpersonal relations. Ability to effectively liaise and communicate with clients. Orientated towards teamwork, receptive to work-related suggestions/ideas. Decisive and persevering iro task finalisation. Positive, loyal, creative, trustworthy. Permanent RSA citizen. The possession of a valid vehicle driver's will serve as a strong recommendation. Willing to be detached to Satellite Offices across geographical boundaries.

**DUTIES**: Scrutinise, verify, register supplier invoices for payment. Assist in compiling accounting reports/statistics. Strictly apply policy, prescriptions and regulations. Detect and report on all irregularities. Safekeeping of payment and other accounting documentation for audit purposes. Utilize the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries. Performing of cashier duties by paying out of cash advances, administering of claims on the Central Advance System and capturing of all related accounting transactions on the FMS. Recording, safekeeping and issuing of Face Value Documents (FVD) and updating the FVD System. Confirmation of TELKOM accounts. Administering of Paymaster General (PMG) account deposits and assisting with general administration and accounting functions at the FASC.

**ENQUIRIES**: Mr K. Rademeyer, tel: (012) 392-2884.

**APPLICATIONS**: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
CLOSING DATE : 18 October 2013

POST 40/12 : CHIEF ACCOUNTING CLERK REF NO: CFO 13/10/5
This post is advertised in the DOD and broader Public Service

SALARY : R170 799 per annum
CENTRE : Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services and Related Payments (DSSRP) Finance Accounting Service Centre (FASC) Ministry of Defence, Pretoria

REQUIREMENTS : A three year Degree/National Diploma with finance related subjects with a minimum of two years relevant experience or Grade 12 certificate with a finance related subjects with a minimum of four years relevant experience. Successful completion of DSSRP-related Accounting courses will be an added advantage
Proven ability in understanding, interpreting and correctly applying of financial policy and prescripts. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of Financial Management mainframe computer system. Experience in administration-related duties/functions. Knowledge of contract management or State Tender Board regulations and supply chain management process. Experience in DOD Financial Management System and DOD PERSOL System will serve as a strong recommendation. Computer literate in MS Office software packages. Knowledge/understanding of (including the ability to interpret/apply) the Public Finance Management Act, Treasury Regulations and other Public Sector Financial- and Procurement Policies, and Public Sector payment processes. Ability to effectively liaise and communicate with clients. Permanent RSA citizen. A valid driver’s license and willingness to travel extensively/regularly.

DUTIES : Assist FASC Manager in the management of accounting functions performed at the FASC. Ensure timely payment of invoices. Ensure that propriety and regularity is adhered to in terms of all payment processed on behalf of the DOD. Management of cash offices and -transactions. Management of Face Value Documents. Accounting of Revenue, including Paymaster-General Account deposits. Execute control measures regarding the safekeeping of cash and payment of accounts. Report, investigate and follow-up of all finance-related irregularities. Compile and submit the prescribed management reports, information and statistics. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Evaluate and maintain security measures. Train, guide and develop subordinate personnel. Finalise audit queries timeously. Manage personnel, assets and material.

ENQUIRIES : Mr S. Molo, tel: (012) 355-5910.
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 18 October 2013

POST 40/13 : SENIOR ACCOUNTING CLERK REF NO: 13/10/7
This post is advertised in the DOD, broader Public Service and flyers

SALARY : R138 345 per annum
CENTRE : Financial Management Division, Chief Directorate Budget Management, SA Army Budget Management, Budget Management SA Army Engineers (Engr) Formation (Fmn), Pretoria

REQUIREMENTS : Grade 12 certificate with finance related subjects. A minimum of two years experience. Computer literate and skilled in Word Processing (MS Word), Spreadsheets (Excel) and Presentations (Power Point). Ability to correctly interpret and apply policy. Good reasoning, mathematical, analytical and innovative thinking ability as well as problem solving ability. Well developed verbal and written communication skills. Ability to draft effective reports and well developed presentation skills and ability to conduct effective briefings to senior management will be a recommendation. Ability to effectively function as part of a team. Valid vehicle driver’s licence and willing and able to travel at short notice when require. Team worker, trustworthy, reliable with good interpersonal
relations. Receptive to work related suggestions/ideas and decisive/persevering iro task finalisation.

DUTIES: The application of policy on budget control in the SA Army Engineering Formation (Engr FMN) by distributing the policy to the lowest level in the Engr FMN and to evaluate the request for expenditure against the policy and guidelines on the matter. The attending to ad hoc requests, eg CAS purchases. The provision of Engr FMN expenditure trends by downloading various relevant reports from Financial Management System (FMS) into Excel format, analyse the downloaded reports to ensure that the figures are accurate and submit the expenditure trends to the supervisor. Compile special reports as requested by the supervisor. The evaluation of the Engr FMN quarterly budget. Participate in the process to obtain equipment and maintenance of resources. Execute the administration of internal telephone accounts and general administration tasks. Up keeping of the office inventory. The maintenance and execution of the Mail Register. Responsible for the safe keeping of auditable documentation. Keeping of the attendance register. Up keeping of leave administration. Collection and distributing pay advices for members of the Engr FMN budget management office.

ENQUIRIES: Mr J.G. du Preez, tel: (012) 355-1654

APPLICATIONS: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE: 18 October 2013

POST 40/14: SENIOR ACCOUNTING CLERK 2 POSTS REF NO: CFO 13/10/8

These posts are advertised in the DOD, broader Public Service and flyers

SALARY: R138 345 per annum

CENTRE: Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services and Related Payments (DSSRP), Sub-Directorate Supplier Payments, Pretoria

REQUIREMENTS: Grade 12 certificate with Finance-/Accounting-related subjects. Proven ability in understanding, interpreting and correctly applying of financial policy and prescripts. Basic knowledge of financial and accounting processes. Basic knowledge of contract management or State Tender Board regulations and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of financial management mainframe computer systems will serve as strong recommendation. Computer literate in MS Office software packages. Ability to effectively liaise and communicate with clients. Successful candidates must have sound reasoning, mathematical and problem solving ability as well as being trustworthy, honest and loyal. Decisive and persevering iro task finalisation. Permanent RSA citizen with no criminal record. The possession of a valid diver's licence will be advantages. The successful candidate will be required to complete all relevant courses.

DUTIES: Ensuring the timely payment of invoices by scrutinizing, verifying, registering and coupling supplier invoices for payment. Strictly apply policy, prescripts and regulations to ensure the correctness of payments. Assisting in compiling and submitting of accounting reports and management information statistics. Detect and report on all irregularities as detected in the execution of his/her duties. Safekeeping of payment and other accounting documentation iito PFMA and Treasury Regulations for audit purposes. Utilize the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries. Collecting/ delivering of Supplier Payment related documents at/to other sections concerned.

ENQUIRIES: Mr N. Zide: (012) 392-2974

APPLICATIONS: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE: 18 October 2013
**POST 40/15**

**SENIOR ACCOUNTING CLERK 18 POSTS**

These posts are advertised in the DOD, broader Public Service and flyers.

**SALARY**

R138 345 per annum

**CENTRE**

Chief Directorate Accounting, Directorate Stores, Services and Related Payments, Finance Accounting Service Centres (FASCs) and Finance Accounting Satellite Offices (FASOs)*

FASC Durban (2 posts) - Ref No: CFO 13/9/1A
FASC Kimberley - Ref No: CFO 13/9/1B
FASC Hoedspruit (2 posts) - Ref No: CFO 13/9/1C
FASC Nelspruit - Ref No: CFO 13/9/1D
FASC Langebaanweg - Ref No: CFO 13/9/1E
FASC Youngsfield (3 posts) - Ref No: CFO 13/9/1F
FASC Garrison (3 posts) – Ref No: CFO 13/9/1G
FASC Wonderboom (2 posts) - Ref No: CFO 13/9/1H
FASC Waterkloof – Ref No: CFO 13/9/1I
FASO Poyntons- Ref No: CFO 13/9/1J
FASC MOD- Ref No: CFO 13/9/1K

**REQUIREMENTS**

Grade 12 certificate with Finance related subjects. A minimum of two years experience. Proven ability in understanding, interpreting and correctly applying of financial policy and prescripts. Basic knowledge of financial and accounting processes. Basic knowledge of contract management or State Tender Board regulations and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of Financial Management Systems will serve as strong recommendation. Computer literate in MS Office software packages. Ability to effectively liaise and communicate with clients. Decisive and persevering in task finalisation. Permanent RSA citizen with no criminal record. The possession of a valid driver’s licence will be an advantage. Willing to be detached to Satellite Offices across geographical boundaries. The successful candidate will be required to complete all relevant courses.

**DUTIES**

Scrutinise, verify, register and couple medical and supplier invoices for payment. Strictly apply policy, prescriptions and regulations. Detect and report on all irregularities. Safekeeping of payment and other accounting documentation for audit purposes. Utilise the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries. Performing of cashier duties by paying out of cash advances, administering of claims on the Central Advance System and capturing of all related accounting transactions on the FMS. Recording, safekeeping and issuing of Face Value Documents (FVD) and updating the FVD System. Confirmation of TELKOM accounts. Administering of Paymaster General (PMG) account deposits and assisting with general administration and accounting functions at the FASC.

**ENQUIRIES**

Mr K. Rademeyer, tel: (012) 392-2884.

**APPLICATIONS**

Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

**CLOSING DATE**

18 October 2013

**POST 40/16**

**SENIOR ACCOUNTING CLERK 2 POSTS**

These posts are advertised in the DOD, broader Public Service and flyers.

**SALARY**

R138 345 per annum

**CENTRE**

Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments, Pretoria

Sub-section Final payment, Ref No: CFO 13/9/2A
Sub-section Reserve force, Ref No: CFO 13/9/2B

**REQUIREMENTS**

Grade 12 Certificate with finance related subjects. A minimum of two years experience. Special requirements: Knowledge of the calculation and processing of salaries and allowances would be a strong recommendation. Sound reasoning, mathematical and problem solving. Knowledge of Computer including MS Word and Excel will be a strong recommendation. Well developed verbal and
written communication skills in English. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in task finalisation and able to effectively function under pressure.

**DUTIES**

Execution of prescribed accounting processes related to payments of benefits due to ex members/employees of the Department of Defence (DOD). Calculation and accounting of benefits due to ex members/employees as well as serving members/employees of the Department of Defence (DOD). Calculation and recovery of over payments from ex members/employees as well as serving members/employees of the Department of Defence (DOD). Constant collaboration and communication with the Chief Accounting Clerk Personnel Payments regarding all function coupled to the post. Assisting in the coordination and execution of administrative and human resource related tasks.

**ENQUIRIES**

Ms J.M. Bennett, tel:(012) 392 2135
Ms G.P. du Plessis tel: (012) 392 2328

**APPLICATIONS**

Department of Defence, Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

**CLOSING DATE**

18 October 2013

**POST 40/17**: SENIOR ACCOUNTING CLERK REF NO: CFO 13/9/3

The post is advertised in the DOD, broader Public Service and flyers.

**SALARY**

R138 345 per annum

**CENTRE**

Financial Management Division, Chief Directorate Budget Management Chief Corporate Staff Financial Management Office, HR Division FMO, Pretoria.

**REQUIREMENTS**

Grade 12 certificate with finance related subjects. A minimum of two years experience. Knowledge: Computer literate and skilled in Word Spreadsheets (Excel) and Power Point. Knowledge of budget, expenditure control processes and the related programs .. Being qualified to operate the FMS Information Centre (IC) application and to draft complex programs in this regard would be a strong recommendation. Thorough knowledge of expenditure control processes and related transactions and related transactions on the FMS will serve as a strong recommendation. Ability to correctly interpret and apply policy. Skills: Well developed verbal and written communications skills. Sound mathematical and problem solving ability. Ability to draft and present reports. Valid drivers licence and willing and able to travel on short notice when required. Team –worker, trustworthy, reliable with good interpersonal relations. Respective to work-related suggestions or ideas and decisive/ persevering in task finalisation. Effective Human Resource management skills.

**DUTIES**

Keeping attendance Register up to date. Recording of documents received and distribution of documents to Sub-Divisions falling under Corporate Staff Budget Manager. Assist in the capturing of budget and expenditure control reports as well as capturing of Financial Authorities (FA) on the system. Answer office telephones. Assist in the preparation of budget management reports for the client. Recording of all assets for all finance officials under CCSFMO.

**ENQUIRIES**

Mr T.R. Sidogi, tel: (012) 339 5110

**APPLICATIONS**

Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria,0001 or hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

**CLOSING DATE**

18 October 2013

**POST 40/18**: SENIOR ACCOUNTING CLERK REF NO: CFO 13/9/4

This post is advertised in the DOD, broader Public Service and flyers

**SALARY**

R138 345 per annum

**CENTRE**

Financial Management Division, Chief Directorate Budget Management, Budget Management Office Joint Operations Division, Finance Management Office J Ops HQ, Blenny building, Dequaria, Pretoria
**REQUIREMENTS**


**DUTIES**


**ENQUIRIES**

Mr W.J. Botha Tel (012) 355-3657/30.

**APPLICATIONS**

Department of Defence, Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception.

**CLOSING DATE**

18 October 2013

**POST 40/19**

SENIOR ACCOUNTING CLERK REF NO: CFO 13/9/5

This post is advertised in the DOD, broader Public Service and flyers

**SALARY**

R138 345 per annum

**CENTRE**

Financial Management Division, Chief Directorate Budget Management, Infantry Formation Budget Man Office, Pretoria.

**REQUIREMENTS**

Grade 12 certificate with finance related subjects. A minimum of two years experience. Computer literate and skilled in Word Processing (MS Word), Spreadsheets (Excel) and Presentations (Power Point). Ability to correctly interpret and apply policy. Good reasoning, mathematical, analytical and innovative thinking ability as well as problem solving ability. Well developed verbal and written communication skills. Ability to draft effective reports and well developed presentation skills and ability to conduct effective briefings to senior management will be a recommendation. Ability to effectively function as part of a team. Valid vehicle driver’s licence and willing and able to travel at short notice when required. In possession or able to obtain a DOD Confidential security clearance. Team worker, trustworthy, reliable with good interpersonal relations. Receptive to work related suggestions/ideas and decisive/persevering in the task finalisation.

**DUTIES**

The application of policy on budget control in the SA Army Infantry Formation (Inf FMN) by distributing the policy to the lowest level in the Inf FMN and to evaluate the request for expenditure against the policy and guidelines on the matter. Attending to ad hoc requests, eg CAS purchases. The provision of Inf FMN expenditure trends by downloading various relevant reports from Financial Management System (FMS) into Excel format, analyse the downloaded reports
to ensure that the figures are accurate and submit the expenditure trends to the supervisor. Compile special reports as requested by the supervisor. The evaluation of the Inf FMN quarterly budget. Participate in the process to obtain equipment and maintenance of resources. Execute the administration of internal telephone accounts and general administration tasks. Up keeping of the office inventory. The maintenance and execution of the Mail Register. Responsible for the safe keeping of auditable documentation. Keeping of the attendance register. Up keeping of leave administration. Collection and distributing pay advices for members of the Inf FMN budget management office.

ENQUIRIES

APPLICATIONS

Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE

18 October 2013

POST 40/20

SENIOR ACCOUNTING CLERK REF NO: CFO 13/9/6

The post is advertised in the DOD, broader Public Service and flyers.

SALARY

R138 345 per annum

CENTRE


REQUIREMENTS

Grade 12 certificate with finance related subjects. A minimum of two years experience. Successful completion of Budget Management courses will be a strong recommendation. Sound reasoning, mathematics and problem solving ability as well as being trustworthy, honest and loyal. Ability to understand and interpret basic financial policy and a basic knowledge of Financial Policy and the PFMA. Well developed verbal and written communication skills and able to compile effective reports and statistics. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas. decisive/persevering in task finalisation and able to effectively function under pressure. Basic knowledge of the budget process as well as the basic financial function. Knowledge of computer systems and programs, including Word Processing and Spreadsheets. Being in possession of a valid vehicle driver’s licence will be a strong recommendation.

DUTIES

Assist the Budget Manager and Chief Accounting Clerk in collecting/obtaining relative financial, budgetary information to execute the budget management function. Assist in identifying potential cost saving opportunities in order to limit fruitless/unnecessary expenditure. Assist in arranging Budget Control Committee (BCC) meetings. Assist in preparing a variety of financial/budgetary reports and statistics. Assist in preparing documents and software to be used by the Budget Manager during presentations. Maintain an effective internal filing system. Collecting/delivering budget related documentation from and to other directorates/sections. Assisting management wrt general administrative functions at the Budget Management Office SA Air Force.

ENQUIRIES

Mr J.H. Coetzee, tel: (012) 312-2286

APPLICATIONS

Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE

18 October 2013

POST 40/21

SENIOR ACCOUNTING CLERK REF NO: CFO 13/9/7

This post is advertised in the DOD, broader Public Service and flyers.

SALARY

R138 345 per annum

CENTRE

Financial Division, Chief Directorate Budget Management, Management Office SA Military Health Services, Area Military Health Formation, Pretoria.

REQUIREMENTS

Grade 12 certificate with finance related subjects. A minimum of two years experience. Knowledge of budgeting and budget control processes and the relevant financial programmes/ systems. Ability to correctly interpret and apply
financial policy and prescripts. Computer literacy in MS Excel and MS Word. A skills test may be required at Selection Board. Well developed verbal and written communication skills. Sound mathematical and problem solving skills. Ability to drafts and effectively present reports. Team-worker, Trustworthy, Reliable with good interpersonal relations. Receptive to work related suggestion/ideas and decisive/ persevering iro task finalisation. Effective supervisory skills. Valid driver’s licence and /or a valid DOD motor vehicle driver's licence and willing and able to travel outside Pretoria area at short notice when required.

**DUTIES**

Assist the Budget Manager and Chief Accounting Clerk in collecting/obtaining relative financial, budgetary information to execute the budget management functions. Assist in arranging Staff meetings. Assist in preparing a variety of financial/budgetary reports and statistics. Manage an effective internal filling system. Collecting /delivering budget related documentation form and to other directorate/sections. Assist management wrt general administrative function at the Budget Management Office. Execute general secretariat/typing duties for Budget Manager.

**ENQUIRIES**

Mr G.M. Rossouw tel: (012) 671-5226/5359

**APPLICATIONS**

Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

**CLOSING DATE**

18 October 2013

**POST 40/22**

SENIOR ACCOUNTING CLERK 2 POSTS REF NO: CFO 13/9/8

These posts are advertised in the DOD, broader Public Service and flyers.

**SALARY**

R138 345 per annum

**CENTRE**

Finance Management Division, Chief Directorate Financial Control Services, Directorate Financial Control Services, Loss Administration Section, Pretoria

**REQUIREMENTS**

Grade 12 certificate with Finance related subjects. A minimum of two years experience. Knowledge and experience: Computer literate in Word Processing, (Ms Word) and Spreadsheet (Excel) and Power point. Knowledge of the mainframe computer system and programs utilised by the Department of Defence (DOD) or other Public Service Departments would serve as a strong recommendation. Prior experience or successful completion of formal course(s) relevant to the job content of this post would serve as a strong recommendation. Basic knowledge of the processes and procedure that are followed in the administration of losses in the Public Service would serve as a strong recommendation. Ability to correctly interpret and effectively apply financial policy and related prescripts. Basic knowledge of Financial Policy and the Public Finance Management Act (PFMA). Ability to understand and correctly interpret loss reports and audit answer submitted by clients. Skills: Well developed verbal and written communication skills with the ability to compile effective, basic reports and statistics. Ability to effectively function as part of a large team, to effectively communicate with clients from various Arms of Services, different Divisions, bases and units. and able and willing to deliver dedicated and friendly client service, Persevering iro task finalisation with good interpersonal relationship and able and willing to operate in a shared work environment (office) with other officials of equal or more senior rank. Able and willing to initiate self-development by means of in-post training and attendance of formal courses. Being in the possession of valid DOD vehicle driver, s license would serve as a strong recommendation. Team-worker, trustworthy, reliable and receptive to work-related suggestion and ideas. Effective reasoning ability.

**DUTIES**

Assist the Chief Accounting Clerk and Senior State Accountant in ensuring all administrative tasks are executed and finalises by the target dates. Maintaining the internal Registry and ensuring that all incoming and outgoing correspondence, documents and files are effectively registered, routed and filed. Checking and evaluating of loss reports, the rejection of invalid reports and referral thereof to the sections concerned. Correct allocation of files reference numbers and the opening and up-keeping of separate files for each loss report case as well as the updating of the Excel database. Manage an effective pending system and continuously report to CAC on the specific target dates. Regular
compiling and submitting of all files and documentation in a neat, numerical and efficient manner. Assisting in the in-post training of other clerks in the section.

**ENQUIRIES**: Mr S.M. Mangcotywa, tel: (012) 392 2564

**APPLICATIONS**: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

**CLOSING DATE**: 18 October 2013

**POST 40/23**

**SENIOR ADMINISTRATION CLERK REF NO: CFO 13/9/9**

This post is advertise in the DOD, broader Public Service and flyers

**SALARY**: R138 345 per annum

**CENTRE**: Financial Management Division, Chief Directorate Financial Services, Directorate Finance Support Services, Finance ETD Centre, Pretoria.

**REQUIREMENTS**: Grade 12 Certificate with finance related subjects. A minimum of two years experience. Knowledge of microcomputer applications such as MS Word, Excel and Access. Knowledge of mainframe computer system in Public Service/Department of Defence (DOD), specifically the Financial Management System (FMS) and Persal would be a strong recommendation. Exposure and or knowledge of the operating and utilising of the ETD processes in the DOD would be a strong recommendation. Ability to effectively and correctly interpret and apply policy and regulations. Analytical and innovative thinking ability as well as problem solving ability. Ability to compile and draft basic reports and returns. Good communication skills and good interpersonal skills. Strongly oriented towards team work, receptive toward work-related suggestion/ideas, decisive/persevering iro task finalisation. DOD vehicles diver’s license would be a strong recommendation.

**DUTIES**: Delivering general administrative duties in order to assist in the efficient and effective management of the prescribed Education, Training and Development function of all personnel within the Financial Management Division (Fin Div). Maintaining and administering an effective internal Registry Office for all documents, reports and other related documentation in the section. Receiving, registering, distributing, copying and filing of documentation for the section. Assist in arranging and managing accommodation and transport for learners, obtaining and issuing of course material and keeping of attendance register of all learners. Assisting in typing, copying and distributing course reports, name list, schedules, letters, memos and other related correspondence. Capturing of course attendance data and course results on the MILQUAL program on the PERSOL system and doing enquiries on the system. Keep attendance record of all personnel in the section and submitting the monthly absenteeism return.

**ENQUIRIES**: Mr M. Marimi tel (012) 674 4740.

**APPLICATIONS**: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

**CLOSING DATE**: 18 October 2013

**POST 40/24**

**SENIOR ACCOUNTING CLERK REF NO: CFO 13/9/10**

This post is advertise in the DOD, broader Public Service and flyers

**SALARY**: R138 345 per annum

**CENTRE**: Financial Management Division, Chief Directorate Budget Management, Defence Intelligence Bud Man, Pretoria.

**REQUIREMENTS**: Grade 12 certificate with finance related subjects. A minimum of two years experience. Successful completion of Budget Management courses will be a strong recommendation. Reasoning, mathematical and problem solving ability as well as being trustworthy honest and loyal. Ability to understand and interpret basic financial policy and a basic knowledge of Financial Policy and PFMA. Good verbal and written communication skills and able to compile basic reports and statistics. Ability to effectively functions as part of a team, receptive to work-related suggestion/ideas, decisive/persevering iro task finalisation and able to
effectively function under pressure. Basic knowledge of the budget process as well as the basic financial functions in the Department of Defence (DOD) or any other Public Service Department would serve as a strong recommendation. Knowledge of personal computer system and programs such as MS Word, Excel and PowerPoint. Knowledge of Financial Management System (FMS) would serve as a strong recommendation. Being in the possession of valid DOD vehicle driver license would be a strong recommendation.

**DUTIES**: Assist in maintaining expenditure information, historical information and statistic for the Budget Management (BM). Assist in preparing a variety of financial/budgetary reports and statistic as well as manage an effective internal Registry for incoming/outgoing correspondence and maintain a filing system for BM. Collect/deliver budget related documentation form and to other division, formation, directorate and section. Assist management wrt general administrative functions at the office of the BM. Prepare and compile budgetary and expenditure control documentation, e.g. expenditure graphs, expenditure reports, monthly financial reports, Financial Authority (FA) documents and motivation. Maintain a register of fund re-allocations and FA application as well as updating the database on the Financial Management System (FMS). Assist in the process of preparing monthly Early Warning Reports (EWR’s). Assist in the drafting and finalisation of Reconciliation Statements. Assist in the management of the logistics and stationery requirements of the of the BM and manage the attendance register of all personnel under control of the BM.

**ENQUIRIES**: Mr R.J. Hammill, tel (012) 315 0221.

**APPLICATIONS**: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

**CLOSING DATE**: 18 October 2013

**POST 40/25**: SENIOR ADMINISTRATION CLERK II
This post is advertised in the DOD and broader Public Service.

**SALARY**: R115 212 per annum

**CENTRE**: Defence Legal Services Division, Erusmuskloof, Pretoria.

**REQUIREMENTS**: Grade 12, preferably. Previous experience in Registry environment will be an advantage. Special requirements (skills needed): Computer skills (MS Word, Excel and Power Point). Ability to communicate effectively in English (written and verbal). Planning and organising, problem solving skills. Excellent interpersonal skills.

**DUTIES**: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Received, sent and distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and other correspondence when required. Keep and maintain the income and outgoing document register of the component. Keep and maintain personnel records as well as attendance register of the component. Make photocopies.

**ENQUIRIES**: Lt Col E.T. Segoele, Tel (012) 355-5334/5383.

**APPLICATIONS**: Department of Defence, Defence Legal Services Division, Private Bag X161, Pretoria, 0001 or may be hand delivered to C/O Nossop and Boeing Street, Erusmuskloof, Pretoria.

**CLOSING DATE**: 18 October 2013
ECONOMIC DEVELOPMENT DEPARTMENT

APPLICATIONS: Economic Development Department, Private Bag X 149, Pretoria, 0001 or Hand deliver to The DTI Campus, Corner Meintjies and Esselen Street, Sunnyside, Pretoria, SEDA Building, Block G, Ground Floor

FOR ATTENTION: Ms Nthabiseng Mahlangu

CLOSING DATE: 11 October 2013

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.economic.gov.za/careers. The completed and signed form Z83 should be accompanied by recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID document. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 24 months. EDD reserves the right not to fill any positions.

MANAGEMENT ECHELON

POST 40/26 : CHIEF DIRECTOR: ECONOMIC REGULATORY BODIES REF NO: EDD/2013/09/04

SALARY: R934 866 per annum (all-inclusive flexible remuneration package consisting of a basic salary of 70% and a 30% flexible portion structured according to personal needs). The successful candidate will be required to sign a performance agreement (Level 14)

CENTRE: Pretoria

REQUIREMENTS: Candidates should hold a B degree in economics or law and/or a 3 year tertiary qualification coupled with 6-10 years relevant experience in senior management position with proven managerial skills. • Knowledge on the development of government economic policies, procedures and prescripts. • Experience must include engagement with various levels of Government and the Private Sector • Knowledge of relevant legislation and policies including the Public Finance Management Act, 1999 (Act 1 of 1999), (PFMA) and Treasury Regulations as well as exposure to Corporate Governance matters • The ability to work in a highly pressurised environment • Developmental skills • Good communication skills (written and verbal) • Computer literacy • Good planning and organising skills

DUTIES: Effective governance of the Competition Commission, Competition Tribunal and ITAC (International Trade Administration Commission). • Advice broadly on international trade instruments to enhance job creation and inclusive growth. • Contribute to the enhancement of the South African competition environment. • Effectively communicate the strategic direction of government to the ERB’s • Manage and help develop staff capacity within the Chief Directorate • Introduce policies and guidelines for governance of institutions • Support Economic Regulatory Bodies to comply with PFMA and its regulations.

ENQURIES: Ms Nthabiseng Mahlangu (012) 394 5603 OR Ms Maggy Mokhine (012)394 3426

POST 40/27 : CHIEF DIRECTOR: GREEN ECONOMY REF NO: EDD/2013/09/05

SALARY: R934 866 per annum (all-inclusive flexible remuneration package consisting of a basic salary of 70% and a 30% flexible portion structured according to personal needs). The successful candidate will be required to sign a performance agreement (Level 14)

CENTRE: Pretoria

REQUIREMENTS: Candidates should hold an appropriate Post Graduate Degree in Environmental Management, Environmental Sciences, Economics or equivalent qualification
coupled with 6-10 years relevant experience in senior management position with proven managerial and research skills. • Knowledge on the development of government economic policies, procedures and prescripts • Experience must include engagement with various levels of Government and the Private Sector • Knowledge of relevant legislation and policies including the Public Finance Management Act, 1999 (Act 1 of 1999), (PFMA) and Treasury Regulations as well as exposure to Corporate Governance matters • The ability to work in a highly pressurised environment • Developmental skills • Good communication skills (written and verbal) • Computer literacy • Good planning and organising skills

**DUTIES**

- Liaise with line departments at a national, provincial and local level on various green economy projects to be implemented. • Identify, develop and support projects, incentives and measures to realise economic growth and job creation potential in the green economy sector. • Monitor the progress and impact on various green economy sector activities and initiatives. Inform and monitor the green skills and capacity building environment. • Monitor the progress of the implementation of the Green Economy Accord • Develop the National Green Economy Strategy • Participate in the development of a Country Position in respect of various Green Economy initiatives • Coordinate national efforts in the Green Economy • Manage and help develop staff capacity within the Chief Directorate

**ENQUIRIES**

Ms Nthabiseng Mahlangu (012) 394 5603 OR Ms Maggy Mokhine (012)394 3426

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**POST 40/28**

**DEPUTY DIRECTOR: CABINET AND PARLIAMENTARY SERVICES AND SUPPORT**

**REF NO: EDD/2013/09/6**

This is a re-advertisement

**SALARY**

R587 358 per annum (all-inclusive remuneration package) The Middle Management Service (MMS) package is flexible and may be individually structured as prescribed. The remuneration package is inclusive of all cost-related service benefits/obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension fund contributions, etc (Level 12)

**CENTRE**

Pretoria

**REQUIREMENTS**

- Appropriate Bachelor’s degree/National Diploma in Public Management with a minimum of 3-5 years’ relevant experience • At least 3 years’ relevant experience in the parliamentary environment, Office of the Director-General or Ministry will be an added advantage • Knowledge of political, Cabinet and Parliamentary legislative processes in South Africa • Broad knowledge and understanding of the mandate and functional areas covered by the executing authority's portfolio • Knowledge of the South African Constitution, Minimum Information Security Standards (MISS) Act, Government's Planning Framework and budgetary processes will be advantageous • Strong organisational abilities and analytical acumen, as well as excellent communication skills (verbal and written) • Excellent report-writing skills • Sound interpersonal skills and high levels of reliability, confidentiality and diplomacy • Good research skills • Willingness to work long hours and over weekends when required and a valid driver’s licence.

**DUTIES**

- Manage the interface between the Office of the Director-General and Parliament • Manage the interface between the Office of the Director-General and Ministry and manage the resources of the component • Provide support through preparation of files, facilitating line function inputs and monitoring departmental implementation of parliamentary decisions with regular and up-to-date reports • Render advisor and liaison services to the Director-General on a variety of matters on the parliamentary responsibilities • Carry out relevant research when necessary • Diligently implement and improve existing follow-up mechanisms and ensure effective recordkeeping • Coordinate the attendance of departmental delegations at parliamentary meetings, legislation briefing, meetings and events. Will manage and co-ordinate cluster functions.

**ENQUIRIES**

Ms Nthabiseng Mahlangu (012) 394 5603 OR Ms Maggy Mokhine (012)394 3426
POST 40/29: DEPUTY DIRECTOR: PLANNING AND REPORTING REF NO: EDD/2013/09/7

SALARY: R495 603 per annum. The Middle Management Service (MMS) package is flexible and may be individually structured as prescribed. The remuneration package is inclusive of all cost-related service benefits/obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension fund contributions, etc. (Level 11)

CENTRE: Pretoria

REQUIREMENTS: A relevant B degree or National Diploma plus three to five years’ experience in planning and reporting • Management experience • In-depth knowledge of planning and reporting processes • Decision-making and analytical thinking skills • Research knowledge • Technical expertise • Communication, negotiation and influencing skills • Problem solving • Ability to build relationships • Interpersonal and conflict resolution skills • People management and empowerment skills • Advanced report writing skills • Advanced computer literacy and ability to apply technology • Innovative and proactive • Advanced facilitation skills • In-depth knowledge of National Treasury Regulations and relevant legislation

DUTIES: Manage and facilitate Departmental planning and reporting, including: the Strategic Planning process, the Operational Planning process, the Annual Performance Planning process, and other processes necessary to ensure the required compliance planning and reporting in terms of Government prescripts, regulations and legislation • Oversee the preparation of the Annual Report and Departmental Service Delivery Improvement Plan • Manage the monitoring of Annual Performance Plan and Budgetary outputs and deliverables • Manage and facilitate Departmental Quarterly Performance Reporting • Perform policy, budget and strategy alignment • Support the development and facilitation of Departmental Monitoring and Evaluation systems and performance auditing • Manage the component.

ENQUIRIES: Ms Nthabiseng Mahlangu (012) 394 5603 OR Ms Maggy Mokhine (012)394 3426

POST 40/30: DEPUTY DIRECTOR: IMPLEMENTATION OF STRATEGIC FRAMEWORKS REF NO: EDD/2013/09/8

SALARY: R495 603 per annum. The Middle Management Service (MMS) package is flexible and may be individually structured as prescribed. The remuneration package is inclusive of all cost-related service benefits/obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension fund contributions, etc. (Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate degree or equivalent qualification • 3 years’ management experience • Problem-solving and analysis skills • Financial management skills • Communication skills • Client orientation and customer focus • Coordination and project management skills • Strategic planning skills • Execution skills • Research skills • Innovative thinking • Results/quality management orientation • Creativity • Knowledge of Government prescripts, policies and practices • Knowledge of business practices, economics and change management • Investigative and analytical skills • Report-writing skills • Motivational skills • Computer literacy • Negotiation skills • Facilitation skills • A valid driver’s licence.

DUTIES: Develop action plans and implementation frameworks • Monitor and evaluate social accords and social dialogue initiatives • Coordinate the development of implementation plans for economic development and social dialogue • Monitor, evaluate and give guidance with respect to action plans by relevant Government departments, State organs and social partners regarding the implementation of strategic frameworks.

ENQUIRIES: Ms Nthabiseng Mahlangu (012) 394 5603 OR Ms Lethabo Gwangwa (012)394 5028
Applications:
The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or
hand delivered to, Department of Energy Building, Corner Paul Kruger and
Visagie Street (192 Visagie Street)

For Attention:
Mr. D Mbhokota/ Mr P Ndlovu

Closing Date:
18 October 2013

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

Other Posts:

Post 40/31: Security Risk Officer
12 months contract

Salary:
R96 363 per annum Level: 04

Centre:
Northern Cape Regional Office (Kimberley)

Requirements:
A Grade 12 Certificate and Grade B PSIRA certificate with relevant experience in
security operation and administration PLUS the following key competencies
Knowledge of Security legislation, policies and procedures • Access control
Procedures • Safety precautions • Security Registers • Skills Problem solving
skills • Communication • Communication skills (verbal and written)
Creativity • Innovative and Pro-Active • Analytical mind

Duties:
Ensure proper access control and monitor movements within the building •
Monitor the movements of private and GG vehicles in the parking area and
safeguard the parking area itself • Control of office keys • Ensure general safety
security • Investigate breaches of security.

Enquiries:
Mr K. Makena 012 406 7783

Post 40/32: Security Risk Officer

Salary:
R96 363 per annum Level: 04

Centre:
Head Office (Pretoria)

Requirements:
A Grade 12 Certificate and Grade B PSIRA certificate with relevant experience in
security operation and administration PLUS the following key competencies
Knowledge of Security legislation, policies and procedures • Access control
Procedures • Safety precautions • Security Registers • Skills Problem solving
skills • Communication • Communication skills (verbal and written)
Creativity • Innovative and Pro-Active • Analytical mind

Duties:
Ensure proper access control and monitor movements within the building •
Monitor the movements of private and GG vehicles in the parking area and
safeguard the parking area itself • Control of office keys • Ensure general safety
security • Investigate breaches of security.

Enquiries:
Mr K. Makena 012 406 7783
NOTE: Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to these positions will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and will be required to sign a performance agreement and an employment contract (once appointed). The department reserves the right not to make an appointment.

OTHER POSTS

POST 40/33: DEPUTY DIRECTOR: YOUTH ENVIRONMENTAL SERVICE REF NO: EP12/2013

SALARY: R495 603 per annum (all inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: The incumbent should have: Tertiary qualification in Education and Training/Environmental Science/Management / Human Resource Development/Development Studies/ environmental Science/Management or tertiary qualification equivalent or a qualification in Social Science/Arts with majors in human development, and industrial psychology. An experience in skills development, education, training and development is highly recommended. Should have knowledge of the prominent environmental problems, government legislations, policies and bodies facilitating youth development, environmental service, education, training and development in SA. The following skills will serve as recommendations: Numerical and analytical ability, Drivers’ license, research skills, ability to undertake training needs assessment, development of skills development plans/training plans, quality assurance on projects and working knowledge of the Expanded Public Works Programme. Good report writing skills, presentation, facilitation, research, interpersonal, co-ordination, quality assurance, community liaison and problem solving skills. Good project management, human resource management and communication skills. The following will serve as advantages: Being qualified in assessor and moderator certificates.

DUTIES: Manage the planning of the youth environmental Service Projects. Manage the planning, implementation and reporting of training in Youth environmental Programmes. Manage quality assurance of Youth Environmental Projects. Manage quality assurance of training within the Youth Environmental Projects. Manage the development and the review of Youth Environmental Programme Tools. Facilitate the establishment and management of partnerships within Youth development.

ENQUIRIES: Ms N Giqwa 012 310 3561

APPLICATIONS: All applications unless otherwise stated should be sent to this address: The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: 315 Pretorius Street, Cnr Pretorius and Lilian Ngoyi Street (former Van Der Walt Street), Fedsure Forum Building, 1st Floor Room 106, Information Centre, North Tower.

FOR ATTENTION: Ms K Selemela

CLOSING DATE: 14 October 2013
POST 40/34

CONTROL ENVIRONMENTAL OFFICER— AWARENESS RAISING AND CAPACITY BUILDING REF NO: CWM04/2013

SALARY: An appropriate salary will be determined according to the regulatory framework
CENTRE: Pretoria
REQUIREMENTS: A 3 year Bachelor’s degree or equivalent qualification in Environmental Sciences or Natural Sciences. A post graduate degree will be an added advantage. Must have three or more years’ experience working in the waste management field with two or more years’ experience of managing people or playing a leadership role. Must have experience in awareness raising or capacity building or environmental education. Experience in project management is also important. Must have an understanding of the policy and legislative framework governing pollution and waste management. Good interpersonal relations, report writing, well-developed communications skills, analytical thinking, and advanced computer skills. Excellent time management and discipline in terms of keeping to deadlines. Leadership skills. A valid driver’s license. The incumbent will be required to travel and must be able to work independently and efficiently under pressure.

DUTIES: The successful candidate will be responsible for developing and implementing capacity building and awareness raising programmes. Develop capacity building and awareness raising materials. Support and participate in programmes initiated by other government spheres and departments, industry and civil society in order to further the objectives of building capacity and raising awareness on general waste issues. Develop and maintain a database of all stakeholders.

ENQUIRIES: Ms M Afrika; Tel: 012 – 310 3920
APPLICATIONS: All applications unless where otherwise stated should be sent to this address: The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: 315 Pretorius Street, Cnr Pretorius and Lilian Ngoyi Street (former Van Der Walt Street), Fedsure Forum Building, 1st Floor Room 106, Information Centre, North Tower.
FOR ATTENTION: Ms K Selemela
CLOSING DATE: 14 October 2013

POST 40/35

CONTROL ENVIRONMENTAL OFFICER— MUNICIPAL WASTE SUPPORT REF NO: CWM05/2013

SALARY: An appropriate salary will be determined according to the regulatory framework
CENTRE: Pretoria
REQUIREMENTS: A 3 year Bachelor’s degree or equivalent qualification in Environmental Management, Environmental Sciences or Natural Sciences. A post graduate degree will be an added advantage. Must have three or more years’ experience working in the waste management, municipal programmes and working with all spheres of government. Must have an understanding of the policy and legislative framework governing pollution and waste management. Good interpersonal relations, good verbal and written communication, presentation skills, ability to work in a team, project management, and advanced computer skills. Excellent time management and discipline in terms of keeping to deadlines. A valid driver’s license. The incumbent will be required to travel and must be able to work independently and efficiently under pressure.

DUTIES: To give technical support to municipalities on all waste related issues, including planning, capacity building and policy development as well as operational matters. Provide support to municipalities in relation to accelerating waste collection services. Provide support to municipalities in relation to waste infrastructural requirements and their maintenance. Support and participate in programmes initiated by other relevant stakeholders to facilitate the provision of waste collection services. Manage the maintenance of local government database. Assist the relevant roleplayers with achieving objects of the Waste Act and NWMS.

ENQUIRIES: Ms S. Kgasi 012 – 310 3140
APPLICATIONS: All applications unless where otherwise stated should be sent to this address: The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: 315 Pretorius Street, Cnr Pretorius and Lilian Ngoyi Street (former Van Der Walt Street), Fedsure Forum Building, 1st Floor Room 106, Information Centre, North Tower.
FOR ATTENTION: Ms K Selemela
CLOSING DATE: 14 October 2013

POST 40/36: ASSISTANT DIRECTOR: INFORMATION CENTRE REF NO: COO11/2013

SALARY: R252 144 per annum (Total package of R349 855 per annum/ conditions apply)
CENTRE: Pretoria
REQUIREMENTS: An appropriate recognized three year qualification in Contact Centre Management or equivalent communications qualification from an accredited institution; Minimum of 3 years relevant experience as a team leader or supervisor; Must have sound inter-personal relations and customer relationship management skills; Ability to analyse, interpret information and disseminate to various target audiences and work with little or no supervision; Sound negotiation skills and ability to communicate with stakeholders at all levels; Knowledge and skills in formulating and writing reports is essential; The successful candidate must also be computer literate (packages such as Microsoft, Excel, PowerPoint, MS Word, E-mail, and Internet); Ability to lead a team and liaise with supervisors, peers, clients and service providers; Ability to plan, organise and meet deadlines and work under pressure. Must be in possession of a valid driver’s license (Code 08), with an ability to drive and travel; Ability to apply Batho Pele Principles; Must be able and willing to work long hours including weekends and public holidays; Must be able to work well in a team. Financial and personnel management knowledge and experience is required.

DUTIES: Supervise operations in the Information Centre; Manage the resolution of Presidential Hotline queries; Manage the resolution of public enquiries; Manage Information Centre projects; Manage personnel in the Information Centre; Monitor Customer Service Representatives’s performance; Manage quality assurance; Formulate reports on the deliverables of the Information Centre; Manage service providers and assist with financial management relevant to the Information Centre; Establish, update and maintain the resource materials for the Information Centre; Manage the Department’s publication supply to Parliament and the GCIS offices; Arrange information sessions to keep personnel abreast with relevant Departmental issues; Assist with provision of information at exhibitions and DEA events; Assist at Public Participation events; Render general communication support and Conduct Coaching Sessions.

ENQUIRIES: Mr G Dlamini (012) 310 3992
APPLICATIONS: All applications unless where otherwise stated should be sent to this address: The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: 315 Pretorius Street, Cnr Pretorius and Lilian Ngoyi Street (former Van Der Walt Street), Fedsure Forum Building, 1st Floor Room 106, Information Centre, North Tower.

FOR ATTENTION: Ms K Selemela
CLOSING DATE: 14 October 2013

POST 40/37: ASSISTANT DIRECTOR: INTERNAL AND EXTERNAL COMMUNICATION REF NO: COO15/2013

SALARY: R252 144 per annum (Total Package of R349 855 per annum/ conditions apply)
CENTRE: Cape Town
REQUIREMENTS: A recognised three year Degree/Diploma in Journalism or an equivalent qualification in communications plus relevant experience; The candidate should have a Good communication skills (verbal and written) ; leadership and management skills; Programme and project management skills; sound interpersonal relations, organisational and planning skills; Knowledge and skills in formulating and writing reports. The successful candidate should also be computer literate (familiar with packages such as GroupWise; Microsoft Excel, PowerPoint, MS Word, Internet, etc). Work well under pressure, irregular hours and in a team. A valid driver’s license.

DUTIES: The successful candidate will perform the following key functions: Provide writing and editorial function; Assist in the management of the media profile of the Department, Provide assistance in managing and implementing the internal and external communication plan, Assist and provide support in implementation of all internal bound communication events, Assist in the development of publications and Provide general communication support.
ENQUIRIES: Mr E Mulibana Tel (021) 405 9439
APPLICATIONS: Department of Environmental Affairs Private Bag X4390 Cape Town 8000 OR Hand-deliver to 14 Loop Street, Cape Town, 8000, Attention: Ms P Tshetsha
CLOSING DATE: 21 October 2013

POST 40/38: PRINCIPAL COMMUNICATION OFFICER: STAKEHOLDER COOPERATION AND AWARENESS REF NO: COO16/2013

SALARY: R212 106 per annum (Total Package of R301 275 per annum/ conditions apply)
CENTRE: Cape Town
REQUIREMENTS: A recognised three year degree/diploma or an equivalent qualification in communications plus relevant experience in stakeholder engagement. A clear understanding of stakeholder relations and engagement. Sound interpersonal relations facilitate skills, negotiation skills and project management skills. Ability to communicate with stakeholders at all levels. Sound knowledge of database coordination and management. Knowledge of and skills in formulating and writing reports. Computer literacy (familiar with packages such Microsoft Excel, Power Point, MS Word, Internet, etc) Ability to work well under pressure and in a team. A valid driver’s licence.

DUTIES: Provide support with the facilitation of the stakeholder liaison and partnerships. Assist with the development, management and implementation of the events calendar. Assist in the implementation of awareness plans. Liaise with relevant stakeholders on behalf of the Department. Manage project implementation through stakeholder engagement. Effectively communicate relevant project information to managers. Develop and implement the corporate identity and branding programmes in line with the communications strategy.

ENQUIRIES: Ms T Fared Tel (021) 441 2796
APPLICATIONS: Department of Environmental Affairs Private Bag X4390 Cape Town 8000 OR Hand-deliver to 14 Loop Street, Cape Town, 8000,
FOR ATTENTION: Ms P Tshetsha
CLOSING DATE: 21 October 2013

POST 40/39: PROVISIONING ADMINISTRATION OFFICER – DEMAND AND LOGISTICS REF NO: CFO 01/2013

SALARY: R170 799 per annum (Total salary package of R251 156 p.a.)
CENTRE: Pretoria
REQUIREMENTS: National Diploma in Logistics/Purchasing/Public Management or equivalent qualification with relevant experience or Grade 12 with extensive relevant experience. Logis courses will be an added advantage. Skills: Accurate accounting skills, computer literate, Logis literate, sound organising and planning, interpersonal relations, verbal and written communication, insight in Procurement Procedures (PPPFA), insight in financial procedures (PFMA), BBBEE, Treasury regulations, BAS & Logis, ability to work under pressure, planning & execution, team work, initiative, reliability and supervisory skills.

DUTIES: Ensure the invitation of suppliers registration on annual basis, Monitor the Administration and Maintenance of Database of competitive Suppliers, Ensure the rotation of suppliers, Calculation and verification of BEE Preference Points using the revised Preferential Procurement Regulation 2011, Provide Management and stakeholders with Database reports, Compile BEE Expenditure report, System Administrator for Database of competitive Suppliers, Supervise, develop and conduct personnel performance of staff.

ENQUIRIES: Ms L Matsape Tel No: (012) 310 3775
APPLICATIONS: The Director-General, Department of Environmental Affairs, Private Bag X447,Pretoria, 0001 or hand-delivered to: 315 Pretorius Street, Cnr Pretorius and Lilian Ngoyi Street (former Van Der Walt Street), Fedsure Forum Building, 1stFloor Room 106, Information Centre, North Tower.
CLOSING DATE: 14 October 2013
APPLICATIONS: The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets, Pretoria.

FOR ATTENTION: Ms N Sombinge

CLOSING DATE: 14 October 2013

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

OTHER POST

POST 40/40: MEDICAL ADVISOR (MEDICAL OFFICER) REF NO: NDOH 113/2013

SALARY: Grade 1: R555 045 – R597 945 per annum – An appropriate qualification that allows registration with the HPCSA as Medical Practitioner as well as registration with the HPCSA as Medical Practitioner. Grade 2: R634 641 – R693 936 per annum – The qualification and registration requirements as indicated for Grade 1 plus a minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.

Grade 3: R736 518 – R920 817 per annum – The qualification and registration as indicated for Grade 1 plus a minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.

CENTRE: Chief Directorate: HIV and AIDS, Pretoria.

REQUIREMENTS: *Qualification requirements are as indicated above *At least five (5) years experience in the management of as well as training in the prevention, treatment and care of HIV, AIDS and TB *Applicants must have demonstrable expertise in managing the continuum of care and linkage with community-based programmes, programme design and management *Practical experience in working on paediatric care and treatment programmes as well as experience in operations, research and health system strengthening will be an added advantage *Willingness to travel *Computer (MS Word, Excel, Power Point) and communication (written and verbal) skills *A valid driver’s licence.

DUTIES: *Provide overall clinical leadership and guidance for the implementation of the HIV and AIDS care and treatment programmes in strengthening clinical HIV services *Provide expertise in areas of palliative HIV and AIDS care, ART, TB care, RTC, PICT, PMTCT and safe medical male circumcision *Provide technical input into the development of an integrated HIV and AIDS care and treatment programme plan in collaboration with Programme Co-ordinators, Advisors and Project Teams *Participate in the strengthening of comprehensive HIV and AIDS and TB care and treatment services in Health Care Facilities *Build capacity in provinces in technical areas in order to provide comprehensive clinical HIV and AIDS services *Guide HIV and AIDS programmes in selecting appropriate interventions for HIV care, treatment and monitoring tests according to national and international standards *Participate in training, meetings and workshops that
support activities on HIV and AIDS *Contribute to the preparation of project work plans and quarterly and annual reports *Develop and maintain relationships with the implementation team and stakeholders.

ENQUIRIES : Dr. Y. Pillay at tel. (012) 395 8077.
DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

APPLICATIONS : Forward Applications, quoting reference numbers: Human Communications, Private Number X06, Rivonia, 2128, 3 Autumn Street, Rivonia P O Box 1305, Rivonia 2128

CLOSING DATE : 11 October 2013

NOTE : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department Human Settlements. Applicants must note that further checks will be conducted once they are short listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. Applicants will be expected to subject themselves to a comprehensive assessment programme as part of the selection process. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detail CV, together with certified copies of qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

POST 40/41 : SENIOR SECRETARY (VARIOUS)
Directorate: Project Integration (1 post) Ref No: DOHS/130/2013
Enquiries: Mr B Nkonyane (012 421 2929)
Directorate: Legislative Compliance (1 post) Ref No: DOHS/131/2013
Enquiries: Ms N Sambo (012 421 1533)
Directorate: Facilities Management (1 post) Ref No: DOHS/132/2013
Enquiries: Mr E Sithole (012 421 1576)
Directorate: Legal Advisory Services (1 post) Ref No: DOHS/133/2013
Enquiries: Mr K Ngwenya (012 421 1629)

SALARY : R 115 212 per annum
CENTRE : Pretoria

REQUIREMENTS : Senior Certificate (or equivalent qualifications) Advanced typing skills, any typing qualification or training will be advantageous; Events organisation and management skills and proven experience; Knowledge of government budgeting processes; Demonstrable familiarity with the PFMA; Computer Literacy (MS Word, MS Excel, MS Project and MS PowerPoint) and Well developed communication, inter-personal and report writing skills.

DUTIES : Answering the telephone, making telephone calls, organising the office and general administrative duties; Receiving visitors and clients; Keeping the Director’s diary; Making arrangements for journeys and accommodation; Managing correspondence; Establishing and maintaining a filling system; Ensure that documents adhere to set norms and standards; Managing the financial and administration procedures of the office; Reporting on deviations from the budget, co-control and cost analysis programmes; Ensuring that all in-came and expenditure are timeously and correctly declared; Ensure that all information needed for internal control is obtained; and The implementation of proper office management, control as well as other administrative systems.
OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It sees itself as an employer that embraces and promotes 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, Physical Address: Commission House, corner Hamilton & Ziervogel Streets, Arcadia.

FOR ATTENTION
Ms A West

CLOSING DATE
18 October 2013

NOTE
Applications must be submitted, on form Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV and original certified copies of qualifications, Identity Document, Matric (Grade 12) certificate and Valid Driver’s License. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will be subjected to a Competency Assessment, security clearance procedures and reference checking. It is the applicant’s responsibility to make sure that foreign qualifications are evaluated by the South African Qualifications Authority (SAQA). No faxed/e-mailed and late applications will be considered.

MANAGEMENT ECHELON

POST 40/42
DIRECTOR: LITIGATION AND LEGAL SERVICES
REF NO: D: LLS/2013

SALARY
All inclusive remuneration package of R 771, 306 per annum. The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE
Head Office (Pretoria)

REQUIREMENTS
Ideal Candidate Profile: An appropriate tertiary qualification (NQF level 6) in Law, and admission as an Attorney or Advocate. Proven knowledge of and experience in Constitutional Law, Administrative and Procedural Law, Interpretation of Statutes, Law of Contracts, Civil and Criminal Procedure, Public Sector legislation and legislative processes. Demonstrable understanding of public service legislation, its application and policy development in the Public service, labour law and legal practices. A minimum of five years post admission experience in legal practice or legal department in the public or private sector. Proven experience in leadership or managerial position in legal environment. Appropriate experience in Project Management and Financial management skills. Exceptional written and communication skills, including writing and drafting legislation. Analytical thinking, problem solving and conflict resolution skills. Strategic leadership skills. Well-developed research skills. Negotiation and interpersonal skills. Sufficient computer skills in the Microsoft Office Suite (Excel, Word and Power Point package). Proven managerial record. A valid driver’s licence.

DUTIES
Providing Sound legal advisory services to the OPSC. Rendering formal and informal legal opinions. The formulation and drafting of complex, high level formal legal opinions and complex contracts of a commercial nature. Drafting/vetting and managing contracts. Representing the Office of the Public Service Commission in Litigation matters and also managing litigation. Ensuring legislative compliance. Liaising with the State Attorney’s office and the Office of the Chief State Law Advisors.

ENQUIRIES
Ms F Viviers Telephone: (012) 352 1145
ANNEXURE J

DEPARTMENT OF TRADE AND INDUSTRY

APPLICATIONS: Applications can also be submitted by post to the Registry Office, Department of Trade and Industry, Private Bag X84, Pretoria or hand delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.

CLOSING DATE: 11 October 2013 Applications received after the closing date will not be considered.

NOTE: To apply for the above position, please go to http://www.thedti.gov.za and click on the “Careers at the DTI” button. Should you experience any problems in submitting your application, please follow the Support link on the Careers site or contact the Recruitment Office on 012 394 1809 for an alternative application method. Note: Applications must be submitted on a signed Z83 form, which can be obtained from the DTI website (http://www.thedti.gov.za), and must be accompanied by a comprehensive CV. Copies of qualifications should not be included in the application, as these will only be requested from short-listed candidates. Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. the DTI 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. Applicants who do not meet the minimum qualification requirements, but who have extensive relevant experience will also be considered. No late applications will be accepted. It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POSTS

POST 40/43: ASSISTANT DIRECTOR: FINANCIAL STATEMENTS REF NO: ODG/CFO 011
12 Months Contract

SALARY: R252 144 per annum

REQUIREMENTS: National Diploma/ B degree in Accounting 3 – 5 years experience in Finance of which 1 year should be on compilation of Financial Statements Computer Literacy (MS Office packages) Knowledge of the PFMA, Treasury Regulations and related Regulations Excellent communication skills, both written and verbal Good interpersonal skills Report writing and analytical skills In terms of the dti’s EE requirements, preference will be given to Asian male and female and Coloured male candidates.

DUTIES: Develop a project plan for monthly, quarterly and Annual Financial Statements Review the monthly general ledger reconciliations against the trial balance and supporting documentation Identify any discrepancies on the general ledger reconciliations and propose corrective actions Compile the Financial Statements in line with the Preparation Guide as issued by the Office of the Accountant General Attend to all audit queries in respect of the Financial Statements Ensure that there is proper audit trail and working papers in respect of the Financial Statements Provide financial inputs into the Annual Report People management and development of subordinates

POST 40/44: ASSISTANT DIRECTOR: CREDITOR PAYMENT (EXPENDITURE) REF NO: ODG/FIN ACC 066
12 Months Contract

SALARY: R252 144 per annum

REQUIREMENTS: A three year Bachelors degree or National Diploma in Financial management, or a related 3-year financial qualification. Knowledge and 3-years experience of the Basic Accounting Systems (BAS). Knowledge and 3-years experience with creditor and interdepartmental payments. Knowledge and 3-years experience with the administration of ledger accounts and reconciliations Computer literacy in respect of Microsoft Word and Excel on an intermediate level

DUTIES: Management control over policy adherence and compliance to relevant policy directives in respect of creditor payments and interdepartmental accounts Verification and approval of creditor payments and interdepartmental claims on
the financial system. Ensures the monthly review, follow-up and clearing of transactions on accounting ledgers. Perform complex monthly ledger reconciliations. Prepare and submit relevant inputs for interim and annual financial statements, and other financial reports. Handling of enquiries and office administration in a quick and efficient manner. Supervision of subordinates.

**POST 40/45**: ASSISTANT DIRECTOR: STAFF CLAIMS

**REF NO**: ODG/FIN ACC 061

**SALARY**: R252 144 per annum

**REQUIREMENTS**: A three year Bachelors degree or National Diploma in Financial management, or a related 3-year financial qualification. Knowledge and 3-years experience of the PERSAL payroll system and the Basic Accounting Systems (BAS). Knowledge and 3-years experience with staff claims or salary payments. Knowledge and 3-years experience with the administration of staff related ledger accounts and reconciliations. Computer literacy in respect of Microsoft Word and Excel on an intermediate level.

**DUTIES**: Experience of the Safetynet-system of National Treasury. Knowledge of the PFMA, the Treasury Regulations and related policy directives of National Treasury and the Department of Public Service and Administration. Sound verbal and written communication skills. Good administrative and organisational skills. Good people management and interpersonal skills. Good analytical, problem-solving and report writing skills.

**POST 40/46**: ASSISTANT DIRECTOR: CO-OPERATIVE POLICY, LEGISLATION AND STRATEGY

**REF NO**: BPD/CO-OPS 008

**SALARY**: R252 144 per annum

**REQUIREMENTS**: National diploma or B degree in Economics and Business Development Studies. 3 – 5 years work experience in industry or co-operative development. Experience in policy and strategy development will be an added advantage. Project management, computer literacy and business writing. Strong inter-personal, communication, analytical and people management skill. Valid drivers licence. In terms of the DTI'S EE requirements, preference will be given to male candidates.

**DUTIES**: Conduct research and analyse co-operative policies, legislation and strategies and prepare inputs for the drafting of papers on co-operative policy, legislation and strategy. Collate information for gap analysis and prepare reports. Collate and maintain a reliable data base on co-operative policies, legislation and strategies. Do research and prepare inputs for the drafting or regulations to assist with the practical implementation of legislative requirements. Prepare inputs for the drafting of guidelines to assist co-operative with compliance to legislative requirements. Analyse strategies and assist stakeholders in terms of the alignment of their co-operative development strategies with the national co-operative strategy. Lease, communicate and consult with at all stakeholders and clients at national, provincial and local level on co-operative policies, legislation and strategies. Prepare and do presentations. Arrange meetings and workshops and prepare draft meeting and workshop reports. Assist with the writing of speeches, briefing notes and responses to Parliamentary questions on matters relating to co-operative policy, legislation and strategy. Assist with planning and support the directorate in terms and administrative activities that support the effective and efficient operations of the directorate.

**POST 40/47**: ASSISTANT DIRECTOR: SKILLS FOR THE ECONOMY

**REF NO**: BPD/SKILLS ECO 008

**SALARY**: R252 144 per annum

**REQUIREMENTS**: A degree or equivalent in Economics or Business Management. A postgraduate qualification will be an added advantage. A minimum of 2-3 years research experience in at least one sector or industry, labour market analysis and project management. A clear understanding of the DTI'S objectives and its role and focus on skills development. Good knowledge and understanding of the Industrial Policy Action Plan (IPAP) and/or Skills Development Policy. Good knowledge and understanding of policies and developments related to and impacting on the formation, utilization and retention of skills in the country. A valid driver’s license.
In terms of the DTI’S EE requirements, preference will be given to Coloured and White female/male candidates.

**DUTIES**
- Research, identify and implement best practice models on Skills Development Programmes and Projects
- Coordinate and administer Skills Development Programmes
- Provide technical support in the development of governance, monitoring and reporting frameworks for Programmes on Productivity and Competitiveness Improvement, Unemployed Graduate Placements, and Skills Development Programmes
- Liaise with Higher Education and other training institutes and industry to establish Industrial Centres of Excellence
- Analyze projects in priority sectors to identify potential areas of intervention through for new centres
- Contribute and provide inputs in formulating priority skills areas in line with the Industrial Policy framework
- Prepare Agenda, minutes, reports, submissions and other documents on allocated Skills Development Programmes.

**POST 40/48**
- **ADMINISTRATIVE ASSISTANT** REF NO: GSSSD/OD & T 013

**SALARY**
- R115 212 per annum

**REQUIREMENTS**
- Matric with 1-2 years administration experience in Public or Private sector.
- A valid driver’s licence
- Planning and organising skills
- Communication skills
- Business writing skills
- Peer relationship/ability to work in a team
- In terms of the dti’s EE requirements, preference will be given to Asian and Coloured female/male candidates as well as people with disabilities

**DUTIES**
- Record keeping
- Job evaluation
- Panel preparation
- Secretarial/Office management
- Coordinate travel arrangements
- Provide administrative management support and ordering of stationery
- Carry out the reception duties.
ANNEXURE K

NATIONAL DEPARTMENT OF TOURISM

APPLICATIONS:
Quoting the relevant reference number, must be submitted to the Director-General, National Department of Tourism, Private Bag X424, Pretoria, 0001 or hand-deliver to Nedpark Building, 17 Trevena Street, Sunnyside, 0002. For the attention of Mr R Hobyane.

CLOSING DATE:
21 October 2013 at 17h00 (E-mailed, faxed and late applications will not be considered)

NOTE:
In order to be considered, applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references), and forwarded to the Director-General, 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. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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. Note: short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

OTHER POSTS

POST 40/49:
SENIOR ADMINISTRATIVE OFFICER: INTEGRATED SECTOR PLANNING
REF NO: NDT59/2013

SALARY:
R212 106 per annum (Total inclusive package of R301 275.00 /conditions apply)

CENTRE:
Pretoria

REQUIREMENTS:
An appropriate recognised three-year Degree/National Diploma (NQF6) in Tourism Management/ Public Administration or related field coupled with minimum of 2 years relevant experience in the Tourism Sector or Public Sector. Understanding of the tourism sector and its policies, strategies and plans. Knowledge and understanding of provincial and local government structures and its regulations. Project Management will serve as an advantage. Core skills and experience required for the position includes: Communication (written/ verbal), research, stakeholder management, presentation, ability work with limited supervision and willingness to embrace team work and operate within such environment, ability to monitor and control the expenditure of the Component and computer literacy. Must be willing to work irregular hours.

DUTIES:
The successful candidate will perform the following tasks: Provide administrative support in the participation and development of Provincial Growth and Development Strategies and Local Government Integrated Development Plans to drive a tourism agenda. Provide administrative support for participation in provincial tourism policies, plans and strategy review process to ensure alignment. Provide administrative support in the development of sphere strategies and plans. Provide administrative support in build partnerships with other agencies and parastatals on issues related to capacity building on tourism planning. Provide administrative support for the establishment of relevant tourism committees and forums in Provinces and Local Government.

ENQUIRIES:
Ms B Lelokwane, Tel. (012) 444-6300

NOTE:
This position has been earmarked for a person with disability. Persons with disabilities will receive preference and are therefore encouraged to apply

POST 40/50:
VETTING ADMINISTRATOR REF NO: NDT60/2013

SALARY:
R170 799 per annum (Total inclusive package of R251 156.00 /conditions apply)

CENTRE:
Pretoria

REQUIREMENTS:
A Grade 12 qualification coupled with relevant experience. Short office administration/ secretariat courses will serve as an advantage. Minimum of three (3) years administrative experience. Core skills and experience required for the
position includes: Communication (written/verbal); An understanding of the Public Service systems and procedures; Have sense of responsibility, confidentiality and urgency; Customer care and excellent client liaison skills – ability to act with tact and discretion; Ability to work independently, under pressure with limited supervision; Be computer literate. Must be willing to work irregular hours.

**DUTIES**

The successful candidate will perform the following tasks: Register vetting fieldwork investigation requests. Capture vetting information on the vetting system. Administer vetting files. Compile reports on vetting information. Attend to queries from various structures regarding the vetting procedures. Liaise regularly with SSA (State Security Agency) on administrative processes of vetting.

**ENQUIRIES**

Mr L Nkuna, tel. (012) 444-6125

**NOTE**

This position has been earmarked for a person with disability. Persons with disabilities will receive preference and are therefore encouraged to apply.
ANNEXURE L

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.

APPLICATIONS : Department of Transport, Private Bag X193, Pretoria, 0001 of hand deliver at the Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit, Room 4042. Employees are reminded to quote the relevant reference numbers/post number when applying for these posts.

CLOSING DATE : 21 October 2013

NOTE : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POST

POST 40/51 : DEPUTY DIRECTOR: RAIL PLANNING
Branch: Rail Transport
Sub Directorate: Rail Infrastructure and Industry Development

SALARY : All salary inclusive package R495 603 per annum
REQUIREMENTS : An appropriate three year Bachelor’s Degree/National Diploma or equivalent qualifications plus five years relevant experience. The following will serve as a recommendation: Understanding of rail industry and or transport sector. Transport planning and or development planning/economics. Practical/technical project management background. Knowledge of the Public Finance Management Act (PFMA). An understanding of government’s strategic priorities. Financial, people and organisational management. Analytical, problem solving and communications (verbal and written skills). Computer literacy. Ability to work under pressure and independently with limited supervision. A valid code B driver’s licence. Willingness to travel and work irregular hours.

DUTIES : The incumbent will be responsible to: Manage rail planning in the context of institutional arrangements and governance structures. Coordination of information and data pertaining to rail planning and infrastructure. Integrated transport planning, land use and urban planning. Promote the development of rail infrastructure in relation to government priorities and objectives. Ensure on-going monitoring of rail infrastructure projects and expenditure. Manage the sub directorate; perform general financial and administrative duties.

ENQUIRIES : Ms MC Maleho, Tel: (012) 309-3482
ANNEXURE M

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

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

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

MANAGEMENT ECHELON

POST 40/52: MEDICAL HEAD OF DEPARTMENT 2 POSTS
TRAUMA REF NO: 02009
PAEDIATRIC CARDIOLOGY REF NO: 02010

SALARY: R1 460 886 per annum (all inclusive package)

REQUIREMENTS:
- MBChB & MMED Degree in this discipline / equivalent e.g. Fellowship in this discipline. A PhD will be an added advantage. Registration with the South African Health Profession Council as a specialist in this discipline. A minimum of 9 years as specialist after registration in this discipline. Good verbal and written communication skills. Competencies: Involved in Curriculum developments for under and post graduate Students. Must have exposed to under and post graduate examinations i.e convening and conducting such examinations. National standing amongst peers. Must have supervised under and post graduate research. Must be actively involved in research. Must display track record for research output in peer reviewed journals or have track record of research collaboration within and outside an institution.

DUTIES:
- Conduct clinical services. Provide lectures to under and post-graduate Students.
- Do research in line with the Departmental aim. Monitor and Evaluate junior staff's performance on a regular basis.

ENQUIRIES:
- Dr P. Shembe, Tel No: (012) 529 3880

APPLICATIONS:
- Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag X442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za

CLOSING DATE: 11 October 2013

POST 40/53: MEDICAL HEAD OF UNIT 8 POSTS
Ref No: 02012 Oncology
Ref No: 02013 Trauma And Medical Emergency
Ref No: 02014 Nuclear Medicine
Ref No: 02015 Paediatric Cardiology
Ref No: 02016 Obstetrics And Gynaecology
Ref No: 02017 Paediatric Surgery
Ref No: 02019 Paediatric Orthopaedics
Ref No: 02020 Anaesthesiology

SALARY: R 1 168 488 per annum (all inclusive package)

CENTRE:
- Dr. George Mukhari Academic Hospital

REQUIREMENTS:
- MBChB& MMED Degree in this discipline / equivalent e.g. Fellowship in this discipline. A PhD will be an added advantage. Registration with the South African Health Profession Council as a specialist in this discipline. A minimum of 3 years as specialist after registration in this discipline. A Good verbal and written communication skills. Competencies: Must have been exposed to under and post graduate examinations i.e Convening and conducting such examinations. National standing amongst peers. Must have supervised under and post
graduate research. Must have experience in self-initiated research. Must be actively involved in research. Must display track record for research output in peer reviewed journals or have track records of research collaboration within and outside an institution.

**DUTIES**
- Conduct clinical services. Provide lectures to under and post-graduate students.
- Conduct research in line with the Departmental aim. Do research in line with the Departmental aim. Monitor, supervise and evaluate junior staff's performance on a regular basis.

**APPLICATIONS**
Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za

**CLOSING DATE**
11 October 2013

**POST 40/54**
SENIOR MANAGER: MEDICAL SERVICES REF NO: 02096
Directorate: Management

**SALARY**
R1 021 959 per annum (all inclusive package)

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

**REQUIREMENTS**
- Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. HPCSA registration as a Medical Practitioner. A minimum of 3 years appropriate experience after registration with HPCSA as a Medical Practitioner. Management experience. Experience and knowledge in administration, finance and education. Ability to assist in developing a dedicated, responsive, innovative, creative and productive employee corps will be essential. Strong communication, customer management, financial management, leadership and interpersonal skills and strategic management. Conflict management skills. Excellent project and programme management skills. Problem solving and interventional skills. Good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment he/she will be responsible for including norms and standards, excellent communication skills (verbal & written), advanced computer literacy, good planning and organizing skills, analytical, negotiation and strategic planning skills, sound knowledge of Public Service Legislative framework. Ability to implement policies. Must be able to work under pressure and cope with high workload volumes. Teambuilding and people skills, as well as interpersonal relations. Must have a valid driver’s license and good interpersonal relations. Willing to manage the hospital after hours.

**DUTIES**
- Responsible for the leadership and management of the in delivery of clinical services to patients referred to Chris Hani Baragwanath Academic Hospital. Participate actively in administrative duties of the Departments. See to it that quality assurance, including clinical audit, is conducted in the Department in line with National Core Standards and lead the department. Provide strategic leadership in terms of Corporate Services to the hospital. Serve as senior member of the hospital executive management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the Hospital Executive and General Management with the day-to-day running of the Department. Assist the EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of Chris hani Baragwanath Academic Hospital as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment). Report directly to the Deputy Chief Executive Officer

**ENQUIRIES**
Dr S Maseko Tel No: 011 933 8154

**APPLICATIONS**
The applications can be posted to: The HR Manager, Chris Hani Baragwanath Academic Hospital, Private Bag x01, Pimville, 1808. OR Apply online at www.gautengonline.gov.za

**CLOSING DATE**
18 October 2013

**NOTE**
Shortlisted candidates will be subjected to a competency assessment.
**POST 40/55**  
**DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO:** 02101

Directorate: Office of the CEO

**SALARY**  
R 771 306 per annum (all inclusive package)

**CENTRE**  
Dr George Mukhari Academic Hospital

**REQUIREMENTS**  
Grade 12 and recognized Degree / Diploma in Information Communication Technology (ICT). Minimum experience of at least seven (7) years in ICT environment of which three (3) years must have been managerial. A valid driver's license. Competencies: An in-depth knowledge of IT infrastructure, Hospital Information Management, Health Information Systems as well as Telecommunications Systems would be added advantage. Leadership qualities and strong interpersonal skills with good knowledge in computer skills (MS Word, MS Excel and Ms Power Point). Ability to work under pressure. Good communication skills (verbal and writing).

**DUTIES**  
Establish and maintain systems (analytical tools, information systems. Overall management of the ICT Directorate which consists of IT infrastructure, Hospital Information Management, Health Information Systems, Call Centre and Telecommunications sections. Provide ICT support within the hospital as a strategic business enabler. Analyze the hospital turnaround strategy and objectives and align it to ICT service delivery requirements. Ensure customer satisfaction through effective management of ICT problems and incidents. Deploy measures to ensure system security, data integrity and reliable business continuity plan. Manage and perform software and hardware rollout projects. Oversee the implementation of disaster recovery measures, including backup and restore infrastructure and procedures. Management of ICT budget and procurement processes. Performance management of ICT personnel. Develop and implement IT operational plans in line with hospital annual plan. Management of overall IT operational plans in line with hospital annual plan. Management of overall IT service management portfolio and alignment to ITIL. Development and enforcement of IT policies and standards. Implement best practices, such as ITIL and COBIT to ensure stability of the IT systems.

**ENQUIRIES**  
Mr. TA Madonsela, Tel No: (012) 529 3875

**APPLICATIONS**  
Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za

**CLOSING DATE**  
11 October 2013

**OTHER POSTS**

**POST 40/56**  
**SPECIALIST PAEDIATRIC CARDIOLOGY REF NO: PC REF-02270 (1029)**

**SALARY**  
R 867 579 per annum (all inclusive package)

**CENTRE**  
Dr George Mukhari Academic Hospital

**REQUIREMENTS**  
Registration with the South African Health Professions Council as a Specialist in this discipline.

**DUTIES**  
Perform clinical duties. Present lectures and training to under and post-graduate students. Exercise control over subordinates and their work. Perform work of a specialized nature. Conduct research in line with the Departmental aims. Monitor and evaluate junior staff’s performance on a regular basis

**ENQUIRIES**  
Dr. P. Shembe, Tel No: (012) 529 3880

**APPLICATIONS**  
Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za

**CLOSING DATE**  
11 October 2013

**POST 40/57**  
**SPECIALIST: 17 POSTS**

Ref No: 02023 Orthopaedic X 2
Ref No: 02025 General Surgery X2
Ref No: 02026 ENT
Ref No: 02027 Hand And Microsurgery
Ref No: 02028 Pharmacology
Ref No: 02029 Obstetrics And Gynaecology
Ref No: 02030 Paediatrics X2

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Ref No: 02022 Psychiatry X 4
Ref No: TME/Ref-02264 (1028) Trauma And Medical Emergency

**SALARY**, **CENTRE**, **REQUIREMENTS**

**SALARY**: R 747 564 per annum (all inclusive package)
**CENTRE**: Dr George Mukhari Academic Hospital
**REQUIREMENTS**: Registration with the South African Health Professions Council as a Specialist in this discipline.

**DUTIES**

Perform clinical duties. Present lectures and training to under and post-graduate students. Exercise control over subordinates and their work. Perform work of a specialized nature. Conduct research in line with the Departmental aims. Monitor and evaluate junior staff's performance on a regular basis.

**ENQUIRIES**

Dr. P. Shembe, Tel No: (012) 529 3880

**APPLICATIONS**

Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za

**CLOSING DATE**: 11 October 2013

**POST 40/58**: DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: 02097

**Directorate**: Pharmacy

**SALARY**: R 693 936 per annum (all inclusive package)
**CENTRE**: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**

A Bachelor of Pharmacy Degree accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current registration with the SAPC as a pharmacist. A minimum of 3 years’ appropriate experience after registration as a Pharmacist with the SAPC. A qualification in management. Project management skills. A valid driver’s license (code 08/ EB). In-depth knowledge of the National Drug Policy, all pharmacy legislation, the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act and other legislation applicable to the public sector. Sound knowledge of Government regulations and policies. Computer literacy (Ms Word, Ms Excel, PowerPoint). Ability to implement policies. Administrative and management skills. Team building and people skills. Sound interpersonal relations. Sound communication skills (both verbal and written). Good organizational skills. Good problem solving and interventional skills. Ability to work under pressure. Must be highly motivated and enthusiastic to contribute to pharmaceutical services in the public sector.

**DUTIES**

Assisting with the overall management of the pharmacy including the satellite pharmacies. Monitor and evaluate policy development and implementation. Assist with the development of the annual pharmacy budget. Assist with sound management of the allocated budget. Overseeing the down referral programme and participating in all down referral meetings within the region. Ensuring the availability and accessibility of medicines, including ARV’s to all patients served by the hospital. Implementation of Standard Operating Procedures and training pharmacy staff in the SOP’s. Participate in the rational use of medicines by all stakeholders. Participate in the hospital Co-ordinate training and development of pharmacy personnel. Participate in the development, implementation and maintenance of the Pharmacy Quality Improvement Plan. Participate in the implementation of and compliance to the National Core Standards in the pharmacy. Conduct regular audits in Pharmacy. Provide regular and updated statistics on pharmacy. Contribute to the pharmacy’s planning, budgeting and procurement procedures, as well as monitoring and evaluation, management of personnel performance and review thereof.

**ENQUIRIES**

Mr. S. Dikgang Tel No (011) 933 9864

**APPLICATIONS**

The applications can be posted to: The HR Manager, Chris Hani Baragwanath Academic Hospital, Private Bag x01, Pimville, 1808. Or Apply online at www.gautengonline.gov.za

**CLOSING DATE**: 18 October 2013

**POST 40/59**: DEPUTY MANAGER: NURSING SERVICES (THEATRE COMPLEX) REF NO: 02039

**Directorate**: Nursing Service

**SALARY**: R 570 195 per annum (All inclusive package)
REQUIREMENTS: Basic R425 qualification (i.e. An appropriate Bachelor's Degree/ Diploma in nursing or equivalent qualifications that allows registration with the South African Nursing Council) as a professional nurse. Post basic qualification in Nursing Administration/ Management plus a post basic nursing qualification with a duration of at least 1 year, accredited with South African Nursing Council in terms of Government Notice No.R212 in relevant speciality. A minimum of ten (10) years appropriate /recognizable experience in nursing after registration as a professional nurse. The incumbent must have been in a post of Assistant Director/ Area Manager in a Regional/ Tertiary Hospital for a minimum period of 5 years. Should have proven sound managerial skills, computer literacy and knowledge of financial management. Good verbal and written communication skills. Current proof of registration with SANC must be attached. Must be computer literate in Microsoft Package (MS Word, Excel and PowerPoint) and must have a valid driver's licence. Nursing education will be an added advantage. Willingness to work under pressure and beyond a call of duty.

DUTIES: Manage the Key Performance Areas of the subordinates. Manage all clinical disciplines under the director of Nursing in accordance with the scope of nursing, in charge of Nursing Services. To put system in place to ensure that Service delivery meets the required standards as laid down in the policies, procedures, Strategic goals and Annual Performance Plans of Gauteng Health Department and Dr George Mukhari Academic hospital. Develop policies and procedures for safe Patients / Client Care. Implement the management of the units in line with the accord signed between the Ministry of Health and Wits University, Implement theatre turnaround and improve efficiency and effectiveness. Manage Resources allocated (Financial, Human and Equipment) in the units. Implement and ensure compliance to the National Core Standards within the Participate actively in Research Projects.

ENQUIRIES: Mr. TA Madonsela, Tel No: (012) 529 3201

APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za

CLOSING DATE: 11 October 2013

POST 40/60: DEPUTY MANAGER: NURSING SERVICES SPECIALITY: MOTHER AND CHILD REF NO: 02041

Directorate: Nursing Service

SALARY: R570, 195 per annum (All inclusive package)

REQUIREMENTS: Basic R425 qualification (i.e. An appropriate Bachelor's Degree/ Diploma in nursing or equivalent qualifications that allows registration with the South African Nursing Council) as a professional nurse. Post basic qualification in Nursing Administration/ Management plus a post basic nursing qualification with a duration of at least 1 year, accredited with South African Nursing Council in terms of Government Notice No.R212 in relevant speciality (Advanced Midwifery). A minimum of ten (10) years appropriate /recognizable experience in nursing after registration as a professional nurse. The incumbent must have been in a post of Assistant Director/ Area Manager in a Regional/ Tertiary Hospital for a minimum period of 5 years. Should have proven sound managerial skills, computer literacy and knowledge of financial management. Good verbal and written communication skills. Current proof of registration with SANC must be attached. Must be computer literate in Microsoft Package (MS Word, Excel and PowerPoint) and must have a valid driver’s licence. Nursing education will be an added advantage. Willingness to work under pressure and beyond a call of duty.

DUTIES: Manage all clinical disciplines under the directive of Nursing in accordance with the scope of nursing, in charge of Nursing Services. To put system in place to ensure that Service delivery meets the required standards as laid down in the policies, procedures and Strategic goals of Gauteng Health Department. Develop policies and procedures for safe Patients / Client Care. Human Resource Development and Management. Assist with the management of budget. Participate actively in Research Projects.

ENQUIRIES: Mr. TA Madonsela, Tel No: (012) 529 3201

APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za

CLOSING DATE: 11 October 2013
POST 40/61 : DEPUTY MANAGER: INFECTION PREVENTION AND CONTROL (IPC) REF NO: 02042
Directorate: CEO’s Office

SALARY : R570, 195 per annum (All inclusive package)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Basic R425 qualification (i.e. An appropriate Bachelor’s Degree/ Diploma in nursing or equivalent qualifications that allows registration with the South African Nursing Council) as a professional nurse. Post basic qualification in Nursing Administration/ Management. An appropriate 1 year Certificate in Infection Control from a recognized university. A minimum of ten (10) years’ experience of which five (5) years be at management level and three (3) years in Infection Prevention Control. Must have the ability to work under pressure and be creative thinker. Must have skills in Strategic and Operational Planning, Financial Management and Policy Development. Must be able to work independently. Report writing and time management skills. Must be computer literate in Microsoft Package (MS Word, Excel and PowerPoint) and have a valid driver’s license. The applicant must have a sound communication skill (Written and Verbal)

DUTIES : To ensure that norms and standards are established. Develop a DGMAH Infection Prevention and Control Standard Operating Procedures (SOPs). Ensure that Provincial Infection and Control Policies, Guidelines and protocols are implemented. Develop a costed IPC Plan for Dr George Mukhari Academic Hospital. Compile monthly, quarterly and annual Infection Prevention and Control reports. Undertake/Conduct infection surveillance, routine data collection and analysis for management intervention. Ensure that nosocomial infection and outbreaks are investigated and reported. Monitor the availability of Protective Clothing for patients and staff at all times. Develop an ongoing hand hygiene improvement intervention in the hospital. Monitor compliance to the Infection Prevention and control policies and protocols. Establish and implement a system to facilitate early identification and isolation of confirmed and suspected infectious diseases.

ENQUIRIES : Mr. T. Madonsela, Tel No: (012) 529 3201
APPLICATIONS : Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za
CLOSING DATE : 11 October 2013

POST 40/62 : MEDICAL OFFICER: 26 POSTS
Ref No: 02031 General Surgery 2
Ref No: 02032 Neurosurgery X 2
Ref No: 02033 Orthopaedic X2
Ref No: 02034 hand And Microsurgery X2
Ref No: 02035 Paediatrics X3
Ref No: 02036 Accident And Emergency X5
Ref No: 02076 Obstetrics And Gynaecology X4
Ref No: 02077 Pulmonology,
Ref No: 02078 Rheumatology,
Ref No: 02079 Nephrology,
Ref No: 02080 Oncology,
Ref No: 02081 Gastroenterology
Ref No: 02082 Haemotology
Directorate: Clinical Services

SALARY : R 555 045 per annum (All Inclusive Package)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Registration with the Health Professional Council of South Africa as a Medical Practitioner
DUTIES : Perform clinical duties. Participate in departmental activities. Provide and appropriate after hour service.
ENQUIRIES : Dr. Shembe, Tel No: (012) 529 3880
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za

CLOSING DATE: 11 October 2013

POST 40/63: PHARMACIST SUPERVISOR REF NO: 02067
Directorate: Allied Health

SALARY: R 555 045 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Bachelor of Pharmacy. Minimum of four (4) year’s appropriate experience after registration as Pharmacist with SAPC. Registration with South African Pharmacy Council (SAPC). Must have a valid drivers License.
DUTIES: Manage the unit; pharmacy store, prepacking, manufacturing and ward services. Ensure 98% availability of essential medicine (procurement, storage & distribution of pharmaceutical products. Provisions of pharmaceutical care, Dispensing according to SOP’s. Supervision of staff, (PMDS & Leave Control), Training of Pharmacist Assistant and Intern. Deputize the responsible pharmacy when necessary.

ENQUIRIES: Ms.SK Robberts, Tel No: (012) 5293424

APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za

POST 40/64: DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 02043
Directorate: CEO’s Office

SALARY: R495 603 per annum (all inclusive)
REQUIREMENTS: A National Diploma or Degree in Health related field and or equivalent. Proof of current registration with a professional council (HPCSA or SANC), Additional Qualification in Quality Assurance will be an added advantage. Must have ten (10) experience in health sector of which five (5) years must be in quality assurance and three (3) years must be at management level. Must have a valid driver’s license and computer literate in Microsoft package (MS Word, MS Excel and MS Power Point) Competencies: The applicant must have a good communication and strong relations. Ability to interact with all levels of management, external stakeholders and patients. Must have the ability to work under pressure and be a creative thinker. Excellent written and verbal communication. Ability to collect and analyze data. Have investigative skills and be able to redress. Project management and Financial management skills. Must be able to work independently. Report writing and time management skills.

DUTIES: Manage the Clinical audit of the Hospital. Co-ordinate the activities of the institutional Quality Assurance and Serious Adverse Events Committees. Coordinate and Analyze the Morbidity and Mortality reports of the hospital and make recommendations to the CEO and Senior Management. Conduct Quality Assurance assessments on regular intervals. Coordinate the reporting and investigation of serious adverse events (SAE) in the hospital. Ensure compliance with the National and Provincial Guidelines including the six (6) key Priorities. Manage the program of Customer Care in the hospital by putting in a place the systems for complaints management, client (patients and staff) satisfaction surveys and providing information to the service users (marketing the services to the communities). Be part of the Provincial Quality Assurance Forum. Ensure that norms and standards are established. Ensure that institutional policies, Standard Operating Procedures and guidelines are established and implemented in line with Legislative and Policy prescripts. Ensure continuous quality assurance and customer care training. Measure client’s perception of service delivery. Improve the auditing of patient records and have audit teams in place. Ensure that quality improvement plans are in place and monitored. Ensure that the hospital complies with the National Core Standards. Coordinate internal and external Quality Improvement Plans based on the National Core Standards. Perform a liaison role between the hospital and the Office of Standards Compliance.

ENQUIRIES: Mr. TA Madonsela, Tel No: (012) 529 3201
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za

CLOSING DATE: 11 October 2013

POST 40/65: DEPUTY DIRECTOR: HEALTH INFORMATION MANAGEMENT REF NO: 02059
Directorate: CEO’s Office

SALARY: R495, 603 per annum (All inclusive package)

CENTRE: Dr. George Mukhari Academic Hospital

REQUIREMENTS: Grade 12 and recognized Degree / Diploma in Information Communication Technology (ICT) with a minimum of five (5) years experience in Information management or Matric, A+, N+ coupled with a minimum of seven (7) years experience in Health Information Management of which three (3) years must be at a managerial level. Knowledge of relevant policies, regulations and procedures (Health Act, PFMA, DORA, LRA) and wide knowledge of the health sector and valid driver’s license. Competencies: Leadership qualities and strong interpersonal skills with good knowledge in computer skills (MS Word, MS Excel and MS PowerPoint). An in-depth knowledge of IT infrastructure, Hospital Information Management, Health Information systems as well as Telecommunications Systems would be an added advantage. Good communication skills (verbal and writing), Sound numeric and financial management skills. Experience in using District Health Information System software (DHISS). Knowledge and experience of Health and hospital Indicators. Ability to work under pressure.

DUTIES: Responsible for managing National Grants Information Sub-directorate (i.e. NTSG, HPTD, HIV and AIDS). Ensure the safe storage and confidentiality of data. Coordinate and support the timeous submission of quality data. Compile statistics and reports of the institution and make submission to Senior Management, CEO and Head Office within the set deadline. Set up and monitor Hospital indicators to determine the demographical trends and information management of any changes. Develop a system for analyzing, evaluating and interpreting minimum data set and CEO’s reports for Senior Managers (EXCO) and Management Teams (MANCO). Attend to internal and external patient information queries. Write reports for management and as and when required. Supervise and manage all information management support staff. Management of staff performance and assessment within the information management unit. Establish DGMAH Health Information Management Committee I line with the National policy. Render strategic leadership and form part of the MANCO and Budget Committees. Conduct workshops and training on the use of information for planning and decision making. Knowledge and understanding of Promotion of Access to Information (PAIA), Division of Revenue Act (DORA) and the Public Finance Management Act.

ENQUERIES: Dr. Kgongwana, Tel No: (012) 529 3221

APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za

CLOSING DATE: 11 October 2013

POST 40/66: DEPUTY DIRECTOR: LOGISTICS CLEANING & LAUNDRY REF NO: 02021
Directorate: Logistics

SALARY: R 495 603 per annum (all inclusive package)

REQUIREMENTS: An appropriate 3 year Degree or National Diploma in Management or Administration with 5 – 7 years proven experience in the Public environment /Matric with more than 15 years experience in Logistics (Cleaning and Laundry) in the Health sector especially in the hospital environment of which at least 5 years must be at an Assistant Director’s level. A valid driver’s license is a requirement. Competencies: Knowledge of Logistics Policies. Communication skills, planning and organizing skills. Good interpersonal relations. The ability to handle pressure.

DUTIES: Management of the cleaning department in the hospital. Ensure that the institution is adequately staffed and kept clean at all times. Effective and efficient
management of Laundry services to all clinical departments within the hospital. Supervision of management of all Laundry personnel. Regular liaison with Service Providers e.g. Masakhane laundry etc. Provision of regular and updated reports to management about all issues pertaining to laundry. Keep discipline in all areas of responsibility.

ENQUIRIES: Mr. M.R Letsoalo, Tel No: (012) 529 3202

POST 40/67: CLINICAL PSYCHOLOGIST GRADE 1, 2 POSTS REF NO: 02049
Directorate: Allied Health

SALARY: R 477 624 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Masters in Clinical Psychology, 3-5 years experience as Clinical Psychologist, Registration with HPCSA and Drivers License, Sound Knowledge of Professional Ethics and Computer Literacy. NB Preference will be given to candidates who are able to speak any of African Languages especially Setswana, IsiZulu and Northern Sotho.

DUTIES: Ability to perform Psycho-Diagnostic and Psychotherapeutic consultations. Ability to train and supervise intern psychologists Do administrative duties, Ability to do Outreach Community Programmes, Ability to conduct research, and to work in a Multi-Disciplinary Team.

ENQUIRIES: Ms SK Robberts, Tel No: (012) 529 3424
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013

POST 40/68: PHARMACIST GRADE 1 & 6 POSTS REF NO: 02068
Directorate: Allied Health

SALARY: R464 241 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Bachelor of Pharmacy, Completion of Community Service, Registration with the SACP as Pharmacist and a valid drivers License.

DUTIES: Provisions of Pharmaceutical care: Dispensing according to SOP's, Purchase, storage, supply and distribution of medicine according to SOP's. Cytotoxic mixing and control of schedule 5 &6 substances, Prepacking, manufacturing and compounding of medicine and the supervision thereof. Training of Pharmacist Assistants and Interns.

ENQUIRIES: Ms.SK Robberts, Tel No: (012) 529 3424
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013

POST 40/69: MEDICAL PHYSICIST REF NO: 02047
Directorate: Allied Health

SALARY: R443, 364 per annum (plus benefits) x
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Relevant B.Sc (Med) Hons in Medical Physicist or equivalent qualification in Medical Physics. Minimum 1 year appropriate experience after registration as Medical Physicist in Nuclear Medicine. Registration with Health Professions Council of South Africa and valid drivers License.

DUTIES: Conduct QA of equipment in Nuclear Medicine. Ordering of isotopes. Responsible for radiation protection to patients and staff. Assist in training of Interns Medical Physicist. Provide lectures to under graduates students. Carry out research in line with the department aims.

ENQUIRIES: Ms.SK Robberts, Tel No: (012) 5293424
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013
OPERATIONAL MANAGER SPECIALITY (ADVANCED MIDWIFERY & CRITICAL CARE 3 POSTS REF NO: 02053

Directorate: Nursing

SALARY: R376 815 per annum (plus benefits)  
CENTRE: Dr. George Mukhari Academic Hospital  
REQUIREMENTS: Diploma / Degree in Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in the speciality area. Qualification in nursing Administration / Education will be an added advantage. A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC as a general nurse. At least 5 years recognizable experience in the relevant speciality area, after obtaining a post basic qualification in the relevant speciality.

DUTIES: Must be able to manage material human and financial resources. Ensure implementation of quality nursing standards in accordance with nursing legislation and Ethical practice. Must have basic computer skills. Must be willing to rotate in other units of nursing. Must be willing to work shifts.

ENQUIRIES: Mrs. GT Moumakwe, Tel No: (012) 529 3873 / 3426  
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 311 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za  
CLOSING DATE: 11 October 2013

CHIEF PHYSIOTHERAPIST REF NO: 02263

Directorate: Physiotherapy Department

SALARY: R 312 084 per annum (plus benefits)  
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital  
REQUIREMENTS: A four (4) year Physiotherapy qualification from recognized institution. A relevant Post Graduate qualification or short course training in Physiotherapy. At least five years experience as a physiotherapist of which three should be in a physiotherapy supervisory and managerial role. Relevant experience in research and data analysis, paediatrics experience will serve as an advantage. Current registration with HPCSA as a physiotherapist.

DUTIES: Render experienced and specialized physiotherapy service. Develop guidelines and protocols in line with the national and provincial strategies and monitor the implementation thereof. Monitor proper utilization of allocated financial and physical resources. Manage human resources and participate in CPD programs and coordinate the training of students. Coordinate and ensure the promotion and marketing of Physiotherapy service in the hospital and community.

ENQUIRIES: Ms B. Nyama, Tel No: (011) 488 – 4210/3992  
APPLICATIONS: Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Applications should be submitted at the Helpdesk in Administration Building at Charlotte Maxeke Johannesburg Academic Hospital. No 17 Jubilee Road, Parktown.  
CLOSING DATE: 18 October 2013

CHIEF AUDIOLOGIST REF NO: 02074

Directorate: Allied Health

SALARY: R 312 084 per annum (plus benefits)  
CENTRE: Dr. George Mukhari Academic Hospital  
REQUIREMENTS: Tertiary qualification in Speech Therapy and Audiologist or Audiology from the recognized University. Registration with the Health Professional Council of South Africa as a Speech Therapist and Audiologist or Audiologist. Minimum of 3 years Clinical experience: Electrophysiological testing (including ABR ,ASSR and OAE’s and preferably VNG) Ototoxic Management, Paediatric and Adult aural rehabilitation. Have extensive knowledge of hearing aid technologies, fitting procedures and long term aural rehabilitation.

DUTIES: To co-ordinate Audiological Services, provide supervision for audiologist and guidance for the management of difficult cases in all areas of audiology. Perform diagnostic electrophysiological testing including ABR,ASSR,OAE’s and preferably VNG. To provide Paediatric and Adult aural rehabilitation including hearing aid fittings, and long term aural rehabilitation, Develop and supervise a
sustainable ototoxic monitoring programme in an Academic hospital. To liaise with the University of Limpopo in students practical needs and in developing new audiology programme or services when the need arise. To liaise with Supply Chain Management and Assets for the ordering of equipment, maintenance of equipment ordering and repair of hearing aids and ordering of consumables.

**ENQUIRIES:** Ms.SK Robberts, Tel No: (012) 529 3424

**APPLICATIONS:** Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za

**CLOSING DATE:** 11 October 2013

**POST 40/73** OPERATIONAL MANAGER GENERAL 2 POSTS INFECTION CONTROL (1 POSTS) REF NO: 02055

Directorate: Nursing

**SALARY:** R 297 462 per annum (plus benefits)

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

**REQUIREMENTS:** Diploma / Degree in Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Infection control from an accredited institution. A minimum of 7 years appropriate experience in nursing after registration as a Professional Nurse.

**DUTIES:** Must be able to manager material human and financial resources. Ensure implementation of quality nursing standards in accordance with nursing legislation and Ethical practice. Plan and implement training o the standards and principles. Monitor and evaluate trends of infection. Must have basic computer skills. Conduct surveillance and implement improvement plans. Communicate and work effectively with other multidisciplinary team and external stakeholders.

**ENQUIRIES:** Mrs. GT Moumakwe, Tel No: (012) 529 3873 / 3426

**APPLICATIONS:** Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za

**CLOSING DATE:** 11 October 2013

**POST 40/74** NUCLEAR MEDICINE RADIOGRAPHER GRADE 1 REF NO: 02044

Directorate: Allied Health

**SALARY:** R 264 939 per annum (plus benefits)

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

**REQUIREMENTS:** National Diploma / Degree in Nuclear Medicine. Registration with Health Professions Council of South Africa. Prepared to work long hours.

**DUTIES:** Management of booking system and patient imaging. Ordering, preparing and dispensing of pharmaceutical in the hot lab. Reporting.

**ENQUIRIES** Ms. SK Robberts, Tel No: (012) 529 3424

**APPLICATIONS:** Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za

**CLOSING DATE:** 11 October 2013

**POST 40/75** SOCIAL WORK SUPERVISOR GRADE 1 REF NO: 02102

Directorate: Allied

**SALARY:** R 257 256 per annum (plus benefits)

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

**REQUIREMENTS:** Degree in Social work. Registration with SACSSP. A minimum of seven (7) years appropriate experience in social work after registration as a Social Work with the SACSSP. Valid driver’s license.

**DUTIES:** To ensure that a social work service with regard to the care, support protection and development of vulnerable individuals, groups, families and communities through the relevant programs is rendered. Manage performance, conduct and discipline of supervisees. Monitor and evaluate quality control of the work delivered by social workers. Ensure that records of social work intervention, processes and outcomes are produced and maintained. Ensure that social workers are trained and developed to be able to deliver work of the required standard effective and efficiently. Keep up to date with new developments in the
social work field. Study, interpret, apply and give guidance on legislature and policies in the identified work fields to social workers department and stakeholders. Supervise and ensure all administrative functions required in the unit. Assist the manager with delegated management duties.

ENQUIRIES: Ms. SK Robers, Tel No: (012) 529 3424
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013

POST 40/76: SOCIAL WORKER SUPERVISOR REF NO: 02265
Directorate: Social Worker Department

SALARY: R 257 256 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: B.A Degree in the Social work. Minimum of 7 years appropriate experience in Social Work after registration with the SACSSP, the last 2 years of these 7 years should be within the health environment. Proof of extensive management and Supervision in Social Work. Must be computer literate and have driver’s license.
DUTIES: Provide Social Worker Services of an advanced and specialised nature. Extensive involvement with the management of the Social Work Department and subordinate. Conduct supervision according to Supervision policy and be conversant with Performance Management and Development System. Training to be offered to the social worker Team, the hospital staff, student and communities where indicated. Research involvement where indicated. Knowledgeable regarding the Act relevant to health care. Extensive knowledge regarding resources in the community to assist effective services delivery to patients. Network with the team members, communities and resources in the community to assist the client population effectively. Effective administration skills, record-keeping and completion of compulsory statistics. Perform standby and operation disaster management of social service. Relive social work manager in her absence and ensure quality management in the wards and within the social work department.

ENQUIRIES: Ms M. Kamko, Tel No: (011) 488 – 4120
APPLICATIONS: Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Applications should be submitted at the Helpdesk in Administration Building at Charlotte Maxeke Johannesburg Academic Hospital. No 17 Jubilee Road, Parktown.
CLOSING DATE: 18 October 2013

POST 40/77: PROFESSIONAL NURSE (SPECIALITY NURSING) REF NO: 02060
Directorate:

SALARY: R 256 584 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: PN-B1: Diploma / Degree in Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in the Speciality area. A minimum of 4 years appropriate experience in nursing after registration as a Professional nurse with SANC as a general nurse.
PN-B2: A minimum of 14 years appropriate experience in nursing after registration as a Professional Nurse with SANC as a general nurse.
DUTIES: Perform clinical nursing in accordance with legal and ethical nursing practices. Promote health and advocate for patients, treatment and care according to needs. Communicate and work effectively with other multidisciplinary team. A minimum of 10 years of the period referred to above must be appropriate experience in the specific speciality area, after obtaining a post basic qualification in the relevant speciality.

ENQUIRIES: Mrs GT Moumakwe, Tel No: (012) 529 3873 / 3426
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013
ASSISTANT DIRECTOR: HRD AND SUPPORT REF NO: 02075
Directorate: Human Resources

SALARY: R 252 144 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: An appropriate Bachelors Degree or equivalent qualification at a NQF Level 6. 3-5 years of experience in Human Resources Management of which 3 years must be as a supervisor. Proven managerial experience in the areas of combination thereof. The prospective incumbent should have knowledge of Human Resource prescripts and sound knowledge of Public Service Legislative Framework Including Regulations and Collective Agreements. Skills Required: Excellent communication (verbal and written), advanced computer literacy, excellent knowledge of PERSAL and the code of remuneration (CORE). Planning, organizing, leading, control, analytical and negotiations skills. Must be able to work under pressure and cope with high workload volumes. Must have a valid driver’s license and good Interpersonal relations.

DUTIES: Provide support to hospital management and staff in respect to the management of PMDS and training. Manage Human Resources training section and administer PMDS. Provide statistical data and generation of reports and assist with moderation of PMDS and SMS. Assist employees with drafting of performance agreements / work plan. Assist with the effective and efficient provision of Employees Assistance Programmes including PILLIR Process. Assist with the establishment of functionality of OHS Committee.

ENQUIRIES: Mr. M.R Letsoalo, Tel No: (012) 529 3202
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013

ASSISTANT DIRECTOR: SECRETARIAT REF NO: 02093
Directorate: Office of the CEO

SALARY: R 252 144 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: A Degree / Diploma in Administration / Secretarial with 4-5 years experience in a similar role. Ability to type 35 words per minute. Skills And Abilities: Computer literacy with Micro-Soft package and Internet. Excellent Organizational skills, ability to multi-task, ability to manage an office with Multiple staff members. Excellent communication skills (both verbal and writing). Report writing and integration skills, ability to work under pressure. Ability to act with tact and discretion with professional etiquette. A valid driver’s licence.

DUTIES: Provide administrative and overall secretarial support to the board Members and various cluster committees within the hospital. Attend all meetings, register of gifts and declaration register. Compile Agendas, minutes and action lists. Report on progress made thereon. Update the action list and ensure that minute books are updated. Safekeeping of all documents pertaining to minutes. Coordinate reports for inclusion in the agenda. Ensure distributions of meeting documents. Respond to queries relating to meetings. Liaise with members on issues pertaining to meetings, and booking of venues for meetings.

ENQUIRIES: Mr. M.R Letsoalo Tel No: (012) 529 3202
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013

ASSISTANT DIRECTOR: SECURITY 2 POSTS REF NO: 02058
Directorate: Security Management

SALARY: R 252 144 per annum (all inclusive)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Grade 12 certificate / National Diploma in Security Management, PSIRA Grade A Certificate and a National Intelligence Agency (NIA) Security Managers course will be an advantage. At least 5 years experience in the Security Risk Management Field, Knowledge required: Public Service and Departmental

**DUTIES**

Manage Security Section where and when necessary. Conduct inspections and investigate on aspects concerning security measures, liaise with law enforcement agencies regarding security management, must be knowledgeable about technical security surveillance systems and equipment and ensure the equipment is maintained and is efficient and effective for security threats monitoring purposes. Identify threats in order to improve on the overall security. Compile management reports and presentations. Provide inputs for the development and implementation of policies, guidelines, norms and standards. Ensure compliance in terms of all relevant acts and directives. Inspect and monitor services by the Departmental and Private Service Providers within the Hospital. Management and execution of all administrative function related to security. Maintain and implement measures to minimize possible risks. Provide advice to Management and Facility Management on security related matters. Supervise and develop employees.

**ENQUIRIES**

Mr SE Makhubela, Tel No: (012) 529 3514

**APPLICATIONS**

Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za

**CLOSING DATE**

11 October 2013

**POST 40/81**

ASSISTANT DIRECTOR REF NO: 02063

Directorate: Patient Administration

**SALARY**

R 252 144 per annum (plus benefits)

**CENTRE**

Dr. George Mukhari Academic Hospital

**REQUIREMENTS**

An appropriate three (3) year Degree / National Diploma in Public Administration with minimum of three (3) year’s supervisory experience in Patient Administration or Grade 12 with not less than 5 years supervisory experience in Patient Administration. Understanding of Patient Administration with specific reference to Registry, Mortuary services, messengers and pottering services and other areas of importance. Be computer literate and have good writing skills. Ability to work independently in a multidisciplinary team. Work optimally as part of dynamic team. Ability to develop and implement monitoring and evaluation tool. Good interpersonal relation, honest and reliable. Be able to uphold high ethical conduct. Good understanding of Public Service legislation and prescripts applicable to government including systems and procedures.

**DUTIES**

Provide patients services management. Provide adequate mechanisms for accurate maintenance of medical records and confidentiality. Assist and supervise information data management team to ensure accurate data collection and use. Ensure the mortuary services are user friendly for all the clients. Ensure the effective, efficient and economic utilization to the resources allocated to the institution including development of staff. Effective performance management of employees according to PMDS. Effective management of conflicts and grievances and maintain discipline in all components. Apply good governance with the components including National Health priorities. Attend all meetings within your directorate and deputize the Deputy Director Patient Administration in his/her absence.

**ENQUIRIES**

Mr. SJ. Mokoala, Tel No: (012) 529 3687

**APPLICATIONS**

Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za

**CLOSING DATE**

11 October 2013
<table>
<thead>
<tr>
<th>POST 40/82</th>
<th>ASSISTANT DIRECTOR: FMU REF NO:02052</th>
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<tbody>
<tr>
<td>Directorate: Security Management</td>
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</tr>
<tr>
<td>SALARY</td>
<td>R 252 144 per annum (plus benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Dr George Mukhari Academic Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A recognized 3 year Diploma / Degree with at least 4 years admin / logistics management experience or Grade 12 with at least 8 years experience on Supervisor level. Knowledge of hospital environment. Knowledge of accommodation / grounds / pest control. Extensive experience in logistics. Thorough understanding of Public Service and hospital environment. Knowledge and understanding of Supply Chain Management policies. Competencies: Analytical, negotiating and project management skills. Presentation and management skills. Problem solving, planning, and organizing skills. Monitoring and evaluation skills and knowledgeable of financial management. Ability to work independently and under pressure. Computer literacy (MS Office, Excel, PowerPoint). A valid license.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Plan, organize and ordering day to day maintenance of grounds and accommodation. Pest control. Conduct building audits, office accommodation and residential allocation. Attend meetings, compiling of reports and motivations. Training of subordinates and revenue collection.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr. SE Makhubela: Tel No: (012) 529 3514</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a></td>
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<td>CLOSING DATE</td>
<td>11 October 2013</td>
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<tr>
<th>POST 40/83</th>
<th>MEDICAL PHYSICIT INTERNS 2 POSTS REF NO: 02048</th>
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<tbody>
<tr>
<td>Directorate: Allied Health</td>
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<tr>
<td>SALARY</td>
<td>R 233 733 per annum (plus benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Dr. George Mukhari Academic Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>BSc Hons (Med) in Medical Physicist or equivalent qualification in Medical Physics.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Conduct QA of equipment under supervision of a qualified Medical Physicist, Conduct tasks as may be required by the department from time to time, Perform radiation safety duties under supervision of a qualified Medical Physicists, Preparing reports to be signed off by the qualified Medical Physicists.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms.SK Robberts, Tel No: (012) 529 3424</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>11 October 2013</td>
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<tr>
<th>POST 40/84</th>
<th>SENIOR ADMINISTRATIVE OFFICER 2 POSTS REF NO: 02246</th>
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</thead>
<tbody>
<tr>
<td>Directorate: Logistic</td>
<td></td>
</tr>
<tr>
<td>SALARY</td>
<td>R 212 106 per annum (plus benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Dr George Mukhari Hospital Academic</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Plan, organize, ordering day to day maintenance material and supervision of grounds and accommodation. Pest control. Conduct building audits, office accommodation and residential allocations. Attend meetings. Compiling of reports and motivations. Training of staff and revenue collection.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr EHL Mothabela, Tel No: (012) 529 3514</td>
</tr>
</tbody>
</table>
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za

CLOSING DATE: 11 October 2013

POST 40/85: COMPUTER TECHNOLOGIST 4 POSTS REF NO: 02260
Directorate: Information Technology

SALARY: R 212 106 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Diploma in IT with 3 years experience in ICT environment or Grade 12 with A+/N+ / Comptia Certification with 8 years experience in ICT environment. Valid driver license. MCSE and MCCP will be an added advantage. 3 years in ICT working environment. Server Administration, Thorough knowledge of network layout and Internet Protocols. Windows Server Administration Windows Operating Platform. Switching and routing.

DUTIES: Provide Technical IT support. Maintain Desktop support including Hardware Management. Installation, configuration and testing of computers, photocopiers and printers. Deployment of new software applications and hardware. Deploy Ant-virus solution. Maximise IT support to curb connectivity disruptions on both LAN and WAN. Excellent Wi-Fi technology experience. Perform Network and IT Assets Audit.

ENQUIRIES: Mr. M. Ledwaba, Tel No: (012) 529 3910
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za

CLOSING DATE: 11 October 2013

POST 40/86: CLIENT LIAISON OFFICER REF NO: 02253
Directorate: Quality Assurance

SALARY: R 212 106 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Matric / Grade 12 of five (5) years experience in quality assurance. A relevant post Matric qualification is an added advantage. Knowledge about quality assurance and National Core Standards. Knowledge of projects management. computer literacy, Microsoft package (Ms Word, Power Point & Excel). Experience in a health related environment. Good communication and people skills. Good conflict management. Good interpersonal management relationships.

DUTIES: Ensure that the institution meets the standards set for quality health services. Collection and collation of data for National Core Standards reports. Identify areas which need improved so as to improve quality services. Play an advisory and consultation role in quality related matters. Facilitating hospital awareness and involvement of all staff in quality – related matters. Interact with relevant stakeholders for purposes of quality improvement. Monitor compliance in all core business units to set delivery norms and standards. Develop mechanism to assist in reducing waiting times and monitor waiting times. Conduct assessment using National Core Standards. Conduct client satisfaction survey. Management of waiting times.

ENQUIRIES: Ms. MB Morudu, Tel No: (012) 529 3158
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za

CLOSING DATE: 11 October 2013

POST 40/87: HORTICULTURIST REF NO: 02238
Directorate: Logistics

SALARY: R 212 106 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Diploma in Horticulture with 3 years experience. Sound knowledge of Office Administration. Skills in problem solving. Good communication Skills (written and
verbal). Strong leadership skills. Ability to work independently under pressure. Good planning skills. Technically orientated. Valid code 08 driver’s licence.

**DUTIES**


**ENQUIRIES**

Mr. EHL Mothabela, Tel No: 012 529 3363

**APPLICATIONS**

- Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za

**CLOSING DATE**

11 October 2013

**POST 40/88**

**DIETITIAN GRADE 1 REF NO: 02050**

Directorate: Allied Health

**SALARY**

R 211 902 per annum (plus benefits)

**CENTRE**

Dr. George Mukhari Academic Hospital

**REQUIREMENTS**

- Degree in Dietetics and completed Community Service year. Registration with the HPCSA as Dietitian.

**DUTIES**

- To provide nutritional care to patients. Implement quality assurance standards. Participate in a multi-disciplinary team. Do stock control and training of students.

**ENQUIRIES**

Ms. SK Robberts Tel No: (012) 529 3424

**APPLICATIONS**

- Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za

**CLOSING DATE**

11 October 2013

**POST 40/89**

**MEDICAL ORTHOTIST AND PROSTHETIST GRADE 1 2 POSTS REF NO: 02051**

Directorate: Allied Health

**SALARY**

R 211 902 per annum (plus benefits)

**CENTRE**

Dr. George Mukhari Academic Hospital

**REQUIREMENTS**

- Diploma or BTech Degree in Orthotics and prosthetic, Registration with HPCSA, Drivers License code 10 and South African ID.

**DUTIES**

- Attend to patients for the purpose of prescribing of appropriate orthotic and/ or prosthetic aids in consultation with the medical practitioners, physiotherapist or occupational therapist. Manufacture all types of orthotic aid. Take relevant measurements, plaster casts, profiles, etc. for the purpose of manufacturer the prescribed orthotic and prosthetic aid. Assist in the maintenance of machinery and equipment used in the centre / section.

**ENQUIRIES**

Ms SK Robberts, Tel No: (012) 529 3424

**APPLICATIONS**

- Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za

**CLOSING DATE**

11 October 2013

**POST 40/90**

**CLINICAL TECHNOLOGIST REF NO: 02045**

Directorate: Allied Health

**SALARY**

R 211 902 per annum (plus benefits)

**CENTRE**

Dr. George Mukhari Academic Hospital

**REQUIREMENTS**

- National Diploma in Clinical Technology with specialist in Cardiology Cardiovascular Perfusion Nephrology Pulmonology Registration with HPCSA. Prepared to be on call.

**DUTIES**

- Identifying, classifying, treating, and monitoring patients for ailments, conditions, and diseases. Collecting and labeling samples and specimens, sterilizing, and preparing instruments and staining slides and running tests. Maintenance of medical equipment.

**ENQUIRIES**

Ms. SK Robberts, Tel No: (012) 529 3424

**APPLICATIONS**

- Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za
POST 40/91: RADIOGRAPHER GRADE 1-3  
Directorate: Diagnostic Radiography  
SALARY: R 211 902 –R 294 036 per annum (plus other benefits)  
CENTRE: Steve Biko Academic Hospital  
REQUIREMENTS: Diploma/B-Rad/B-Tech in diagnostic Radiography. Registration with the HPCSA is compulsory. Computerized literacy essential-all the x-ray units are digital.  
DUTIES: Diagnostic Radiography in 24 hour department. To participate in a 24 hour rooster. To produce x-ray images according to prescribed protocols, radiation control measures and medico-legal requirements. Assist in the training of Community Service Radiographers and students. Assist in the quality assurance of images. Supervise and participate in departmental quality assurance tests. Assist in managing of the department.  
ENQUIRIES: Mrs. S van Niekerk, Tel No: (012) 354 1379  
APPLICATIONS: The applications can be hand delivered to Cnr Malherbe & Steve Biko Road or Posted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001  
CLOSING DATE: 18 October 2013  
POST 40/92: MEDICAL TECHNOLOGIST GRADE 1: PHARMACOLOGY REF NO: 02070  
Directorate: Allied Health  
SALARY: R 211,902 per annum (plus benefits)  
CENTRE: Dr. George Mukhari Academic Hospital  
REQUIREMENTS: Diploma as Medical Technologist from the recognized training institution or persons with a BSc with Biochemistry or Pharmacology as one of the major subjects may also apply. Registration with the HPCSA as Medical Technologist/MedicalScientist. Any additional qualification like certificate or Diploma for specific equipment or good laboratory practice training will be an advantage.  
DUTIES: Analysis of blood specimens for drugs and of drug abuse Ordering of reagents and consumables for analyzers, Record keeping of results and reports, Distribution of results to wards, clinics and clinicians and assist in departmental research projects.  
ENQUIRIES: Ms.SK Robberts Tel No: (012) 529 3424  
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za  
CLOSING DATE: 11 October 2013  
POST 40/93: PHYSIOTHERAPIST GRADE 1, 2 POSTS REF NO: 02071  
Directorate: Allied Health  
SALARY: R 211,902 per annum (plus benefits)  
CENTRE: Dr. George Mukhari Academic Hospital  
REQUIREMENTS: Degree in Physiotherapy or BSc Physiotherapy/ B.Physiotheraphy, Must have completed Community Service, Registration with HPCSA, Must be South African Citizen and willing to supervise students  
DUTIES: Clinical work (asses patients, plan interventions and implement). Supervision (Students, Community Service Therapist and Support staff). Administration (Statistics, Record Keeping, Quality Assurance) Management (Compliance with policies, Guidelines and Protocols) Research (Initiate and participate in formal / informal research).  
ENQUIRIES: Ms SK.Robbets, Tel No: (012) 529 3424  
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za  
CLOSING DATE: 11 October 2013  
POST 40/94: SPEECH THERAPIST AND AUDIOLOGIST GRADE 1, 2 POSTS REF NO: 02072  
Directorate: Allied Health  
SALARY: R211 902 per annum (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS: Tertiary qualification in Speech Therapist and Audiology or Audiology from a recognized university, One year Clinical Experience, Registration with the HPCSA as Speech Therapist and Audiologist or Audiologist.
DUTIES: To provide Speech Therapy and Audiology services to paediatric and adult patients. Speech Therapy: language delay, neurological and neurosurgical patients, dysphagia management, early intervention and screening. Ability to work in a multidisciplinary team. Audiology: Newborn hearing screening, early intervention, basic audiometric testing and follow ups, including hearing aid evaluations, fitting and verification, electrophysiology and paediatric and adult aural rehabilitation and ototoxic monitoring. Willing to be part of Provincial workgroups and contribute to the enhancement of the profession in the Public service. To adhere to departmental rules and be involved in programs in the hospital and Province such as Quality assurance audits.
ENQUIRIES: Ms. SK Robberts, Tel. 012 529 3424
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013
POST 40/95: RADIOGRAPHER GRADE 1 9 POSTS REF NO: 02084
Directorate: Allied Health
SALARY: R211 902 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: B-Rad Degree or B.Tech or equivalent Diploma in Radiography. Registration with Health Professions Council of South Africa and a valid annual payment.
DUTIES: Provide 24 Hour radiographic service. Supervise and assist student radiographers to develop radiographic skills. Ensure optimal patient care according to Batho Pele Principles, Be able to implement QA in Radiography. To participate in continuous professional development, be able to work under pressure.
ENQUIRIES: Mr. MP Thole, Tel No: (012) 529 3677/3364
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013
POST 40/96: HANDYMAN 3 POSTS REF NO: 02243
Directorate: Logistics (FMU)
SALARY: R 170 799 Per Annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Grade 12 with at least seven (7) years experience in the following disciplines: electrical, mechanical, building, plumbing and carpentry. Must have completed N3 and in possession of a Trade Test Certificate. SKILLS: Problem solving, verbal and written communication skills, report writing, strong leadership skills and computer literacy skills.
DUTIES: Attend and repair all building defaults. Attend to all minor repairs and blockages in the institution, do walkabouts repair and report to the authorities for further attention. Building audits and record keeping pertaining to all minor and major repairs.
ENQUIRIES: Mr EHL Mothabela: Tel No (012) 529 3363
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013
POST 40/97: SOCIAL WORKER GRADE 1, 2 POSTS REF NO: 02066
Directorate: Allied Health
SALARY: R170 853 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Degree in Social Work, Registration with SACSSP. Code 8 drivers licence.
DUTIES: To provide social work service with regard to care, support, protection and development of vulnerable individuals, groups’ families and communities. Attend to multidisciplinary team ward rounds / meeting and to take part in the patient’s treatment plan. To do home visits, to assess home circumstances. Trace patient’s relatives and prepare for re-integration. Provide placement in hospice, rehabilitation centre and halfway house. Record keeping of social work interventions, processes and outcomes are produced and maintained. Engage in continuous professional development activities as prescribed. Study and apply legislation and policies in the identified social work field.

ENQUIRIES: Ms. SK Robberts, Tel No: (012) 5293424
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag X442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013

POST 40/98: PROFESSIONAL NURSE GENERAL PNA2-4, 106 POSTS REF NO: 02061

SALARY: R170 400 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Diploma / Degree in Nursing that allows registration with SANC as a Professional Nurse

DUTIES: Demonstrate and understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and required Nursing Standards. Promote quality of nursing care as directed by the scope of practice. Able to plan and organize own work and ensure proper nursing care. Demonstrate effective communication with patients, supervisors and other stakeholders including report writing when required.

ENQUIRIES: Mrs GT Moumakwe, Tel No: 012 3873 / 3426
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag X442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013

POST 40/99: HELP DESK OFFICER REF NO: 02257

SALARY: R170 799 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Grade 12 with a 3 year Diploma and 2 years experience in ICT or Grade 12 with A+ / N+ / Compia Certification and 5 years experience in ICT environment. Certified MCSE will be an added advantage. Extensive knowledge of Microsoft Operating platform. Basic understanding of Network topologies and Server Administration. Strong team member and team player. Trouble shooting and Technical usage of remote connectivity devices. Excellent communication skills.

DUTIES: Provide first desktop and network support to users. Configure and install all applications. Provide client advice on the usage of compute equipment. Organise and arrange repairs of computer and printers. Make follow ups on the calls logged and closed. Provide support on LAN and WAN functionality. Distribute calls to Technicians and ensure their. Order and replenish toners and cartridge stock. Answering of Helpdesk calls and logging into helpdesk system.

ENQUIRIES: Mr. M. Ledwaba, Tel No: (012) 529 3910
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag X442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013

POST 40/100: SPEECH THERAPIST AND AUDIOLOGIST ASSISTANT REF NO: 02073

SALARY: R139 662 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital

Directorate: Allied Health
REQUIREMENTS: Matric or equivalent Certificate. Minimum of 1 year working experience with children, Language proficiency (speaking, reading and writing) in English, Tswana and Northern Sotho. Proficiency in Shona and Shangaan will be advantageous. Willingness to learn on the job and apply for Speech Therapy Assistant programme once it is finalized by the HPCSA.

DUTIES: Interpretation for the therapist and translation of therapy material into indigenous languages. Hearing and speech/language screening, Do basic therapy programmes under guidance of the Speech Therapist and Audiologist, General duties required by the Speech Therapist and Audiologist. Adhere to departmental rules and be involved in the hospital and Province such as Quality Assurance Audits.

ENQUIRIES: Ms. SK Robberts, Tel No: (012) 529 3424
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013

POST 40/101: PHARMACIST ASSISTANT (POST BASIC) GRADE 1, 4 POSTS REF NO: 02069
Directorate: Allied Health

SALARY: R138 213 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Applicants must be in possession of a Post Basic Pharmacist Assistant Certificate, Registration with SACP and Drivers License.
ENQUIRIES: Ms SK Robberts, Tel No: (012) 529 3424
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013

POST 40/102: SECURITY OFFICER CCTV CONTROLLER 6 POSTS REF NO: 02239
Directorate: Logistics

SALARY: R115 212 per annum (plus benefits)
CENTRE: Dr George Mukhari Academic Hospital
DUTIES: Monitoring of CCTV and capturing of data record and purposes Capturing of photos, processing and issuing of access cards. Weekly report writing. Any other duties assigned to and not limited to guarding, patrolling and searching for missing patients etc. Manage Health and Safety issues relating to Security Maintenance equipment. Order and control stock.
ENQUIRIES: Mrs. CW Pieterse, Tel No: (012) 529 3164
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013
POST 40/103: ADMINISTRATIVE CLERK: SECRETARIAT 3 POSTS REF NO: 02247

Directorate: Office of the CEO

SALARY: R115 212 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Grade 12 or equivalent qualification. Excellent typing and secretarial skills. Ability to work under pressure, computer literacy. Good Interpersonal and communication skills. Good office administration skills.
DUTIES: Provide administrative and office support to the secretariat office. Typing of agendas, minutes and memos for the unit. Assisting in the Coordination of submission of reports for inclusion in the agenda. Copying of documentation for meetings. Updating and safekeeping of all Records and documents to the members, internally. Facilitate the Process of claims (Procurement) for the office and update general office database. Filing of attendance registers and any other duties assigned by the branch. Provide financial administrative support namely, the Processing of invoices and payments. Provide logistical assistance. Perform any other duties assigned by the Assistant Director, Board Secretariat.
ENQUIRIES: Ms M Nzolo Tel No; 012 529 3201
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Garerankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013

POST 40/104: LAUNDRY SUPERVISOR REF NO: 02240

Directorate: Logistics

SALARY: R115 212 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Grade 12 plus 5 years laundry experience. Problem solving skills. Good interpersonal and communication skills. Ability to work under pressure. Supervisory and planning skills. Knowledge of Batho Pele Principles. Reporting skills. Prepared to work shifts.
ENQUIRIES: Mr S Ndlovu, Tel No: (012) 529 3406
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013

POST 40/105: HANDYMAN ASSISTANT 3 POSTS REF NO: 02244

Directorate: Logistics (FMU)

SALARY: R 115 212 Per Annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Grade 12 with at least 4 yrs experience in the following disciplines: electrical, mechanical, building, plumbing and carpentry. Must have relevant certification. SKILLS: Problem solving, verbal and written communication skills, report writing.
DUTIES: Assist and repair all building defaults, attend to all minor repairs and blockages in the institution, do walkabouts repair and report to the authorities for further attention. Building audits and record keeping pertaining to all minor and major repairs.
ENQUIRIES: Mr EL Mothabela: Tel No: 012 529 3363
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001. OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013
<table>
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<tr>
<th>POST 40/106</th>
<th>ADMINISTRATION CLERK REF NO: 02255</th>
</tr>
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<tbody>
<tr>
<td>Directorate: Information Technology</td>
<td></td>
</tr>
<tr>
<td>SALARY : R 115 212 per annum (plus benefits)</td>
<td></td>
</tr>
<tr>
<td>CENTRE : Dr. George Mukhari Academic Hospital</td>
<td></td>
</tr>
<tr>
<td>REQUIREMENTS : Diploma in IT / Office Administration or Grade 12 with IT Certificate or Grade 12 with 1 – 2 years experience in ICT environment.</td>
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<td>DUTIES : Coordinate Information Technology daily activities: Calls and correspondence. Assist the Unit in drafting and compiling strategic documents. Record and follow up on all documentation to other business units. Ensure that filing and document Management is optimally performed. Assist the IT Helpdesk officer need arises. Be an Information Technology procurement person in liaison with Supply Chain Management.</td>
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<tr>
<td>ENQUIRIES : Mr. M. Ledwaba, Tel No: 012 529 3910</td>
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<tr>
<td>APPLICATIONS : Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a></td>
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<td>CLOSING DATE : 11 October 2013</td>
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<tr>
<th>POST 40/106</th>
<th>ORTHOPAEDIC AND PROSTHETIC ASSISTANT GRADE 1, 2 POSTS REF NO: 02065</th>
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</thead>
<tbody>
<tr>
<td>Directorate: Allied Health</td>
<td></td>
</tr>
<tr>
<td>SALARY : R 111 714 per annum (plus benefits)</td>
<td></td>
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<tr>
<td>CENTRE : Dr. George Mukhari Academic Hospital</td>
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<tr>
<td>REQUIREMENTS : Grade 12 with five (5) years experience or more in the field of orthotics and prostheses. Registration with HPCSA. Must be a South African citizen with a South African ID.</td>
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<tr>
<td>DUTIES : Manufacturing of all shoes raises and laminates all types of casts. Design patterns of all purposes, Assist in manufacturing of all prescribed orthoses and prostheses. Good communication with co-workers.</td>
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<tr>
<td>ENQUIRIES : Ms SK.Robbets, Tel No: (012) 529 3424</td>
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<tr>
<td>APPLICATIONS : Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a></td>
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<tr>
<th>POST 40/107</th>
<th>ADMINISTRATION CLERK: MEDICAL RECORDS REF NO: 02266</th>
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<tbody>
<tr>
<td>Directorate: Patient Administration</td>
<td></td>
</tr>
<tr>
<td>SALARY : R 96 363 per annum (plus benefits)</td>
<td></td>
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<tr>
<td>CENTRE : Charlotte Maxeke Johannesburg Academic Hospital</td>
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<tr>
<td>REQUIREMENTS : Grade 10, 12 or equivalent qualification with relevant experience. Good communication Skills. Computer literacy. Must be prepared to rotate as a reliever in all section in Medical Records.</td>
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<tr>
<td>ENQUIRIES : Ms. M. Pretorius / Mr J. Waters, Tel No: (011) 488 – 3129/4182</td>
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<tr>
<td>APPLICATIONS : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Applications should be submitted at the Helpdesk in Administration Building at Charlotte Maxeke Johannesburg Academic Hospital. No 17 Jubilee Road, Parktown.</td>
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<td>CLOSING DATE : 18 October 2013</td>
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<tr>
<th>POST 40/108</th>
<th>ADMINISTRATION CLERK REF NO: 02267</th>
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<tbody>
<tr>
<td>Directorate: Patient Administration</td>
<td></td>
</tr>
<tr>
<td>SALARY : R 96 363 per annum (plus benefits)</td>
<td></td>
</tr>
<tr>
<td>CENTRE : Charlotte Maxeke Johannesburg Academic Hospital</td>
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</tbody>
</table>
**REQUIREMENTS**: Grade 10, 12 with equivalent with relevant experience. Good communication Skills. Must be able to work shift and on Public Holiday if required. Must be computer literacy is required. Rotate in different areas of responsibility. Knowledge of Acts that is governing patient administration – PFMA, Patient Right Charter, Batho Pele Principles, Procedures Manuals and UPFS. Tertiary qualification in Public Administration will be an advantage. Knowledge of Hospital Information System will be an advantage.

**DUTIES**: General administrative duties as instructed by Head of Department. Filing of patient files and other document related to the file in all areas. Classification of Patient and updating of information and classification. Work as part of the team to ensure the accurate capturing of accurate data and procedures for billing purposes and capturing of downtime when system has been off line. Updating of patient on every visits and reviewing of classification. Adhere strictly to procedures maintaining to downtime and on line procedures. Provide effective and efficient services to patient by practising Batho Pele principle. Compilation of departmental stats if required. Attend workshops, meetings and training as required. Perform duties in accordance with job description. I.T.C tracing and entering I.C.D. 10 codes on the system. Work strictly in line with auditor’s requirements.

**ENQUIRIES**: Ms M. Pretorius / Ms .P. Shezi /Mrs P. Twala, Tel No: (011) 488 – 3183/4182

**APPLICATIONS**: Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Applications should be submitted at the Helpdesk in Administration Building at Charlotte Maxeke Johannesburg Academic Hospital. No 17 Jubilee Road, Parktown.

**CLOSING DATE**: 18 October 2013

**POST 40/109**: DATA CAPTURER: PHARMACY 2 POSTS REF NO: 02252

**SALARY**: R 96 363 per annum (plus benefits)

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

**REQUIREMENTS**: Grade 12 and the following computer packages (MS Word Power Point Outlook and Medicom and SAP).

**DUTIES**: Capturing of received and issued stock in the manual and computer system (Medicom), updating of stock control cards (VA10,VA11,VA4 &VA6) and compiling of VA1 &VA7 for stock replenishing. Perform monthly stock reconciliation, Assist in stock taking processes, and filling and archiving of documents.

**ENQUIRIES**: Ms SK Robberts, Tel No: (012) 529 3424

**APPLICATIONS**: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za

**CLOSING DATE**: 11 October 2013

**POST 40/110**: CLIENT INFORMATION CLERK (RECEPTIONIST) REF NO: 02249

**SALARY**: R 96 363 per annum (plus benefits)

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

**REQUIREMENTS**: Grade 12 and basic computer literacy. Knowledge of Medicom Systems, MS, Word, Excel, Power point and Outlook. Good written and verbal skills and good interpersonal and communication skills. Language proficiency: English, Setswana, Northern Sotho and IsiZulu.

**DUTIES**: Generate patient files on Medicom system. Handle patient enquiries and administrative functions of the department. Answer departmental phone calls, queries, coordinate and manage appointments schedules. Manage all filling activities, provide internal and external costumer service, manage office inventories and supplies and initiate orders as requested. Perform data entries for patients and manage departmental patient statistics and perform receptionist duties.

**ENQUIRIES**: Ms SK Robberts, Tel No: (012) 529 3424

**APPLICATIONS**: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013

POST 40/111: NURSING AUXILLARY 80 POSTS REF NO: 02062
Directorate: Nursing

SALARY: R87 900 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: A qualification that allows for registration with the South African Nursing Council as a Nursing Assistant.
DUTIES: Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth / ethical standards and self developments. Elementary communication and writing skills. Ability to function as part of a team. Good interpersonal skills.
ENQUIRIES: Mrs GT Moumakwe, Tel No: (012) 529 3873 / 3426
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013

POST 40/112: AUXILLARY WORKER REF NO: 02251
Directorate: Allied Health

SALARY: R 81 312 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Grade 10 or Abet Level 4. Forklift Certificate and ware house assistant experience.
DUTIES: Distribution of pharmaceuticals to end users,(wards &clinics). Packing of bulk stock in warehouse according to procedure. Issuing of stock to end users according to SO. Maintain cleanliness of the warehouse and assist in stock taking.
ENQUIRIES: Ms.SK Robberts, Tel No: (012) 529 3424
APPLICATIONS: Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za
CLOSING DATE: 11 October 2013

POST 40/113: LAUNDRY WORKER REF NO: 02268
Directorate: Gardening Services

SALARY: R 68 010 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Grade 8/ Abet .Able to work shift or overtime .Valid Code 8 drivers license will be an added advantage.
DUTIES: Assist linen supervisor in controlling ward linen. Assist in on an off loading of laundry trucks, Push and pull linen trolleys. Count and sort clean or soiled linen. Deliver linen towards and collect soiled linen from collection points.
ENQUIRIES: Ms J. Schlebusch, Tel No :(011) 488 – 4022
APPLICATIONS: Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Applications should be submitted at the Helpdesk in Administration Building at Charlotte Maxeke Johannesburg Academic Hospital. No 17 Jubilee Road, Parktown.
CLOSING DATE: 18 October 2013

POST 40/114: CLEANERS REF NO: 02269
Directorate: Cleaning Department

SALARY: R 68 010 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: ABET level 4 / Grade 9. 1-2 years experience. Good communication skills. Be able to work in team and have good interpersonal relations. Must be able to work shifts and on holidays.
DUTIES: Cleaning of floors, windows and walls dust and polish furniture. Cleaning of carpets Cleaning and dusting of window seals curtain (blinds) cleaning of toilets daily, clean lifts, corridors, and empty toilets bins. Operate and use cleaning equipment and chemicals. Perform any other duty requested by supervisor.
ENQUIRIES : Ms J. Schlebusch, Tel No: (011) 488 – 4022
APPLICATIONS : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Applications should be submitted at the Helpdesk in Administration Building at Charlotte Maxeke Johannesburg Academic Hospital. No 17 Jubilee Road, Parktown.
CLOSING DATE : 18 October 2013
POST 40/115 : CLEANERS 52 POSTS REF NO: 02241
Directorate: Logistics
SALARY : R 68 010 per annum (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : ABET level 4 / Grade 10. Must be able to read and write. Must be prepared to work shifts. Must have good interpersonal relation. Be able to follow instructions. Approved cleaning experience documents or cleaning courses will be an added advantage.
DUTIES : All Cleaning duties e.g. cleaning of floors / scrubbing / mopping and dusting. Cleaning of lockers / patients beds / equipments and counting of soiled and clean linen. Cleaning bathrooms and toilets, filling soap dispenser with soap, replacing toilet papers and paper towels. Making of beds. Serve tea and food. Collecting of Medical and General waste. High dusting.
ENQUIRIES : Mr. A Molopyane, Tel No: (012) 529 3450
APPLICATIONS : Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za
CLOSING DATE : 11 October 2013
POST 40/116 : PROPERTY CARETAKER 12 POSTS REF NO: 02242
Directorate: Logistics
SALARY : R 68 010 per annum (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : ABET level 4 / Grade 10. Ability to read and write. Problem solving skills. Good Communication and Interpersonal relation skills
DUTIES : Prepare and maintain gardens e.g, pruning of trees, put fertilizes on lawn trimming and removing of weeds in beddings. Mowing of lawns, planting trees and plants. Watering of gardens, maintain/ clean parking area and pathways. Moving of furniture as and when necessary. Take care of machinery and equipment. Help with storage and distribution of equipment and material. Remove refuse and load on tractor, assist with off loading. Cleaning of gutters.
ENQUIRIES : Mr. EHL Mothabela, Tel No: (012) 529 3363
APPLICATIONS : Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za
CLOSING DATE : 11 October 2013
POST 40/117 : FOOD SERVICE ASSISTANT 10 POSTS REF NO: 02248
Directorate: Allied Health
SALARY : R 68 010 per annum (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Abet level 4 / Grade 10. Experience certificate will be an added advantage.
DUTIES : Prepare food and snacks, Pre-plate food for patients and pack serving trolleys. Cleaning of area. Perform routine tasks for food service equipment and apply hygiene and safety measures.
ENQUIRIES : Ms SK Robberts, Tel No: (012) 529 3424
APPLICATIONS : Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za
CLOSING DATE : 11 October 2013
POST 40/118  :  STORES ASSISTANT 8 POSTS REF NO: 02254
Directorate: Supply Chain Management

SALARY  :  R 68 010 per annum (plus benefits)
CENTRE  :  Dr. George Mukhari Academic Hospital
REQUIREMENTS  :  ABET level 4 or Grade 10 and must be able to read and write.
DUTIES  :  Distribution of consumables to end users. Pack shelves in relevant warehouses. Ensure that received stock is packed appropriately and rotated. Assist with inventory stocktaking. Ensure that the warehouse is tidy and clean. Effective communication with fellow team members and relevant stakeholders within the institution. Render assets management, general services such as collection of redundant and obsolete assets from end-users. Deliver newly acquired assets to various wards and sections, bar-coding of assets, collection of assets for repair and maintenance purposes and assist in assets verification process.

ENQUIRIES  :  Mr. D Mokoena, Tel No: (012) 529 3770
APPLICATIONS  :  Applications must be submitted to Dr. George Mukhari Academic Hospital 3111 Setlogelo Drive Ga-rankuwa or posted to Dr George Mukhari Academic Hospital, Private Bag x442 Pretoria 0001.OR Apply online at www.gautengonline.gov.za
CLOSING DATE  :  11 October 2013

PROVINCIAL TREASURY

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

APPLICATIONS  :  Applications must be submitted on a Z83 form, Certified copies of CV,ID and Qualifications to be attached. Application should be submitted at Gauteng Department of Finance: Ground Floor, 75 Fox Street Johannesburg or posted to: Private Bag X12, Marshalltown, 2107.
CLOSING DATE  :  18 October 2013
NOTE  :  Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 40/119  :  DIRECTOR: BUDGET MANAGEMENT (MONITORING AND EVALUATION)
Directorate: Budget Management

SALARY  :  R 771 306 – R 908 571 per annum (all inclusive)
CENTRE  :  Johannesburg
REQUIREMENTS  :  Relevant tertiary qualification in Finance/Economics. Post graduate will be an added advantage. 4 - 6 years’ experience in monitoring and evaluation. Competencies: Sound and in-depth knowledge of relevant prescripts, application and understanding of legislative frameworks governing the public service. Knowledge and relevant experience in monitoring and evaluation. Policy formulation. Ability to interpret and apply policies. Innovative thinking. Excellent communication (verbal and written). Facilitation, stakeholder management and presentation. Analytical and research skills. Project management skills. People management skills. Strategic planning. Proven ability to work and deliver in a highly pressured environment.
DUTIES  :  Drive the process of analysing the provincial Strategic Plans and Annual Performance Plans linked to budget allocations and the priorities of the provincial and national government. Facilitate the development and implementation of monitoring and Evaluation system. Manage the compilation of the provincial performance reports. Develop and implement initiatives to build capacity building programmes in line with planning and performance frameworks. Manage the
Annual Reports analysis process. Oversee and manage the unit in an efficient and efficient manner

**ENQUIRIES**
Ms Linda Ninzi: (011) 241 0878

**OTHER POSTS**

**POST 40/120**
**DEPUTY DIRECTOR: BUDGET MANAGEMENT-MONITORING AND EVALUATION & POSTS**
Directorate: Budget Management

**SALARY**
R 495 603 – R 583 800 per annum (all inclusive)

**CENTRE**
Johannesburg

**REQUIREMENTS**
Relevant tertiary qualification in Finance or Economics or equivalent qualification. A post graduate qualification will be an added advantage. 3 years’ experience in monitoring and evaluation. Sound and in-depth knowledge of relevant prescripts, application and understanding of legislative framework governing the public service. Ability to interpret and apply policies. Analytical and research skills. Excellent communication. Project management skills. Problem solving skills. People management skills. Presentation and facilitation skills. Proficient in Microsoft office e.g. Excel, Word, PowerPoint. Attention to detail. Ability to work under pressure.

**DUTIES**
The incumbent will be responsible for monitoring the implementation of departments’ strategic and performance plans linked to provincial and national priorities. Develop, maintain and implement Monitoring and Evaluation system. Develop and implement capacity building programmes in line with planning and performance frameworks. Implement policies and procedures for the management of performance information. Support implementation of budget reforms during the budget process; provide guidance and assistance during the preparation of plans and reports. Compile performance reports for dissemination to management and all relevant stakeholders.

**ENQUIRIES**
Ms Linda Ninzi, Tel, No: 011 241 0878

**POST 40/121**
**DEPUTY DIRECTOR: FINANCIAL BUSINESS SYSTEM**
Directorate: Financial Governance

**SALARY**
R 495 603 – R 583 800 per annum (all inclusive)

**CENTRE**
Johannesburg

**REQUIREMENTS**
Relevant 3-years tertiary qualification, eg. National Diploma or Degree in Financial Information Systems/Finance or equivalent. A minimum of 3-5 years’ experience in middle management in managing a financial systems division. Understanding of the PFMA and relevant legislations. People management, strategic thinking and analytical skills, timely decision making and problem solving skills. Extensive knowledge in the implementation of transversal systems (BAS, PERSAL, SAP Fi), Desire to learn new modules and work on the leading edge of technology. Advance knowledge in Excel, Experience in SQL programming and Microsoft access database. Proven experience relating to main objectives/outputs as set out. Competencies: Foster interpersonal relationship and demonstrate leadership across teams. Effectively communicate business strategy and direction to team. Problems analyses and self-management.

**DUTIES**
The incumbent will be responsible to provide assistance in the development, implementation and maintenance of Financial System in Gauteng Provincial Government. Support identification of opportunities to standardize processes and system implementation. Develop and manage project plans, lead projects as required, as well as contribute as a team member to project teams. Understand key business controls and impacts of changes caused by functionality, and technology changes. Follow governance processes that facilitate business prioritization and align with business strategy. Train and transfer knowledge to other team members, financial system users and stakeholders. Monitor and report on the non-adherence to the standard chart of Accounts. Manage and provide technical and business application advice in the provision of financial systems to all GPG Provincial Departments. System Administration Management of the transversal system, i.e. Persal, BAS, SAP and FNB Online System. Monitor process compliance and performance metrics. Ensure customer expectations have been met through delivery and on-going execution of services.
Another component of this job will be to enhance the current implemented financial system user experience by revising the user roles, profiles and knowledge base, by re-skilling and providing training programs. Manage and control financial system notices and messages and bring important messages to the attention of management. Evaluate and recommend changes requested by provincial departments to the BAS system.

ENQUIRIES
Ms Linda Ninzi, Tel, No: 011 241 0878

POST 40/122
DEPUTY DIRECTOR: PUBLIC FINANCE 2 POSTS
Directorate: Public Finance

SALARY
R 495 603 – R 583 800 per annum (all inclusive)

CENTRE
Johannesburg

REQUIREMENTS
A three year relevant tertiary qualification plus 2-3 years public sector financial and economic performance management or private sector plus extensive experience in budgetary planning and evaluation of financial and economic performance. Competencies: Planning and organizing, change management, problem solving, negotiation skills, decision making, analytical skills, strategic thinking, project management skills, verbal and written communication skills, interpersonal relations and computer literacy. Excellent computer skills, especially Microsoft spreadsheet and database skills.

DUTIES
The incumbent will be responsible for; monitoring and evaluating the utilization of provincial resources and to ensure credible expenditure reporting and budget implementation for GPG; analyze sector budgets to ensure alignment to prevailing government priorities and to unlock maximum value for money for the GPG; to provide economic and other research to senior sector management team on strategic research areas as may be identified from time to time. Review expenditure reports for GPG departments and key spending agencies; develop and make presentations to senior management to improve transparency and awareness of expenditure policy performance.

ENQUIRIES
Ms Linda Ninzi, Tel, No: 011 241 0878

POST 40/123
ASSISTANT DIRECTOR: PUBLIC FINANCE (ECONOMIST) 3 POSTS
Directorate: Public Finance

SALARY
R 252 144.00 – R 304 587 per annum, (plus benefits)

CENTRE
Johannesburg

REQUIREMENTS
A three year tertiary qualification in Economics plus 1-2 years budget management/economics experience. Experience/knowledge of Public/Private sector economic research and financial performance monitoring and economic report writing. Competencies: A good understanding of the relevant legislation and policy monitoring methodology, project management, interpersonal relation; facilitation presentation; stakeholder management; research skills; financial management; problem solving; analytical, negotiation skills. Excellent computer skills, especially Microsoft spreadsheet and database skills.

DUTIES
The incumbent will be responsible for: monitoring and evaluating the utilization of provincial resources and ensuring credible expenditure reporting and budget implementation for GPG; analyse sector budgets to ensure alignment to prevailing government priorities and to unlock maximum value for money for GPG; provide economic and other research support to senior sector management team on strategic research areas as may be identified from time to time; review expenditure reports for GPG departments and key spending agencies; analyze data and compile reports to senior management.

ENQUIRIES
Ms Linda Ninzi, Tel, No: 011 241 0878

POST 40/124
HELP DESK TECHNICIAN
Directorate: Information Technology

SALARY
R 170 799 – R 201 195 per annum (plus benefits)

CENTRE
Johannesburg

REQUIREMENTS
The successful candidate should be in possession of a three year tertiary qualification in Information Technology plus 1-2 years in IT Service desk years or call centre training.
DUTIES: The incumbent will be responsible to ensure availability on the telephone and email systems to receive and log incoming calls from users on CA Unicenter. Prioritize and assign calls to IT Technicians for resolution. Follow up on enquiries to ensure that appropriate action is taken. Track and manage calls to ensure that calls are responded to, resolved and closed with agreed SLA. Ensure customer service quality is upheld at all times. Provide first line support where calls are easy and quick to resolve. Provide weekly reports on a number of calls logged, calls outstanding and calls not resolved.

ENQUIRIES: Linda Ninzi, Tel: No: (011) 241 0878

POST 40/125: MESSENGER/DRIVER
Directorate: Auxiliary Services

SALARY: R 96 363 – R 113 511 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Grade 12 plus 1 year experience as a messenger and/or driver. Valid driver’s licence (not endorsed) and a valid PDP is required.

DUTIES: Ensure proper running of postal service. Ensure efficient circulation of documents. Ensure proper recording of correspondences. Ensure the flow of information to and from the department and other entities. Assist managers when requested. Relieve the switchboard operator as and when required. Delivering of documents by car. Transporting of employees to training and meetings. Can be expected to work after hours and/or weekends if the need arise.

ENQUIRIES: Ms Linda Ninzi - (011) 241 0878

DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS: Applications can be delivered to: Department of Social Development, 69 Commissioner Street, Thusanong Building, Jhb. For Attention: Mr H. Pillay, Tel: (011) 227 0067 or posted to: Private Bag X 35 Johannesburg, 2000.

CLOSING DATE: 18 October 2013

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

OTHER POSTS

POST 40/126: SOCIAL WORK SUPERVISOR GRADE I–STATUTORY SOCIAL WORK REF NO: 01906
Directorate: Regions

SALARY: R257 256 per annum (plus benefits)
CENTRE: Sedibeng Region
REQUIREMENTS: Bachelor’s Degree in Social Work with a minimum of 7 years appropriate experience in social work after registration as Social Worker with the South African Council for Social Services Professions. Conversant with Acts, Policies and Legislation pertaining to Statutory Social Welfare Services. Hardworking, self- driven and motivated individual. Ability to interpret policy and legislation and implement on operational level. Sound communication, listening, problem solving, networking, negotiation, conflict management and strategic management, initiative, creative and innovative and interpersonal skills. Leadership qualities and an understanding of the development Social Welfare paradigm. Project management, Research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Possess competencies to work in multi-disciplinary teams in service delivery improvement programmes in the
region, planning and organising skills. Ability to work under pressure and display initiative. An understanding of Public Sector transformation and equity issues. Computer literacy, presentation and facilitation skills, including sound report writing abilities.

**DUTIES**
Manage and supervise Social Workers, Social Auxiliary Workers and monitor output. Compile reports and respond on Ministerial Enquiries and ISS, network with other service providers. Develop and manage training programmes for Social Workers. Evaluate Social workers report. Assessment of current circumstances and decision as to future placement. Compilation of monthly statistics. Establishment and maintenance of registers. Develop sections operation plans, job descriptions and monitor work plans of staff. Compilation of monthly statistics, quarterly reports and annual reports. Attendance of management meetings and arrangement of sectional meetings. Plan and coordinate the rendering of developmental social work services through case work, group work with emphasis on prevention, early intervention and statutory services delivery programmes. Training, skills development and performance assessment of human resources in the unit.

**ENQUIRIES**
Ms. H. Huyssteen (016) 930 - 2145

**NOTE**
Applicants registered with Professional Bodies are kindly requested to attach the necessary certification with the applicable council. (First and current registration only). The Department reserves the right to fill this position(s).

**POST 40/127**
ASSISTANT DIRECTOR (MONITORING & EVALUATION) REF NO: 02276
Directorate: Regions

**SALARY**
R 252 144 per annum (plus benefits)

**CENTRE**
West Rand Region

**REQUIREMENTS**
An appropriate under graduate of Monitoring & Evaluation with 3-4 years’ experience in the NPO environment. Knowledge and understanding of legislative / policy framework, processes and procedures of NPO’s in the Public Sector. Mandate and policies. The incumbent must have report writing, computer literacy, analytical and team working skills. The incumbent must be able to coordinate onsite Monitoring and Evaluation, coordinate capacity building to funded NPO’s, coordinate reports and assessments of NPO’s and supervise staff. A valid code B driver’s license is required.

**DUTIES**

**ENQUIRIES**
Ms. T. Maluleke Tel: (011) 950 7700

**NOTE**
The Department reserves the right to fill this position(s).

**POST 40/128**
SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: 02273
Directorate: Care and Support Services to Families

**SALARY**
R243 582 per annum (plus benefits)

**CENTRE**
Head Office

**REQUIREMENTS**
Bachelor’s Degree in Social Work with a minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP. Must be in possession of a driver’s license. Must have knowledge and understanding of Legislative and Policy frameworks, procedures and systems regulating services to families in the Public Service. Knowledge and understanding of Departmental priorities, values and commitments related to care and support to families. Planning and organising work for junior staff. Ability to intervene and resolve conflict of a complex nature. The incumbent must have planning and organising, communication (verbal and written), policy design, implementation and monitoring skills.
DUTIES: Provision of Social Work Policy Development functions. Implement developed guidelines on services to families. Disseminate information on training of staff in the regions. Monitor and evaluate of services to families. Provision of programmes for families. Implement policy guidelines, norms and standards to families. Implement family preservation programmes and family re-unification programmes. Implement and provide family crisis intervention and forums. Capacity building on services to families. Provide capacity building programmes to regions. Provide capacity building services to NPO’s rendering services to families. Communicate revised policies, norms and standards. Research and development of services to families. Identify research priorities on services to families. Communicate research results to regions and NPO’s. Monitor the implementation of research results on services to families.

ENQUIRIES: Ms P Moabela, Tel No: (011) 355 7671/ 071 686 4082
NOTE: The Department reserves the right to fill this position(s).

POST 40/129: COMMUNITY DEVELOPMENT PRACTIONER GRADE 1 REF NO: 02274
Directorate: Regions

SALARY: R144 366 per annum (plus benefits)
CENTRE: Sedibeng Region


ENQUIRIES: Ms. G. Rampai (016) 930 - 2083
NOTE: Applicants registered with Professional Bodies are kindly requested to attach the necessary certification with the applicable council. (First and current registration only). The Department reserves the right to fill this position(s).
ANNEXURE N

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of this post and candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS:
Applications quoting the relevant reference, should be forwarded for Attention Ms K Modipa, Directorate: Human Resource Management, Private Bag X2039, Mmabatho, 2735

CLOSING DATE:
18 October 2013

NOTE:
Application must be submitted on form Z83, obtainable from any Public Service Department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf 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 his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by (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 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 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 competency assessment. 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).

MANAGEMENT ECHELON

POST 40/130:
HEAD OF DEPARTMENT (DEPUTY DIRECTOR-GENERAL) REF NO: NWDARD 05/09/13
5-year contract

SALARY:
All-inclusive salary package of R1 136 910 per annum (Level 15) plus a 10% HOD allowance payable in addition to the monthly salary, viz a total of R1 250 601 per annum

CENTRE:
Mafikeng (Head Office)

REQUIREMENTS:
An appropriate postgraduate degree or equivalent qualification at NQF level 7 in Public Administration and/or Agriculture. A minimum of 8 years’ Senior Management experience, preferably in the Public Service. A valid driver’s licence • In-depth knowledge of relevant acts, regulations, policies and strategies. An understanding of the operational environment of the Department and service delivery imperatives. Recommendations: Extensive working knowledge of intergovernmental and external relations Advanced knowledge of constitutional, legal and institutional arrangements governing the Public Sector in South Africa. Advanced knowledge of global, regional and local political, economic and social agricultural issues that impact the North West Province. Competencies: Dynamic and strategic leadership skills • In-depth knowledge of acts, regulations, policies and strategies related to the job profile. An understanding of the operational environment of the Department and service delivery imperatives. The ability to drive Leading Change Management initiatives and strategic organisational objectives. The ability to utilise resources effectively and economically to achieve key deliverables. Programme and project management skills. People management and empowerment skills. The ability to communicate across all sectors.

DUTIES:
Provide overall leadership and strategic direction to achieve departmental goals and vision. Provide transversal departmental services. Establish the policy environment and meet equity targets. Ensure gender mainstreaming and
empowerment. Assess and review priorities and all current policies, as well as manage the Department’s strategic planning processes. Ensure community involvement in development and management of strategic and business plans. Facilitate the financial management and budgetary control of the Department and perform the functions of a departmental Accounting Officer. Promote comprehensive integrated strategies and approaches in managing the human resource plan, service delivery improvement programmes as well as Information Technology resource plans. Continuously engage with all spheres of Government and social partners to create sustainable partnerships. Regularly liaise with all relevant role-players regarding the current state of affairs as well as progress made in agricultural and rural development objectives and programmes. Ensure that the 8 principles of promoting women’s empowerment and gender equality within the Department are effectively and efficiently implemented.

ENQUIRIES: MHJ Gen (Dr) M Radebe (Rte), tel. (018) 388-3040.

NOTE: The remuneration package consists of a basic salary (70%) and employer’s contribution to the Government Employees Pension Fund and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines. This appointment is subject to the signing of an employment contract, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations.

OTHER POSTS

POST 40/131: ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING REF NO: NWDARD 01/09/13
Chief Directorate: Corporate Services

SALARY: R252 144 per annum (Level 9)
CENTRE: Head Office, Mafikeng
REQUIREMENTS: B degree/ND qualification in Human Resource Management plus 5 years’ relevant experience or Senior Certificate with 8 years’ relevant experience as Senior Personnel Practitioner with supervisory skills. An understanding of the Public Service prescripts and PFMA as well as a working knowledge of Human Resource software packages, eg Persal. A valid driver’s licence. Good written and verbal communication and interpersonal skills. Report writing skills. Presentation and facilitation skills. Computer literacy (MS Word, Excel and PowerPoint).

DUTIES: Manage the development, implementation and monitoring of HR strategies (HR Plan and EE Plan). Manage the development of procedure guidelines and monitor policy implementation. Manage the implementation of Employment Equity Policy. Manage the compilation of statutory reports. Manage divisional staff. Manage monitoring, evaluation and reporting on Human Resource Management matters.

ENQUIRIES: Ms V Menyatswe, tel. (018) 389-5670

POST 40/132: ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: NWDARD 02/09/13

SALARY: R252 144 per annum (Level 9)
CENTRE: Mafikeng Head Office

DUTIES: Facilitate resolution of disciplinary, grievance and dispute cases. Represent the Department at conciliation and arbitration hearings. Monitor labour relations practices and related activities. Participate in collective bargaining structures and monitor compliance with collective agreements. Maintain the labour relations database.

ENQUIRIES: Mr E Moeng, tel. (018) 389–5322
ANNEXURE O

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH

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

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

MANAGEMENT ECHELON

POST 40/133: MEDICAL SPECIALIST GRADE 1 TO 3 (QUALITY ASSURANCE)
Directorate: Health Impact Assessment (University of Stellenbosch)

SALARY:
Grade 1: R 747 564 per annum, Grade 2: R 854 751 per annum, Grade 3: R 991 974 per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE:
Head Office, Cape Town

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Public Health. Registration with a professional council: Registration with the HPCSA as a Public Health Specialist. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Public Health. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Public Health. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Public Health. Inherent requirements of the job: Availability to travel within the province to visit health services on a regular basis. Competencies (knowledge/skills): Insight into public health policies and programmes. Adequate managerial skills. Good communication as well as analytical and problem-solving skills. Computer literacy. Ability to conduct independent research and report research findings to a professional and non-professional audience. Appropriate experience in public health management/health programmes development. Note: (This is a post on the joint establishment of the University of Stellenbosch and the Western Cape Department of Health).

DUTIES:
Key result areas/outputs: Develop and oversee the implementation of a quality improvement policy and framework that focuses on improved patient experience for all services in the department. Develop implementation tools for the quality improvement framework (including Occ health & IPC) in line with the National and Provincial APP and other relevant requirements. Analyse and report on the impact of quality improvement initiatives (including Occ health & IPC) in the department. Capacity development in quality improvement. Provide formal supervision to one or more Public Health registrars within the programme and informal support for registrar teaching within the programme. Plan, conduct and apply health systems and services research relevant to the improvement of quality of care as outlined in Healthcare 2020 and other national and provincial quality improvement initiatives. Academic activities consistent with the mandate of the University for research, teaching and social responsiveness.

ENQUIRIES:
Dr T Naledi, tel. no. (021) 483-9366

APPLICATIONS:
The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION:
Ms C Versfeld

CLOSING DATE:
18 October 2013
### POST 40/134: ASSISTANT MANAGER NURSING (SPECIALTY: CRITICAL CARE)

| **SALARY** | R 411 759 (PN-B4) per annum |
| **CENTRE** | Groote Schuur Hospital, Observatory |
| **REQUIREMENTS** | Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with a duration of at least one year, accredited with SANC in Medical and Surgical Nursing Science: Intensive Care Nursing: General. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the above mentioned specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/skills): Quality Assurance, Human Resource, Finance and Change Management. Decision making, negotiation, facilitation, problem solving, interpersonal and communication skills. Grievance procedures and disciplinary legislation. Computer literacy (MS Word and Excel). Infection Prevention and control policies. |
| **DUTIES** | Key result areas/outputs: Co-ordinate, supervise and control nursing services within the designated speciality department. Ensure the provision of optimal, holistic, specialised nursing care within set standards and a professional and legal framework. Ensure that prescribed policies and procedures are adhered to. Effectively manage the initiation and utilisation of human and material resources. Ensure the control and execution of quality of care and financial management. Co-ordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development. Liaise directly with the Nursing and Medical managers as well as the relevant Departmental Heads (Ancillary and Support Services). |
| **ENQUIRIES** | Ms MJ Ross, tel. no. (021) 404-2071 |
| **APPLICATIONS** | The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935. |
| **FOR ATTENTION** | Ms N Mbilini |
| **CLOSING DATE** | 18 October 2013 |

### POST 40/135: ASSISTANT MANAGER NURSING (SPECIALITY: OPERATING THEATRE)

| **SALARY** | R 411 759 (PN-B4) per annum |
| **CENTRE** | Groote Schuur Hospital, Observatory |
| **REQUIREMENTS** | Minimum educational qualification: Basic R425 qualification (degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year, accredited with SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 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. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/skills): Quality Assurance Human Resource, Finance and Change Management. Decision-making, negotiation, facilitation, problem-solving, interpersonal and communication skills. Grievance procedures and disciplinary legislation. Computer literacy (MS Word and Excel). Infection Prevention and control policies. |
| **DUTIES** | Key result areas/outputs: Co-ordinate, supervise and control nursing services within the designated speciality department. Ensure the provision of optimal,
holistic, specialised nursing care within set standards and a professional and legal framework. Ensure that prescribed policies and procedures are adhered to. Effectively manage the initiation and utilisation of human and material resources. Ensure the control and execution of quality of care and financial management. Co-ordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development. Liaise directly with the Nursing and Medical managers as well as the relevant Departmental Heads (Ancillary and Support Services).

ENQUIRIES : Ms MJ Ross, tel. no. (021) 404-2071
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 18 October 2013

POST 40/136 : OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
(Chief Directorate: Metro District Health Services)

SALARY : R 376 815 (PN-B5) per annum
CENTRE : Dr Abdurahman Community Health Centre
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with a duration of at least one year in Curative Skills in Primary Health Care accredited with the SANC (R48). Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post basic qualification in Curative skills in Primary Health Care (R48). Inherent requirement of the job: A valid driver’s licence (Code B/EB). Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel).

DUTIES : Key result areas/outputs: Manage, control and act in facet of health, support, security, cleaning, infection control and ground services. Personnel matters including supervision and Performance Management, Finances and Procurement, as well as implementing policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic Health Service on a short-/medium-/long-term basis. Render Clinical services and organise a cost-effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement. Collect and verify submission of accurate statistics timeously and give continuous positive support to the Assistant Manager: Nursing (Primary Health Care).

ENQUIRIES : Mr V Maseko, tel. no. (021) 637-9071
APPLICATIONS : The Director: Klipfontein/Mitchell’s Plain Sub-structure Office, Lentegeur Hospital, Highlands Drive, Mitchells Plain, 7785.
FOR ATTENTION : Mr RS Jonker
CLOSING DATE : 18 October 2013
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.

POST 40/137 : ASSISTANT DIRECTOR: HEALTH SUPPORT (EPIDEMIOLOGY AND DISEASE SURVEILLANCE)
Directorate: Health Impact Assessment

SALARY : R 252 144 per annum
CENTRE : Head office, Cape Town
REQUIREMENTS : Minimum educational qualification: A relevant graduate qualification in health sciences. Experience: Appropriate experience in Diagnostic and procedural coding. Appropriate experience in Database development and data management. Inherent requirements of the job: Ability to work overtime/irregular
hours. Valid (Code B) driver’s licence. Ability to travel to the districts and
nationally if required. Competencies (knowledge/skills): Extensive knowledge of
applicable legislation, regulation, national and provincial policies. Extensive
knowledge of health service delivery systems. Extensive knowledge of priority
health programmes. Extensive knowledge and experience in diagnostic and
procedural coding. Problem-solving and Interpersonal skills. Excellent computer
literacy skills.

**DUTIES**

Key result areas/outputs: Support the implementation of policies, guidelines and
standard operating procedures for mortality and morbidity surveillance. Data
management of secondary data. Data management of primary data from
mortality and morbidity surveillance. Capacity development. Monitor, evaluate
and report on trends in outbreaks and epidemics and impact of interventions.

ENQUIRIES

Dr J Evans, tel. no. (021) 483-6858

APPLICATIONS

The Director: Human Resource Management, Department of Health, PO Box
2060, Cape Town, 8000.

FOR ATTENTION

Ms C Versfeld

CLOSING DATE

18 October 2013

**POST 40/138**

ASSISTANT DIRECTOR: FINANCE (SUPPLY CHAIN MANAGEMENT/
REVENUE)

Chief Directorate: General Specialist and Emergency Services

**SALARY**

R 252 144 per annum

**CENTRE**

Valkenberg Hospital

**REQUIREMENTS**

Minimum educational qualification: Senior Certificate (or equivalent) with
Mathematics or Accountancy as passed subject and/or Senior Certificate (or
equivalent) with experience/competencies that focuses on the key performance
areas of the post. Experience: Extensive experience in a financial and supply
chain management environment. Extensive supervisory experience. Competencies (knowledge/skills): Extensive knowledge of financial and
procurement systems. The ability to compile, interpret and analyse reports.
Management, supervisory and leadership skills. Good interpersonal relations and
communication skills. Computer literacy (Microsoft Office package). Note:
Shortlisted candidates may be shortlisted to competency assessment.

**DUTIES**

Key result areas/outputs: Overall management of Finance and SCM
components. Determine budget needs in respect of the FBU’S and handle the
health facility board’s finances. Monitor, control and report expenditure, income
and budget related issues. Analyse, interpret and report financial, budget
deviations and trends. Manage demand, procurement, assets and disposals.
Maintain financial, procurement systems and develop an effective and efficient
service. Ensure overall audit compliance, advertise, award and manage contracts
and tenders. Plan, implement and maintain financial control and handle audit
queries.

ENQUIRIES

Mr J Coetzee, tel. no. (021) 440-3164 or Ms P Solani, (021) 440-3136

APPLICATIONS

The Chief Director: General Specialist and Emergency Services, Private Bag
X15, Parow, 7500.

FOR ATTENTION

Ms R Hattingh

CLOSING DATE

25 October 2013

**POST 40/139**

SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT
(DEVOLVED, INTERNAL CONTROL UNIT)

(Chief Directorate: General Specialist and Emergency Services)

**SALARY**

R 212 106 per annum

**CENTRE**

Valkenberg Hospital

**REQUIREMENTS**

Minimum educational qualification: Senior Certificate (or equivalent) with
Mathematics or Accountancy as a passed subject and/or Senior Certificate (or
equivalent) with experience/competencies that focuses on the Key Performance
Areas (KRAs) of the post. Experience: Appropriate experience in Accounting,
SCM and Asset Management. Supervisory experience. Inherent requirement of
the job: Valid driver’s licence (Code B/EB) and willingness to travel and spend
periods away from home. Competencies (knowledge/skills): Computer literacy
(LOGIS, MS Word, Excel, PowerPoint, BAS). Proficiency in at least two of
the three official languages of the Western Cape. Knowledge of the compilation of
financial statements and disclosure notes. Knowledge of Auditing principles, Supply Chain, Asset Management, Accounting, Cash management and Account Maintenance. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer’s System of the Department of Health, Electronic Purchasing System. Excellent Supervisory and leadership skills. Note: Shortlisted candidates may be subjected to a practical test.

**DUTIES**: Key result areas/outputs: Supervise and co-ordinate the Devolved Internal Control Unit of the Regional Office: General Specialists and Emergency Services. Ensure timeous and accurate reporting of financial transactions pertaining to Accounting, Supply Chain Management, Assets and Audit and compliance related feedback. Monitor In-Year accounting reporting. Ensure credibility of systems data. Regular and timeous reporting to the Management of the Regional Office. Execution of compliance controls. Evaluation, feedback and implementation of corrective measures of all financial administration processes and procedures.

**ENQUIRIES**: Ms T Hendricks, tel. no. 021 918-1575 or 0732470881

**APPLICATIONS**: The Chief Director: General Specialist and Emergency Services, Private Bag X15 Parow, 7500.

**FOR ATTENTION**: Ms R Hattingh

**CLOSING DATE**: 25 October 2013