



DATE OF ISSUE: 05 JUNE 2009

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

PUBLIC SERVICE VACANCY CIRCULAR NO 22 OF 2009

1. Introduction

- 1.1 The aim of this Circular is not only to distribute advertisements of vacancies to departments and employees throughout the Public Service, but also to facilitate the deployment of employees who are in excess.
- 1.2 As regards the latter issue, Departments/Provincial Administrations and Government Components are called upon to give preference in 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, skills, competencies, knowledge and experience (on a separate sheet if necessary or a CV) should be forwarded to the 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 Department/Provincial Administration/Government Component where the vacancy exists.
- 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 Department/Provincial Administration /Government Component).

3. Directions to Departments/Provincial Administrations/Government Components

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 Special attempts must be made to ensure that excess employees 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 Departments/Provincial Administrations/Government Components in which vacancies exist

- 4.1 In respect of vacancies that 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. The advertisements of such vacancies should state that it is intended to promote representativeness through the filing of the vacancy and that the candidature of persons whose transfer/promotion/appointment will promote representativeness, will receive preference.
- 4.2 The selection of candidates should be done with due regard to the relevant measures contained in Chapter 1, Part VII. D of the Public Service Regulations, 2001.

CLOSING DATE : Except where otherwise stated, the closing date for all the posts advertised in this Circular is **06 JULY 2009**

AMENDMENT : **National Department of Housing:** Kindly note that the note "only applicants within the Department of Housing" should be removed. The post of Senior Accounting Clerk, post 21/22, the Directorate is Financial Administration not Security Management and the closing date for the posts advertised in PSVC 21, has been extended to 12 June 2009.
Department of Justice and Constitutional Development: Kindly note that the following posts: Family Advocate, Ref 09/110/FA; Family law Assistant, Ref 09/114/FA; Messenger/Driver, Ref 09/113/FA, were advertised in the Public Service Vacancy Circular 20 of 2009 (DPSA) dated the 25 May 2009 have been withdrawn. Those posts were advertised twice in both Circular 19 of 2009 and Circular 20 of 2009 only applications of Circular 19 of 2009 will be considered.
Department of Water and Environmental Affairs: Kindly note that the post of Personal Assistant to the Chief Director (post 21/128), the correct salary is R174 243 per annum not as stated. Please note that the post of Receptionist/Telecom Operator advertised on PSVC 19/217 has been withdrawn.
Provincial Administration: Gauteng Department of Health: Kindly note that the following posts: Manager: Monitoring and Evaluation 70060089 and Project Manager: 70060090, the closing date has been extended to 19 June 2009.

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COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : For the post of Deputy Manager: Acquisition Management, please forward your application, quoting the relevant reference number, to response3@pinpointone.co.za or fax to 086 697 3898. Applications for the posts of Senior Asset Management Officer and Senior Asset Management Clerk must be forwarded to: response8@pinpointone.co.za or fax to 086 604 9677 and the post of Senior Provisioning Administration Clerk (Warehouse and Transit) to contact@pinpointone.co.za or fax to 086 694 9476. All the applications can also be posted to PO Box 698, Saxonwold, 2132. Enquiries can be made by telephoning (011) 325 5101.
- CLOSING DATE** : 19 June 2009
- NOTE** : Applications quoting the relevant reference number must be submitted on form Z.83 (application form) obtainable from any Public Service department and should be accompanied by a comprehensive CV and certified copies of qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluations. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. We thank you for the interest shown in the Department.

OTHER POSTS

- POST 22/01** : **DEPUTY MANAGER: ACQUISITION MANAGEMENT (ASSISTANT DIRECTOR LEVEL)**
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R174 243 per annum
Pretoria
A tertiary qualification in one of the following areas: Public Administration, Supply Chain Management, Purchasing Management, Financial Management and/ OR extensive experience in the related field. Successful attendance of courses in Supply Chain Management, Tender Procedures, Bid Committees, Contract Management as well as basic knowledge of financial management. Experience in the field of Supply Chain Management of human resources. Computer skills in MS Word, Excel and PowerPoint.
- DUTIES** : The successful candidate will be required to: Verify requisitions in terms of compliance with Supply Chain Management (SCM) Policy. Administration of bids and quotations. Keep and maintain registers in respect of transversal term contracts (National Treasury, SITA, etc). Prepare documents for bid evaluation committees and provide advisory services during the evaluation of bids and quotations. Provide an ongoing secretariat support to the Bid Adjudication Committee. Administer contracts and verify the correct application of the Departmental Procurement Policy and procedures as well as the bid evaluation systems. Ensure that proper records are kept and maintained for quotations, tender. Ensure that reports on the performance of all suppliers/service providers are submitted by the due date. Report the required SCM information on the acquisition of goods and service National Treasury by the due date. Submit quarterly performance reports in accordance with the outputs and indicators as per approved workplan contained in the performance agreement.
- ENQUIRIES** : Mr M A Mogashoa Telephone: (012) 334 0623
- POST 22/02** : **SENIOR ASSET MANAGEMENT OFFICER**
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R145 920 per annum
Pretoria
An appropriate three-year degree or equivalent qualification in Public Administration, Financial Management or related field and/OR extensive experience in the field of Supply Chain Management. Successful attendance of courses in asset management and/or supply chain management such as LOGIS, asset management and procurement. Extensive knowledge of the Public Finance Management Act, the Treasury Regulations and the Framework for

Supply Chain Management (SCM). A good understanding of the various elements of Asset Management, including demand, acquisition and disposal management. Sound knowledge of stock taking and methods of disposal. Working knowledge of the relevant transversal systems (LOGIS and BAS) and extensive experience in the field of logistical support, asset management, and the management of human resources and finances. Computer skills: MS Word, Excel and PowerPoint.

DUTIES : Maintain an effective and efficient asset management system and asset register in accordance with the requirements and criteria as contained in the National Treasury Framework for Asset Management. Provide asset management support. Organise and manage the quarterly and annual asset verification processes and reconcile asset register with physical assets. Assume responsibility for all reporting on matters relating to asset management. Compile and submit the monthly LOGIS /BAS reconciliation to the Manager. Attend to audit queries on asset management functions within the timeframes of the Office of the Auditor-General. Provide secretariat services to the Asset Control Committee. Assist with the annual review of asset management policies and procedures. Ensure that performance agreements, quarterly reports and performance assessments are submitted within the relevant timeframes.

ENQUIRIES : Ms M Wege Telephone: (012) 334 0980

POST 22/03 : **SENIOR ASSET MANAGEMENT CLERK**
Directorate: Supply Chain Management

SALARY : R76 194 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate with at least one year appropriate experience in the field of Supply Chain Management and or asset management. Successful completion of LOGIS 1 and LOGIS Miscellaneous courses will be a recommendation. Good verbal and written communication skills. Computer literacy.

DUTIES : The successful candidate will be required to: Perform functions on LOGIS such as capturing of receipts and issues in respect of assets, capture the movement and condition of assets, capture disposals and service records of assets. Barcode all new assets and ensure that all old assets are bar-coded. Investigate old assets without barcodes and replace barcode number on LOGIS if a new barcode is issued. Maintain register of losses. Assist with quarterly asset audits, verify correctness of control sheets and ensure that all control sheets are signed off. Perform annual stock take in the department and update asset register. Recommend assets for disposals to the Manager, and assist with physical movement of assets and stocktaking.

ENQUIRIES : Ms Marie Wege Tel no. 012 334 0980

POST 22/04 : **SENIOR PROVISIONING ADMINISTRATION CLERK (WAREHOUSE AND TRANSIT)**
Directorate: Supply Chain Management

SALARY : R64 410 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate or equivalent qualifications with relevant experience. Successful completion of PAS 1 and LOGIS 1 courses will be a recommendation. Computer literacy. Good verbal and written communication skills. A driver's license will be an added advantage.

DUTIES : The successful candidate will be required to: Issue approved quantities and complete issue vouchers. Receive and deliver to Chief Users. Capture requisitions on LOGIS. Check quality and quantity. Check stock level and replenish where necessary. Keep 0-9 files for deliveries and certify delivery notes. Keep and update bin cards (log14). Submit lists of obsolete/redundant stores for disposal. Handle queries from Chief Users and stocktaking of E-class accountable items.

ENQUIRIES : Ms Marie Wege Tel no. 012 334 0980

DEPARTMENT OF EDUCATION

- APPLICATIONS** : Please forward your application, quoting the reference number to: The Director General, Department of Education, Private Bag X895, Pretoria, 0001 or hand deliver to: Sol Plaatje House, 123 Schoeman street, Pretoria.
- CLOSING DATE** : 30 June 2009
- NOTE** : Applications received after the closing date or faxed applications will not be considered 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. Interviewed candidates will be subjected to a competency assessment.

MANAGEMENT ECHELON

- POST 22/05** : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT: NATIONAL EDUCATION EVALUATION AND DEVELOPMENT (NEEDU) (REF: K48975/1)**
Branch: System Planning and Monitoring.
Directorate: Educator Performance Management and Development
The Department of Education is in a process of establishing the National Education Evaluation and Development Unit (NEEDU) that will be responsible for conducting independent assessments of schools and teachers. In order to prepare for the unit, an interim NEEDU project management unit is being set up to assist the DoE in putting in place the necessary structures and systems. More information is available from the Ministerial committee report on NEEDU from the DoE website.

- SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R746 189 per annum
: Pretoria
: Applications are therefore invited from persons with an appropriate postgraduate degree or an equivalent qualification to head the chief directorate: Human Resource Management and Development sub-unit. A minimum of five years managerial experience is essential. The successful candidate will be a dynamic leader and team builder, with excellent research, human resource development and communication skills. The research skills should include establishing, maintaining and managing information that allow for planning of organizational structures and systems. The successful candidate should have experience in policy making as well as people and financial management skills. The ability to provide strategic leadership and to work under pressure will be a strong recommendation.

- DUTIES** : The appointee will: *Manage the development, evaluation and maintenance of policies and systems, including financial management system that will govern the efficient functioning of the unit. * Manage the development of the organogram, job descriptions and code of conducts. *Manage the recruitment of staff for NEEDU. *Manage the process of identifying office space and the resourcing of such offices. The appropriate will report to the CEO of the Project Management Unit.

- ENQUIRIES NOTE** : Ms H Moeng Tel 012 312 5477
: The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Interviewed candidates will be subjected to a competency assessment

- POST 22/06** : **CHIEF DIRECTOR: RESEARCH AND POLICY DEVELOPMENT: NATIONAL EDUCATION EVALUATION AND DEVELOPMENT (NEEDU) (2 YEARS CONTRACT): (REF K 48975/2)**

- SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R746 189 per annum
: Pretoria
: Applications are therefore invited from persons with an appropriate postgraduate degree or an equivalent qualification to head the chief directorate: Research and policy development sub-unit. A minimum of five years managerial experience in education and educator performance evaluation is essential. The successful candidate will be a dynamic leader and team builder, with excellent research, policy development and should include establishing, maintaining and managing information that allow for planning of school evaluations, interventions and support. The successful candidate should have experience in policy making as

well as people and financial management skills. The ability to provide strategic leadership and to work under pressure will be a strong recommendation.

- DUTIES** : The appointee will: *Manage the development, evaluation and maintenance of policy, programmes and systems for school and educator assessments. * Manage the development of assessment instruments, reporting templates and computer software. *Manage the piloting of such instruments. *Manage the development of policy and programmes to intervene and support schools and educators. The appointee will report to the CEO of the Project Management Unit.
- ENQUIRIES** : Ms H Moeng Tel 012 312 5477
- NOTE** : The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Interviewed candidates will be subjected to a competency assessment.

OTHER POSTS

- POST 22/07** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT: NATIONAL EDUCATION EVALUATION AND DEVELOPMENT (NEEDU) (2 YEARS CONTRACT): (REF K 48975/3)**
The purpose of this post is to provide management support in the Chief Directorate: Research and policy development sub-unit within the National Education Evaluation and Development Unit (NEEDU).The information is available from the Ministerial committee report on NEEDU from the DoE website.

- SALARY** : All inclusive salary package of R407 745 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Ideal candidates will be in possession of an appropriate Bachelor's degree or equivalent qualification with at least five years relevant experience in research and policy development. He/She must have an understanding of school evaluations, interventions and support. In addition he/she is required to have well-developed qualitative and quantitative skills, be computer literate with skills and knowledge of Microsoft applications (Excel, Word, Access and PowerPoint). Additional requirements include: *an understanding of current educational policies *the ability to write reports *Verbal and written communication skills * Interpersonal skills and team work *Project management skills.* Ability to work under pressure *Time management and willingness to travel and work long hours. A post-graduate qualification will be an added advantage. The appointee will report to the Chief Director HRM&D.

- DUTIES** : The successful candidate will be required to: *Manage the development, evaluate and monitor policy, programmes and systems for school and educator assessments. * Conceptualise and develop assessment instruments, reporting templates. Manage the piloting of such instruments. *Manage the capturing and storing of reports and related data in electronic format. Develop and manage innovative intervention programmes to support schools and educators.

- ENQUIRIES** : Ms H Moeng Tel 012 312 5477
- NOTE** : Interviewed candidates will be subjected to a competency assessment

- POST 22/08** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT: NATIONAL EDUCATION EVALUATION AND DEVELOPMENT (NEEDU) (2 YEARS CONTRACT): (REF K 48975/4)**
The purpose of this post is to provide management support in the Chief Directorate: Human Resource Management and Development sub-unit within the National Education Evaluation and Development Unit. (NEEDU).More information is available from the Ministerial committee from the DoE website.

- SALARY** : All inclusive salary package of R407 745 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Ideal candidates will be in possession of an appropriate Bachelor's degree or equivalent qualification with at least five years relevant experience in research and human resource development. He/She must have an understanding of establishing, maintaining and managing information that allow for planning of organizational structures and systems. The successful candidate will have experience in policy making as well as people and financial management skills. In addition he/she is required to have well-developed qualitative and quantitative skills, be computer literate with skills and knowledge of Microsoft applications (Excel, Word, Access and PowerPoint). Additional requirements include: *an understanding of current educational policies *the ability to write reports *Verbal and written communication skills * Interpersonal skills and team work *Project management skills.* Ability to work under pressure *Time Management and willingness to travel and work long hours. A post-graduate qualification will be an

added advantage. The appointee will report to the Chief Director Research and Policy Development

DUTIES : The successful candidate will be required to: *Manage the development and evaluation of policies and systems that will govern the efficient functioning of the sub-unit. * Conceptualise and develop job descriptions and code of conduct. *Assist in the recruitment and training of staff for NEEDU. *Develop and manage innovative intervention programmes related to human resource development *Provide logistical support to officials deployed in the provinces.

ENQUIRIES : Ms H Moeng Tel 012 312 5477

NOTE : Interviewed candidates will be subjected to a competency assessment

POST 22/09 : **SENIOR ADMINISTRATIVE OFFICER NEEDU (2 POSTS) (REF K 48975/5)**
(Two Years Contract)

SALARY : R145 920 per annum

CENTRE : Pretoria

REQUIREMENTS : To be eligible for appointment, a candidate should have a recognized three years bachelor degree with specialization in Public Administration / Management Financial Management or Financial Accounting and at least two years experience in the field of administration and / or information management, knowledge and competencies on office administration, financial management systems and cash flow statement, knowledge of Ms Office package; knowledge of information management and customer service management, events management skills and verbal and written communication skills.

DUTIES : The incumbent will assist with the information management, execute all administration duties, assist with financial administration, provide support to the Chief directorate, assist in handling correspondence and submissions, and perform other tasks.

ENQUIRIES : Ms H Moeng Tel 012 312 5477

NOTE : Interviewed candidates will be subjected to a competency assessment.

POST 22/10 : **SENIOR SECRETARY GRADE II: NEEDU REF: K48975/6)**
(Two Years Contract)

SALARY : R76 194 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Senior Certificate or equivalent qualification. They must have an understanding of the operations of Public Service Sector. They must have good interpersonal and communication skills. They should have strong computer skills and good working knowledge of Microsoft programmes such as word, Excel and Outlook. Applicants should have excellent organizational skills, the ability to work with diaries, experience in managing a filing system, and secretarial experience.

DUTIES : Making and receiving telephone calls; Managing the diary of the Chief Directors; Setting up meetings and booking venues; Receive visitors and arrange catering; Submit claims for travel expenditure and arrange travel for Chief Directors; Managing files of the Chief Directors' office; Ensuring smooth processing of correspondence; Tracking and processing of documents; Prepare supporting material for meetings, presentations, reports and projects.; General secretarial duties, including photocopying and faxing; and Performing any other duties delegated by the Chief Directors.

ENQUIRIES : Ms H Moeng Tel 012 312 5477

NOTE : Interviewed candidates will be subjected to a competency assessment.

POST 22/11 : **ADMINISTRATION CLERK GRADE I: NEEDU (2 POSTS) (K48975/7)**
(Two Year Contract)

SALARY : R47 787 per annum

CENTRE : Pretoria

REQUIREMENTS : Senior Certificate or equivalent qualification, experience in Office administration and Computer Literacy

DUTIES : Provide operational and admin support to the directorate in various tasks, typing, fax, photocopying, scanning and filing the documents.

ENQUIRIES : Ms H Moeng Tel 012 312 5477

NOTE : Interviewed candidates will be subjected to a competency assessment

DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities)

- APPLICATIONS** : Direct your application quoting the above relevant reference number to: The Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered applications may be submitted at Reception (Application Box), Hallmark Building, Proes Street between Andries and Paul Kruger Streets. No faxed applications will be considered.
- CLOSING DATE** : 29 June 2009 (Applications received after the closing date will not be considered)
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. 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 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 security 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 POSTS

- POST 22/12** : **DEPUTY DIRECTOR: ESSENTIAL DRUGS PROGRAMME (REF NO NDOH 114/2009)**
- SALARY** : An all inclusive remuneration package of R375 921 per annum including choice of basic salary between 70% and 75% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service guidelines.
- CENTRE** : Cluster: Pharmaceutical Policy and Planning. Directorate: Affordable Medicines. Pretoria.
- REQUIREMENTS** : *A four-year Bachelor's degree in Pharmacy or equivalent qualification
 *Registered as a Pharmacist with the South African Pharmacy Council *At least three (3) years managerial experience *Knowledge of and experience in the application of relevant legislation pertaining to medicines in South Africa
 *Knowledge of and experience in policy analysis and implementation *Knowledge of and experience in project management *Knowledge and experience of implementation of the National Drug Policy, Essential Drugs Programme and Rational Drug Use *Computer literacy *Leadership, motivation and presentation skills *Project planning, analytical, organisational and supervisory skills *Good interpersonal relations *Good communication skills (written and verbal) *Must be willing to travel and work irregular hours *A valid Code B driver's licence.
- DUTIES** : *Manage and co-ordinate the development and implementation of an evidence-based process for the review of the Essential Drugs List/Standard Treatment Guidelines for Primary Health Care, hospital level and tertiary and quaternary level *Manage and co-ordinate activities of the ministerial appointed National Essential Drugs List Committee and the Expert Review Committees *Manage and plan surveys to assess, monitor and evaluate the impact of Essential Drugs Programme on drug utilisation and availability *Manage the dissemination of information on essential drugs *Manage the development of a comprehensive Information, Education and Communication (IEC) strategy on rational drug use activities for health workers and consumers *Establish contacts and maintain relations with relevant stakeholders nationally and internationally *Support provinces, districts and local authorities with the implementing of policies and strategies related to the Essential Drugs Programme *Manage and co-ordinate all activities of the sub-directorate through appropriate job allocation, personnel development and performance appraisal *Manage financial activities of the sub-directorate through appropriate budgeting and adequate funding of identified activities
- ENQUIRIES** : Ms H Zeeman at tel (012) 312-0362 or Ms H Nieuwoudt at tel (012) 312-0378.

- POST 22/13** : **DEPUTY DIRECTOR: INFORMATION MANAGEMENT (REF NO NDOH 109/2009)**
(This is a re-advertisement, candidates who applied for the post with reference no. NDOH.223/2008 and closing date 17 November 2008, must re-apply if they are still interested).
- SALARY** : An all inclusive remuneration package of R344 052 per annum including choice of basic salary between 75% and 70% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the Middle Management Service guidelines
- CENTRE REQUIREMENTS** : Cluster: HIV and AIDS and STI, Pretoria.
: A three-year Bachelor's degree/National diploma in Health Sciences or equivalent NQF 6 certificate. A background in statistics. A postgraduate public health degree will be an added advantage. Excellent computer skills. Three to five years experience in health information management. Good understanding of the public health system. Excellent knowledge of and experience in the epidemiology of HIV and AIDS and TB and the national response and programmes. Excellent report writing skills. Excellent computer skills. Good communications skills (written and verbal). A valid code B driver's licence.
- DUTIES** : *Enter into a performance management agreement with the Cluster Manager which seeks to enhance the use of information for strategic planning and programme management in the Cluster *Work closely with programme coordinators in the Cluster and in all nine provinces to support them with information management *Work closely with Health Information, Evaluation and Research (HIER) Cluster to facilitate integration of new programme data elements into routine health information systems *Support the Monitoring and Evaluation Unit of SANAC in the implementation of the M & E framework for NSP 2007-2011 *Support provinces with programme reporting and data management, through training and mentoring of programme managers and coordinators *Develop and maintain systems to collect, analyse, interpret and report on programme data for the Cluster.
- ENQUIRIES** : Dr F Benson at tel. (012) 312 0856.
- POST 22/14** : **CHIEF PHARMACIST (REF NO NDOH 116/2009)**
Cluster: Financial Planning and Health Economics. Directorate: Pharmaceutical Economic Evaluations
- SALARY** : R237 855 per annum (plus competitive benefits)
- CENTRE REQUIREMENTS** : Pretoria
: *A Bachelor's degree in Pharmacy (B Pharm) or a Bachelor's degree in Health Sciences with appropriate experience relative to the duties *At least three (3) years technical/scientific experience *Knowledge of and experience in the application of the Medicines and Related Substances Control Amendment Act, 1997 (Act 90/1997) and the Medicines and Related Substances Control Amendment Act, 2002 (Act 59 of 2002) *Knowledge of and experience in the conduct of primary and secondary research in the pharmaceutical sector *Demonstrated competence to assess priorities to manage a variety of activities in a time sensitive environment *Ability to meet deadlines with attention to detail and quality *Must be willing to travel and work irregular hours *Good interpersonal relations *Good communication skills (written and verbal) *Good organisational, planning and supervisory skills *Computer literacy *A valid Code B driver's licence will be an added advantage.
- DUTIES** : *Prepare technical reports for cabinet, Minister etc. *Act as link between various units (Essential Drugs/licensing of dispensing doctors directorate) *Draft memoranda and letters and compilation of Director-General/Ministerial submissions as well as responding to Parliamentary Questions *Oversee the conduct of operational research relating to the impact of the pricing regulations *Assist the Director with preparation of technical reports *Assist with improvement of systems related to the Medicines Pricing System (monitoring and implementation of the transparent pricing regulations) *Perform pharmacoeconomic analyses *Assist in the review and analyses of the wholesale and distributor fees *Assist in the review and analysis of the dispensing fee *Conduct primary and secondary research in the pharmaceutical sector *Oversee the co-ordination of all pricing committee activities.
- ENQUIRIES** : Ms N M Mpanza at tel (012) 312-0373.
- POST 22/15** : **POST A: ASSISTANT DIRECTOR: HEALTH SCIENCE (REFERENCE NUMBER NDOH 110/2009)**
- SALARY** : Posts A, B AND C: R217 482 per annum (plus competitive

<u>CENTRE</u>	:	benefits) Posts A, B AND C: Cluster: Maternal, Child and Women's Health. Directorate: Child and
<u>REQUIREMENTS</u>	:	*An appropriate degree/diploma or equivalent NQF 6 Certificate in health science *A post-graduate qualification in public health will be an added advantage *At least three (3) years technical/scientific experience *At least four (4) years experience in health services *Knowledge of and experience in the Expanded Programme on Immunisation *Knowledge of and experience in training skills *Background in child health, public health, epidemiology, community nursing and primary health care will be an added advantage *Computer literacy *Good communication skills (written and verbal) *Good interpersonal relations *Managerial, organisational. planning and supervisory skills *Ability to work independently and as part of a team *Must be willing to travel and work irregular hours *Valid Code B driver's licence.
<u>DUTIES</u>	:	*Compile annual Expanded Programme on Immunisation (EPI) training work plan *Plan and organise EPI training *Develop and produce training material *Train provinces on EPI, emphasising the principles contained in the Reach Every District (RED) strategy, following an integrated child health approach *Evaluate and support cascading of EPI training in provinces and where required in the private sector *Determine the information and content to be included in the EPI guidelines and test new policy guidelines through training and facilitate the submission of comments from provinces *Assist with the layout, print and distribution of policy guidelines *Research, prepare training material, provincial visits and other relevant reports *Prepare and present high quality presentations for various purposes such as EPI task group meetings, workshops, training sessions, etc. *Assist with/contribute to annual strategic and operational plans.
<u>POST B: ASSISTANT DIRECTOR: SOCIAL MOBILISATION (REFERENCE NUMBER NDOH 111/2009)</u>		
<u>REQUIREMENTS</u>	:	*An appropriate degree/diploma or equivalent NQF 6 Certificate in health science *At least three (3) years technical/scientific experience *Experience in the immunisation programme, health promotion, public awareness and advertising *A nursing or medical natural sciences background will be a strong advantage *Computer literacy *Good communication (written and verbal) and mobilisation skills *Good interpersonal relations *Organisational and planning skills *Ability to work independently and as part of a team *Must be willing to travel and work irregular hours *Valid Code B driver's licence.
<u>DUTIES</u>	:	*Develop social mobilisation plans *Develop and ensure production of written and graphic Expanded Programme on Immunisation (EPI) promotional material *Liaise closely with the Cluster: Communication and the Cluster: Health Promotion of the Department of Health and the Government Communication Information System (GCIS) *Ensure that promotional materials by vaccine suppliers are in line with EPI policies *Draft and develop promotional material for the public *Liaise with provincial EPI co-ordinators on all EPI activities and issues *Maintain a strong link with the media to ensure that the role of immunisation in health care and the need to immunise is understood by the public *Co-ordinate and ensure a high standard of written and graphical output of the EPI in internal documents such as letters, submissions and reports, and external output such as pamphlets and media releases *Prepare media scripts on EPI issues *Set up press conferences, interviews and launches *Creatively improve the image of immunisation with the public and the Department of Health by conducting immunisation awareness campaigns *Actively participate in the reviews of provincial immunisation programmes *Prepare speeches for senior managers to be used at EPI functions *Produce articles on EPI issues for scientific and health periodicals *Vetting all EPI publications.
<u>POST C: ASSISTANT DIRECTOR: SURVEILLANCE (REFERENCE NUMBER NDOH 112/2009)</u>		
<u>REQUIREMENTS</u>	:	*An appropriate degree/diploma or equivalent NQF 6 Certificate in a health related field or Epidemiology *At least three (3) years technical/scientific experience *At least four (4) years experience in a health related field *Knowledge and skills regarding Expanded Programme on Immunisation (EPI) conditions (goals, targets, indicators and criteria) with emphasis on: - <i>Polio/Acute Flaccid Paralysis (AFP), Measles, Neonatal Tetanus (NNT) and vaccine preventable disease outbreaks, - surveillance principles and specific aspects regarding AFP, Measles and NNT</i> *Information management knowledge and skills (data collection, collation, analysis and reporting) *Computer skills (MS Word, Excel, PowerPoint, Access, Electronic Communication) *Good communication skills (written and verbal) *Good interpersonal relations *Organisational. planning and supportive supervisory skills *Ability to to travel and work irregular hours *Valid Code B driver's licence.

- DUTIES** : *Support, monitor and evaluate AFP, Measles and NNT surveillance in provinces by liaising with provincial surveillance officers, World Health Organisation (WHO) Certification Monitors and EPI managers *Co-ordinate AFP, Measles and NNT case investigation and outbreak response *Support activities to improve quality of surveillance for targeted EPI conditions *Prepare the Annual Country Certificate Update report for the African Region Certificate Commission (ARCC) on behalf of the National Certification Committee (NCC) *Monitor progress towards Polio Eradication, Measles Control and Elimination and NNT elimination against WHO indicators and prepare annual country reports *Capacitate provincial surveillance officers through training and supportive supervision *Follow-up pending AFP cases, prepare a line list of complicated cases, select and prepare AFP cases for classification and present complicated AFP cases to the National Polio Expert Committee (NPEC) for final classification *Prepare and disseminate documentation for NCC and National Task Force (NTF) meetings *Attend meetings as part of the Secretariat and represent South Africa in Lesotho and Swaziland as member states of the Inter-Country Certification Committee (ICCC) *Collate and analyse relevant EPI data and compile reports.
- ENQUIRIES** : Posts A, B and C: Mr Johann van den Heever at tel (012) 312-3174.
- POST 22/16** : **PRINCIPAL PHARMACIST (3 POSTS) (REF NO NDOH 117/2008)**
- SALARY CENTRE** : R190 557 per annum (plus competitive benefits)
Cluster: Pharmaceutical Policy and Planning. Directorate: Access to Affordable Medicines Pretoria
- REQUIREMENTS** : *A four-year Bachelor's degree in Pharmacy or equivalent qualification in Pharmacy *Registered as a Pharmacist with the South African Pharmacy Council *Minimum of three (3) years experience as a Pharmacist (post qualification) *Knowledge of and experience in pharmaceutical services in the public and private sector *Advanced knowledge of scope of pharmacy practice *Knowledge of National Qualification Framework *Knowledge of applicable legislation *in-depth knowledge of Good Pharmacy Practice (GPP), Good Dispensing Practice (GDP), Essential Drug List and Primary Health Care List *Good planning and organizational skills *Supervisory skills *Good interpersonal relations *Good communication skills (written and verbal) *Must be willing to travel extensively and work irregular hours *A valid Code 08 (Code B) driver's licence.
- DUTIES** : Ensure adherence to licensing requirements in terms of the following Acts and Regulations thereto: *Medicines and Related Substances Act, 1965 (Act 101 of 1965) as amended, *Pharmacy Act, 1974 (Act 53 of 1974) as amended, and *Supplementary Regulations made under the International Health Regulations Act, 1974 (Act 28 of 1974) for Yellow Fever vaccine by, -conducting regular inspections, locally and nationally, of licence holders, and applicants for pharmacy premises, -ensuring adherence to, and advising applicants on, GPP and GDP, -writing and submitting inspection reports, -making recommendations on the withdrawal or renewal of licences, based on outcome of inspections, -quality control of documents, -liaising with relevant stakeholders, -responding to internal and external queries, -supervision of staff, -management of administrative processes, -preparation of documents and reports as requested by Senior Management.
- ENQUIRIES** : Ms S Khan at tel (012) 312-0118 or Ms H Nieuwoudt at tel (012) 312-0378.
- POST 22/17** : **ASSISTANT DIRECTOR: ADMINISTRATION (REF NO NDOH 115/2009)**
(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the public Service Act, 1994 will not be considered for the post).
- SALARY CENTRE** : R174 243 per annum (plus competitive benefits)
Cluster: Legal Services, Pretoria
- REQUIREMENTS** : A three-year degree/National diploma or equivalent NQF 6 certificate. At least five years experience within the Public Service. Knowledge of and experience in general administration, writing of minutes, compiling of budgets and budget control, procurement, LOGIS and research abilities. Supervisory skills. Good interpersonal skills, above average computer skills and good communication skills (written and verbal).The ability to work under pressure. A valid Code B driver's licence.
- DUTIES** : *Render administrative support in the Cluster: Legal Services and act as administrative link between the Directors and Cluster Manager *Render all functions of administrative support directly to the Cluster manager: Legal Services *Co-ordinate all personnel functions e.g. service benefits, leave, recruitment and appointment and termination of services *Training needs *Render secretarial services for all meetings that are held *Responsible for the managing of the allocated budget for the Cluster: Legal Services *Compile the

annual budget and exercise control on a monthly basis *Responsible for the Medium Term Expenditure Framework budget process and the monthly expenditure reports as well as the report on revenue and expenditure *Co-ordinate the Cluster's budget and report to the Cluster Manager and Directorate: Financial Administration *Responsible for the approval of all orders on LOGIS, checking the ICN numbers and the amounts ordered *Developing and maintaining of systems with regard to filing, logging in all received documents and tracking of documents within the unit *Have developed a system for tracking and dating of all incoming post and documents that were referred to the respective Directors *This system is working 100% *Responsible for the subsistence and travel arrangements, as well as controlling of subsistence claims for all officials within the cluster *Draft and finalize submissions to Minister, Director-General, Deputy Director-General and Cluster Manager *Interpret Circular Minutes and convey to Personnel by means of short training sessions *Liaise on all levels are required, presently up to level of the Minister *Self development and development of subordinates *Keep up to date by all relevant circulars with regard to any Personnel Functions, Procurement, etc. *Exercise delegated powers with relation to financial, procurement, transport and personnel instructions *Assist the Cluster Manager with research on the internet as and when required

ENQUIRIES : Mr S Ramasala tel. (012) 312 0896.

POST 22/18 : **ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH (REF NO NDOH 113/2009)**

SALARY : R174 243 per annum (plus competitive benefits)
CENTRE : Cluster: District Health Services. Directorate: Environmental Health. Pretoria
REQUIREMENTS : *A National diploma or degree in environmental health *A post-graduate degree will be an added advantage *Registered with the Health Professions Council of South Africa (HPCSA) *At least three (3) years technical/scientific experience *Experience in environmental health programmes including chemicals safety, hazardous substances, waste management, climate change and pesticides *Sound knowledge of project, financial and administrative management *Must be familiar with Environmental Multilateral Agreements, policy, regulation, guideline development in environmental health *Sound knowledge and application of South African legislation regarding environmental management, development and planning *Computer literacy *Good interpersonal relations *Good communication skills (written and verbal) *Good presentation and organisational skills *Strong research analysis, planning and executing skills *Ability to work independently and as part of a team *Must be willing to travel and work irregular hours *Valid Code B driver's licence.

DUTIES : *Co-ordinate training and awareness campaigns on the safe handling, use, storage and disposal of chemicals/pesticides *Conduct toxicological analysis of pesticides and prepare recommendations for the Department of Agriculture, Forestry and Fisheries *Strengthen poison information centres *Ensure public complaints and queries related to chemicals, pesticides, hazardous substances and healthcare waste are attended to timeously *Assist and support the Deputy Director in health care waste management, climate change and control of hazardous substances issues *Co-ordinate the implementation of the national chemical safety programme *Participate in multilateral environmental agreements.

ENQUIRIES : Mr R Loykisoonalal at tel (012) 312-3256.

DEPARTMENT OF HUMAN SETTLEMENTS

NOTE : 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 detailed CV, together with certified copies of your 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 after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 22/19 : **DEPUTY DIRECTOR: POLICY DEVELOPMENT ASSISTANCE: DOH/87/2009**

SALARY : R344 052 per annum

CENTRE : Pretoria

REQUIREMENTS : A recognised 3 year degree / diploma in Town and Regional Planning, Development Planning, Housing, Built Environment or any other relevant degree / diploma. Extensive knowledge and a good understanding of national and international / multi lateral Human Settlement and Housing policies and strategies. Ability to communicate and present human settlement and housing policy to a variety of government and non-governmental forums at all levels. Demonstrable experience in public policy development, Knowledge of the PFMA and experience in financial management; Good writing and excellent presentation skills, Well-developed communication and inter-personal skills, Good verbal and written communication skills. Extensive computer user knowledge and literacy (MS Word, MS Excel, MS Project)

DUTIES : The successful candidate will be expected to perform the following duties: Provide policy interpretation assistance to a variety of stakeholders. Provide policy formulation assistance to other spheres of government. Promote sound human settlement policy through presentation of human settlement and housing policies to a variety of forums. Implement proper financial management and control, as well as other administrative systems.

ENQUIRIES : Ms Namso Baliso, Telephone: 012 421 1672

APPLICATIONS : Basadzi Personnel CC, PO Box 394, Menlyn, 0063.E-mail: responsehandling@basadzi.co.za

FOR ATTENTION : Basadzi Personnel

CLOSING DATE : 12 June 2009

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 of Housing.

POST 22/20 : **DEPUTY DIRECTOR: INTER-SPHERE DELIVERY COLLABORATION REF: DOH/83/2009**

SALARY : R344 052 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of an appropriate recognised Bachelor's degree or equivalent qualification in Public Administration and /or Built Environment ,3 years relevant work experience. Well developed co-ordination skills. Knowledge and/or experience of the housing programmes and legislation, Knowledge of budget planning and control, Proven project management skills, presentation and facilitation skills; Good communication, coordination and liaison skills (verbal and written),Strategic thinking capability, financial management skills, good interpersonal skills. Computer literacy and experience. Ability to work under pressure, work long and irregular hours, and meet deadlines. Knowledge and experience of the housing environment and public service at large. Willingness to travel, often at short notice. Valid code 8 driver's licence will be an advantage.

DUTIES : Develop and implement processes and systems to support inter-sphere delivery collaboration. Facilitate and monitor collaborative initiatives between spheres of government. Manage the Directorates resources in accordance to the distribution of powers and functions between spheres of government, identify and manage areas of joint work in housing delivery with other spheres of government. Coordinate and participate in inter-sphere forums. Monitor the performance of spheres of government in housing delivery. Manage the resources and administration duties of the Directorate

ENQUIRIES : Ms Adelaide Mohale, Telephone: 012 421 1659

APPLICATIONS : Basadzi Personnel CC, PO Box 394, Menlyn, 0063.E-mail: responsehandling@basadzi.co.za
FOR ATTENTION : Basadzi Personnel
CLOSING DATE : 12 June 2009
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 of Housing.

POST 22/21 : **CHIEF PLANNER: ENTITIES' PERFORMANCE MONITORING DOH/90/2009**

SALARY : R217 482 per annum
CENTRE : Pretoria
REQUIREMENTS : Applications are awaited from computer literate persons who are in possession of a three year Degree or equivalent in Business Administration/Management, Public Management, Economics and Public Administration. Candidates must have Knowledge of Company Law, PFMA, an understanding of the housing sector and the role of housing institutions in the housing delivery value chain. Report writing skills and ability to work under pressure.

DUTIES : The successful candidate will: Evaluate Strategic plans of Housing Institutions and recommend approval to the Minister Monitor and evaluate quarterly and annual performance of housing support institutions against approved Strategic plans Develop appropriate indicators and reporting format for Housing Institutions and align them to strategic plans. Develop and implement a Performance Monitoring Framework Facilitate the review of Housing Institutions operations to ascertain whether they operate in line with approved mandates Enforce compliance of housing institutions with the PFMA and Treasury Regulations Assist in the establishment and rationalization of Housing Institutions as directed by the Minister

ENQUIRIES : Mr Reineth Mgiba, Tel. (012) 421 1749.
APPLICATIONS : National Department of Housing, Private bag X644 1305, Pretoria or Govan Mbeki House, 240 Walker Street, Sunnyside, C/o Walker and Troy Street.

FOR ATTENTION : Ms N Boqo
CLOSING DATE : 19 June 2009
NOTE : The Applicants who applied previously need not to re-apply again. 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 of Housing.

POST 22/22 : **ASSISTANT DIRECTOR: HIV AND AIDS & TB MANAGEMENT REF: DOH/89/2009**

SALARY : R174 243 per annum
CENTRE : Pretoria
REQUIREMENTS : Appropriate Bachelor's degree in Social Work or BA (Hons) Psychology. Registration with South African Council for Social Service Professions or Health Professions Council of South Africa. Appropriate experience in Employee Health & Wellness. Valid Driver's License. Ability to interpret and implement the HIV and AIDS & TB policy and strategy; Counselling Skills; Program design and implementation skills; good presentation skills; well-developed communication skills (verbal and written); programme marketing skills; computer literacy; planning and organizing skills; financial management skills; knowledge and understanding of relevant legislations and their alignment to HIV and AIDS & TB management.

DUTIES : Mainstream HIV and AIDS & TB within the Department and in the Housing Sector; managing the infected and affected employees through treatment, care and support mechanisms such as (conducting on-site counselling; providing professional advice on nutrition and medical treatment); assisting in developing policies and strategies to reduce the impact of the HIV and AIDS & TB epidemic in the workplace; implement the Departmental HIV and AIDS & TB policy; assist in identifying trends that influence the implementation of this policy and strategy; educate staff members on HIV and AIDS & TB and their impact on social, economical and employment aspects; evaluate the implementation of the HIV and AIDS & TB management programme; coordinate the HIV and AIDS & TB Events such as: - World AIDS Days; Condom Week Awareness; Candlelight Commemoration Day; Voluntary Counselling and Testing (VCT) Programme; World TB Day; conduct KPA (Knowledge Attitude & Perception) surveys on HIV and AIDS & TB; coordinate Corporate Social Responsibility Projects through community engagement programmes by identifying and reaching out poor communities on HIV and AIDS TB related matters, such as Hospices, Children' Home; prepare memorandum on HIV and AIDS & TB related activities.

ENQUIRIES : Mr SV Nkosi. Tel: 012 421 1336
APPLICATIONS : National Department of Housing, Private bag X644 1305, Pretoria or Govan Mbeki House, 240 Walker Street, Sunnyside, C/o Walker and Troy Street.

FOR ATTENTION
CLOSING DATE
NOTE

- : Ms N Boqo
- : 12 June 2009
- : 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 of Housing.

INDEPENDENT COMPLAINTS DIRECTORATE

The Independent Complaints Directorate is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts. Candidates, whose appointment/promotion/transfer will promote the achievement of employment equity within the ICD, will receive preference.

NOTE : Applications should be submitted on a Z83 obtained from any Public Service Department Accompanied by a comprehensive CV, certified copies of Qualifications, ID and Driver's license. If you have not been contacted within 3 months after the closing date of these advertisements, please accept that your application was unsuccessful, as Communication will be made with the short listed candidates only.

OTHER POSTS

POST 22/23 : **PRINCIPAL INVESTIGATOR**

SALARY : R174 243 per annum

CENTRE : ICD North West (Mafikeng)

REQUIREMENTS : To be considered for this position, a candidate must be in possession of a three year diploma/degree in law/policing/paralegal studies or an equivalent of NQF level 5/6 qualification and should at least have a minimum of three years proven experience in criminal investigations, which must include supervisory experience. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. In addition, the candidates must be competent in report writing skills, as well as verbal and written communication skills. He/She must be computer literate and possess a valid unendorsed Code 08 driver's licence. He/she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He she must be willing to perform standby duties and overtime.

DUTIES : His/her duties will entail amongst others, supervision of senior investigator, investigator and/or assistant investigator; ensure the receipt, registration and allocation of complaints; attendance of crime scenes and post mortems; collection, safeguard and processing of exhibits at the crime scene; conducting interviews with suspects and witnesses and obtaining affidavits; conducting DVA audits at the various police stations in line with the ICD's monitoring responsibility of the Domestic Violence Act; advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; conducting investigations of complaints of alleged criminality and misconduct against members of the police; conduct searches, seizures and collection of evidence etc; compiling investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.

ENQUIRIES : Baatseba Motlhale @ (018) 397-2500

APPLICATIONS : Independent Complaints Directorate Private Bag X 2017 Mafikeng 2745

FOR ATTENTION : Ms Keapoletswe Mothusi

CLOSING DATE : 19 June 2009

NOTE : The successful candidate will have to undergo security vetting, His/Her character should be beyond reproach.

POST 22/24 : **PRINCIPAL INVESTIGATOR**

SALARY : R174243 per annum

CENTRE : Polokwane

REQUIREMENTS : To be considered for this position, a candidate must be in possession of a three year diploma/degree in law/policing/paralegal studies or an equivalent of NQF level 5/6 qualification and should at least have a minimum of three years proven experience in criminal investigations, which must include supervisory experience. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. In addition, the candidates must be competent in report writing skills, as well as verbal and written communication skills. He/She must be computer literate and possess a valid unendorsed Code 08 driver's licence. He/she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He she must be willing to perform standby duties and overtime.

DUTIES : His/her duties will entail amongst others, supervision of senior investigator, investigator and/or assistant investigator; ensure the receipt, registration and

allocation of complaints; attendance of crime scenes and post mortems; collection, safeguard and processing of exhibits at the crime scene; conducting interviews with suspects and witnesses and obtaining affidavits; conducting DVA audits at the various police stations in line with the ICD's monitoring responsibility of the Domestic Violence Act; advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; conducting investigations of complaints of alleged criminality and misconduct against members of the police; conduct searches, seizures and collection of evidence etc; compiling investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.

ENQUIRIES : D M Mokoena
APPLICATIONS : Independent Complaints Directorate; Private Bag X9525;Polokwane; 0700
FOR ATTENTION : M B Nong
CLOSING DATE : 19 June 2009
NOTE : The successful candidate will have to undergo security vetting, His/Her character should be beyond reproach.

POST 22/25 : **ADMINISTRATION CLERK**

SALARY : R64 410 per annum
CENTRE : Kimberley
REQUIREMENTS : A minimum of standard 10/Grade 12 or equivalent qualification. Good interpersonal and Communication skills. Basic Knowledge of Administrative procedures, Treasury Regulations, Financial procedures, HRM PRESCRIPTS, provisioning administrative prescripts and record management procedures, knowledge of internal control system, persal as well as basic accounting system (bas). Able to work under pressure, be computer literate

DUTIES : Key competencies include: Perform administration duties and assist in printing and distribution telephone statement, make telephone printout and distribute same, update telephone expenditure registry, update BAS payment registry, liaise with Telkom regarding faults or request for new service , register outgoing mail and handle franking machine , assist with auxiliary duties, assist as switchboard operator.

ENQUIRIES : Ms Masigo JM @ (053) 807 5100
APPLICATIONS : Independent Complaints Directorate Private Bag X 6105 Kimberly 8301
FOR ATTENTION : Ms Masigo JM
CLOSING DATE : 19 June 2009
NOTE : The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

POST 22/26 : **SPECIAL PROGRAMMES & EMPLOYEE WELLNESS (INTERN)**

SALARY : Stipend: R 3000
CENTRE : Pretoria
REQUIREMENTS : Unemployment graduate with a recognized National Diploma/B-Tech Degree in Human Resource Management/ Public Management or relevant Qualifications. He/She must be self driven and must be computer literate. The incumbent must be able to work under pressure and should have good interpersonal and communications skills (both verbal and writing).

DUTIES : File documentation, Ensure payment of service providers, ordering of stationery, Keep financial records of all directorate's activities, Minute taking, Telephone management, Dealing with procurement issues, assist with the drafting of submissions, assist with the organizing of the events, assist with general office work, assist with the drafting of newsletters and Progress reports of the component.

ENQUIRIES : Ms K Netshikulwe @ 012 423 1443
APPLICATIONS : Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or ICD House 388 Andries Street Pretoria 0001, or Old Mercedes Benz Building 47 Schoeman Street Pretoria 0001

FOR ATTENTION : Ms T Marumo
CLOSING DATE : 12 June 2009
NOTE : The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of Section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance. Preference will be given to the disabled, Indian/coloured/white male or female. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department, at short notice and will be subjected to a personnel vetting process



CLOSING DATE : 22 June 2009

NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office. This must be typed and accompany the Z83 and all other supporting documents required. Applications that do not comply with the above mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position.

OTHER POSTS

POST 22/27 : **DEPUTY DIRECTOR: TRUST ACCOUNTING REFERENCE: 09/116/ISM**

SALARY : R344 052 – R398 805 per annum (all inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : Appropriate Degree/Diploma in Information Technology or equivalent qualification; Three years IT management experience which includes at least two years in each of the following: Project Management, System Development and Management; Knowledge of System Development Lifecycle. The following would serve as recommendation: Experience of Trust Accounting System; IT/IS experience; ICT Project Management experience. Skills and Competencies: Good communication (written and verbal) skills; Computer literacy; Project Management; Good interpersonal relations; Creative and analytical; Ability to work independently and under pressure. System development life cycle skills.

DUTIES : The management of the financial management system; The application of E-Commerce; The management of service level agreements; The establishment of chief user groups; Maintain good relations with business users across the Department and understand the business requirements for new systems and/or enhancements to existing systems; Manage JAD sessions and quality assurance of systems; Understand project and service request requirements across branches and provide guidance on user requirements.

ENQUIRIES : Mr G Masingi ☎(012) 315 1164

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

POST 22/28 : **DEPUTY DIRECTOR: MEDIA LIAISON REFERENCE: 09/117/PEC**

This is a re-advertisement candidates who applied previously need not re-apply as their applications will be considered

SALARY : R344 052 R398 805 –per annum (all inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A Degree/Diploma in Communication/Journalism or any related field; Extensive experience in a Media Liaison/Journalism environment plus three years managerial experience; Knowledge of Media operations and communication channels; Knowledge of key Media role players, current affairs, News items. Skills and Competencies: Good communication (written and verbal); Management skills; Computer literacy; Good interpersonal relations; Creative and analytical; Ability to work independently and under pressure.

- DUTIES** : Ensure effective external communication with stakeholders; Market and profile the department externally; Conduct Media Liaison on behalf of the Department and process media enquiries; Develop and review departmental media policies; Strategic planning around media and communication events; Organise press conferences and interviews; Write and issue media statements, comprehensive and well researched media articles; Determine training needs for communication officers; Assist in managing the directorate; Perform any other duties that may be assigned by the Director
- ENQUIRIES APPLICATIONS** : Ms K Ngomani ☎ 012 357 8661
- Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria,0001
- POST 22/28** : **DEPUTY DIRECTOR: HR KEY ACCOUNTS: TRAINING AND DEVELOPMENT REFERENCE: 09/151/GP**
- SALARY** : R344 052 – R398 805 per annum (all inclusive). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Gauteng
- A Bachelor's Degree in Human Resource Management or any relevant qualification with fundamental experience in a Generalist HR environment; In-depth knowledge in all aspects of HR; Valid driver's license. Skills and Competencies: Good Customer relations; Co-ordination and Planning skills; Performance Consulting; Relationship Management; Accuracy and attention to detail.
- DUTIES** : The incumbent will render Generalist HR consulting services to the client Branches in the Department of Justice and Constitutional Development; Provide HR interventions in the following fields: Recruitment and selection, HR Administration, Performance Management, Organizational Development, Learning and Development, Employment Relations, Business Process Improvement Methods and any other skills of HR service interest; Contribute to the development and accomplishment of departmental business plan and objectives; Act as an employee advocate and change champion; Continually assess the effectiveness of HR
- ENQUIRIES APPLICATIONS** : Mr. F Oosthuizen ☎ (011) 223 7600
- Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 OR Physical address: 15th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Cnr. Commissioner and Kruis Street; Johannesburg; 2000
- POST 22/29** : **AREA COURT MANAGER REFERENCE: 09/22/MP**
- SALARY** : R344 052 – R398 805 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate, Middelburg
- An appropriate three year Bachelor's Degree/National Diploma: Service Management (NQF level 5) plus the module on Case Flow Management or equivalent qualification; At least three years management or supervisory experience; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Strong leadership skills; Strategic capabilities; The following will serve as recommendations: Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA).
- DUTIES** : Co-ordinate and manage financial and human resources of offices, strategic and business planning processes as well as the facility, physical resources, information and communication related to courts; Act as Manager; Implement the Departmental policies on courts; Compile and analyze court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Facilitate strategic projects intended to improve court management; Communicate and relate with internal and external stakeholders.
- ENQUIRIES APPLICATIONS** : Mr SE Mashela ☎ (013) 753 9308
- Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: Application Box, Fourth Floor, Reception, 24 Brown Street, Nedbank Centre, Nelspruit.

<u>POST 22/30</u>	:	<u>SENIOR AUDITOR: PERFORMANCE & CONTRACT AUDITS REFERENCE: 09/118/IA</u>
<u>SALARY</u>	:	R217 482 – R252 483 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	A legal qualification/or an appropriate three year commercial degree or relevant diploma; Candidate must have served articles of clerkship/ or three years internal auditing experience or completed articles; Preference will be given to candidates with performance or contracts auditing experience; Candidates must have potential to lead a team; The successful candidates will be required to complete a security clearance; A valid driver's license as the candidate will be required to travel frequently.
<u>DUTIES</u>	:	Interpret prescripts/contracts; Identify loopholes in complex contracts; Evaluate compliance to contract terms; Evaluate performance of service providers; Provide input into the enhancement of audit methodologies and technologies; Provide input into the development of three year strategic plans and operational plans; Review audit progress on an ongoing basis and provide guidance to subordinates where necessary; Coach, lead, evaluate and monitor progress on audit projects; Participate in steering committee meetings and liaise with the client on an ongoing basis; Draft reports; Monitor implementation and adherence to audit recommendations; Build relationships with external auditors and other assurance providers.
<u>ENQUIRIES</u>	:	Ms M Mohlabi 📞 (012) 315 1783
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 22/31</u>	:	<u>COURT MANAGER (5 POSTS)</u>
<u>SALARY</u>	:	R217 482 – R252 483 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	North West Magistrate Court: Mankwe REF: 09/VA61/NW, Makikwe REF: 09/VA63/NW, Klerksdorp REF: 09/VA59/NW, Kudumane REF: 09/VA62/NW, Moretele REF: 09/VA60/NW
<u>REQUIREMENTS</u>	:	A three year bachelor degree/ diploma in Administration / National Diploma Service Management (NQFLEVEL 5) plus the module on Case Flow Management or equivalent tertiary qualification; At least three years' relevant experience; A valid drivers' licence; Shortlisted candidates may be subjected to competency assessment test. The following will serve as a strong recommendation: Knowledge and experience in office and district administration; Knowledge of the financial management and PFMA. Skills and competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication skills (verbal and written); Ability to supervise staff.
<u>DUTIES</u>	:	Coordinate and manage the financial and human resources of the office; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Implement the departmental policies at the courts; Compile and analyse court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage the communication and relations with the internal and external stakeholders.
<u>ENQUIRIES</u>	:	Mr. L Moetanalog at 📞 (018) 397 7064
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.
<u>NOTE</u>	:	Separate application must be made for each centre
<u>POST 22/32</u>	:	<u>OFFICE MANAGER REFERENCE: 09/VA48/NW</u>
<u>SALARY</u>	:	R217 482 – R 252 483 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master Of The High Court: Mafikeng
<u>REQUIREMENTS</u>	:	A Bachelor's degree of National Diploma, plus three years experience in Administration of which one should be on supervisory level; Knowledge of the Public Service Regulations. Public Financial Management Act, Employment Equity Act, Skills Development Act, and Labour Relations Act; Knowledge of all legislation and policies that inform the Department's Administrative Support

- Activities; Knowledge of the Core functions of the Master's Office; Valid code EB Driver's Licence. Skills and Competencies: Good Communication skills(Written and Verbal);Computer literacy (MS Office);Financial Management; Performance Management; Good leadership and Management skills; Inter and intra – personal skills; Public Relations skills; Analytical and presentation skills; Conflict Management/ Dispute resolution skills; Able to work under pressure; Negotiation and Numerical skills; Customer service orientation;
- DUTIES** : Ensure that work is allocated in the most effective manner amongst the support staff in the Human Resource support; budget compilation and reporting, Typing support, security and registry/filing service, Office building support, procuring of good/equipment, Library and archive services; Ensure that service level agreements are adhered to; Ensure the management and development of staff to enable them to meet their full potential in order to maintain high level of service; Ensure that the staff is trained in all aspects of their functions in order to render an effective and efficient service to the office of the Master; Prepare all financial reports prescribed and required by the management in accordance with generally accepted administration practices; Provide required office administration expertise to resolve any support problems experienced in the office of the Master, Direct and manage projects to implement amended computer of other systems and processes aimed at improving the efficiency of the Master's Office; Handle day today management and disciplinary matters in the component; Compile, Manage and oversee the office budget and report to budget coach; Manage and oversee functions of Transport and filling of vacancies; Manage and control security, Safety and Accommodation matters; Overall management of procurement of goods and services.
- ENQUIRIES** : Mr. M. Modibela at ☎ (018) 381 0003
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.
- POST 22/33** : **IT CO-ORDINATOR (3 POTS)**
- SALARY** : R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Offices, Gauteng Ref: 09/149/GPConstitutional Court, Johannesburg Ref: 09/148/GP, Regional Office, North West Ref: 09/VA58/NW
- REQUIREMENTS** : A relevant three years post matric qualification in Information Technology, and/or Grade 12 plus relevant IT certification with training / project management modules and a minimum of three years appropriate experience; Two years experience in LAN Support service; At least one year End-User training; Project and Systems management; Experience in network administration, help-desk first line support; Knowledge of government prescripts, regulations and laws; Knowledge of the development of the user training manuals, guidelines and procedures and drafting of budget; Knowledge / experience in evaluation of End—User training; Knowledge of Public Sector IT environment, LAN, Project and Change Management; A valid driver's license (Minimum of Code 8). Skills and Competencies: Project and system management; Above average communication skills; Good Interpersonal relations; Training and Presentation skills; Problem solving and Analysis; Planning and organizing; Customer service orientation;
- DUTIES** : Conduct infrastructural assessment (Applications Support) and coordinate all the related activities within the region; Manage project for the rollout of Business systems and training; Provide end-user assistance with IT solutions and systems in the regions; Develop training manual/ material on new and existing applications; Provide/conduct functional training on Business System Applications; Provide application first line support and liaison with the end-user on LAN Support; Liaise with contracted service providers at the regions; Compile provincial reports on the IT system usage and Project Status reports;
- ENQUIRIES** : Gauteng, Mr. L Hanekom ☎ (011) 223 7600
Johannesburg, Mr E Brewis ☎ (011) 259 7458
North West, Mr L Moetanalo ☎ (018) 397 7064
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 OR Physical address: 15th floor; Regional Office – Gauteng and Johannesburg; Department of Justice and Constitutional Development; Cnr. Commissioner and Kruis Street; Johannesburg; 2000 North West: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735
- NOTE** : Separate application must made for each centre

<u>POST 22/34</u>	:	<u>ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REFERENCE: 09/150/GP</u>
<u>SALARY</u>	:	R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office, Gauteng
<u>REQUIREMENTS</u>	:	National Diploma or degree in Risk and Security Management or equivalent qualification; Three years relevant experience; Grade A PSIRA registered; Fire fighting and prevention certificate; A code EB driver's (code 8) licence. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Project management skills; Presentation skills; Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Perform a variety of duties related to the core functions of the security and risk management unit: Ensure and monitor adherence to departmental security systems and policies; Manage security at sub-offices in the region including resources, security personnel, contract security and physical security infrastructure; Ensure Implementation of security measures at courts in consultation with the court managers; Promote and facilitate security awareness and education programmes ;Conduct security threats and risk audits; Ensure compliance with MISS and departmental security policy; Roll out of contingency plan and OHSA compliance at sub-offices within the region; Ensure the safety of all persons in the court environment,
<u>ENQUIRIES</u>	:	Mr. J Reddy ☎ (011) 223 7644
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 OR Physical address: 15th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Cnr. Commissioner and Kruis Street; Johannesburg
<u>POST 22/35</u>	:	<u>ASSISTANT MASTER (2 POSTS) REFERENCE: 51/09/MAS/WC</u>
<u>SALARY</u>	:	R 172 761 – R 428 154 per annum. (The salary notch will be determined in line with experience)
<u>CENTRE</u>	:	Master of the High Court, Cape Town
<u>REQUIREMENTS</u>	:	An LLB degree or four year recognized legal qualification; At least 8 years appropriate post qualification legal experience; Knowledge of or experience in the Masters environment; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Compliance Act, Close Corporation Act, Trust Property Control Act and other relevant legislation; Experience in the administration of estates. RECOMMENDATION: An appropriate post degree qualification; Experience in the functional fields of and services provided by the Masters of the High Court; Management and supervisory experience; Admission as an Attorney or Advocate of the High Court; A valid code EB (code 8) drivers license Skills and Competencies: Legal drafting; Administration of estate; Estate duties; Trust; Research and report writing; Management and Supervisory skills; Planning and Organizing; Strong leadership qualities; Strategic and conceptual orientation; Strong communication skills with the ability to motivate and direct people; Attention to detail; People development and empowerment; Problem solving skills; Time management skills; Ability to work in a highly pressurized environment; Management and supervisory skills; Good communication (verbal and written); Computer literacy .
<u>DUTIES</u>	:	Oversee the regulation of all estates and trusts by complying with legislation and regulations with empathy and due consideration; Monitor, review, revise and improve where necessary all legal and administrative operations at the Office of the Master of the High Court on an ongoing basis to ensure uniformity and optimal service levels; Ensure that all functions within the office contribute towards the Strategic direction of the Masters Branch and ultimately the Development of Justice and Constitutional Development; Ensure effective and efficient financial and human resource management within the Office of the Master; Manage the effective and efficient delivery of services at the Office of the Master of the High Court; Ensure the Masters Services are provided professionally and are of good quality and are provided within acceptable turn around times; Direct and take full responsibility for all service delivery processes and operations of the office within the established policy framework; Provide leadership, direction and training to the legal professional and management team at the office; Represent the Office in its relationships with internal and external stakeholders; Develop and implement strategies for effective management of the legal, professional and management teams to ensure that all service level .
<u>ENQUIRIES</u>	:	Ms Z Agulhas (021) 410 8435.

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Department of Justice and Constitutional Development, Private X9171, Cape Town, 8000.
- POST 22/36** : **ADMINISTRATIVE OFFICER REFERENCE: 51/09/WC**
- SALARY** : R145 920 – R169 410 per annum. (The salary notch will be determined in line with experience)
- CENTRE REQUIREMENTS** : Regional Office, Cape Town
An appropriate recognised 3-year degree/diploma (NQF 6) or equivalent qualification in Public Administration/Management. A paralegal qualification will be an added advantage; Minimum of two years experience in Office Management and Clerical/Administrative work; Sound knowledge of Human Resource Management, Financial Management, Budget Control, Assets and Facility Management, Supply Chain Management and Risk Management; Extensive knowledge of Public Finance Management Act (PFMA) and Departmental Financial Instructions (DFI); A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Communication skills (written and verbal); Office Management; Planning and organizing; Good interpersonal relations; Project Management.
- DUTIES** : Checking of diverse documents for completion and correctness; Render support to the Regional Head with the implementation of the strategy of the department; Assist with the coordination of stake holders meetings and providing secretarial duties to all such structures; Draft and compile reports and submit to the relevant supporting structures, event management, consolidation of reports from directorates, courts and other JCPS stakeholders; Rendering advice/assistance on wide spectrum of Legal matters; Manage all correspondence of the Regional Head ;Manage the office administration
- ENQUIRIES APPLICATIONS** : Mr. N Luddy (021) 462 5471.
: Quoting the relevant reference number, direct your application to: The Regional Head, Private X9171, Cape Town, 8000.
- POST 22/37** : **ADMINISTRATIVE OFFICE REFERENCE: 52/09/WC**
- SALARY** : R145 920 - R169 410 per annum. (The salary notch will be determined in line with experience)
- CENTRE REQUIREMENTS** : Magistrate Office, Albertinia
: An appropriate three year Bachelor's Degree or equivalent qualification; Two years experience in district administration; Knowledge and skills in financial management and procurement in the Public Service; Knowledge and skills with regard to compliance with the PFMA, National Treasury Regulations and other relevant statutes or Regulations; Strong Interpersonal and communication skills; Computer literacy; Application of BAS and JYP would be an added advantage.
- DUTIES** : The successful candidate will act as Office Manager; Financial Operations: performing accounting and financial operational functions according to Departmental Financial Instructions and compliance with PFMA; Budgeting, planning, monitoring and control; Monitor budget (monies in trust and vote) Spending in accordance with those policies and procedures within the Justice Department; Render aid on a wide variety of matters within the occupation category context: the interpreting of statutes, maintenance, legal aid, planning actions and special projects; Render training to clerical staff with regard to official matters; General supervision of clerical staff, performance management and disciplinary matters; Handle correspondence and draft memoranda, submissions and reports; Provide case tracking service to Judiciary and Prosecuting Authority; Compile statistics to show performance and trends Check diverse documents and work performed by co-workers for completion and correctness; Facilitate training and development of clerical personnel and any other duty that may be necessary for the smooth running of the office; Control case flow management and the utilization and maintenance of the assets and accommodation of the Department.
- ENQUIRIES APPLICATIONS** : Mr. M Cerfonteyn (044) 802 5800.
: Quoting the relevant reference number, direct your application to: The Area Court Manager, Department of Justice and Constitutional Development, Private X6537, George, 6530.
- POST 22/38** : **ADMINISTRATIVE OFFICER (REF 36/09/LMP)**
- SALARY** : R145 920 – R169 410 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Hlanganani

<u>REQUIREMENTS</u>	:	Bachelor's degree or equivalent qualifications; Two years experience in Administration and Clerical work; A valid code B drivers' licence. Skills and Competencies: Computer literacy (MS Office); Good interpersonal skills; Ability to work under pressure; Attention to detail.
<u>DUTIES</u>	:	Act as a supervisor of the Clerks in Court (clerk of court, finance, procurement, family court and administration); Checking the work done in the Civil and Criminal Courts; Checking the work done in finance section(MMT through JDAS and Vote Account); Reconcile Witness Fees, and MMT; Monitor and control the capturing of cases through E-Scheduler; Checking work done in Registry, Estates, Family court; and Provisioning; Manage the Performance Management System in the Office; Compile statistics to indicate performance and trends; Manage finances at offices by complying with PFMA, DFI, and other instructions issued from time to time by CFO; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check all tasks performed by administrative staff on a daily basis;
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. E Kotze ☎ (015) 287 2040
	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 <u>OR</u> Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
<u>POST 22/39</u>	:	<u>ESTATE CONTROLLER REFERENCE: 53/09/MAS/WC</u>
<u>SALARY</u>	:	R117 300 – R134 121 per annum (Salary will be determined in accordance with experience)
<u>CENTRE REQUIREMENTS</u>	:	Master Of The High Court, Cape Town
	:	An LLB degree or four year recognized legal qualification; At least 2 years appropriate post qualification legal experience. Skills and competencies: Legal drafting; Administration of estate; Estate duties; Trust; Good computer literacy (MS Office)Good communication skills (verbal and written); Interpersonal skills; Ability to work under pressure; Problem solving; Attention to detail; Literacy; Customer focus.
<u>DUTIES</u>	:	Administration of deceased estates and insolvent estates, Curatorship, Trusts and all aspects related to the administration thereof; Ensure that the service level agreements determined internally and externally are met and that consistent and professional standards of service are provided to clients; Ensure that all opportunities and problems that may impact on service level agreements or effectiveness of operations are brought to the attention of the Assistant Master; Assist with training and development of new personnel in order for the Department to effectively administer estates and resolve any problems; Deal with members of the public and all other parties in a professional manner and ensure that their requests are dealt with expeditiously and effectively; Prepare court reports in a professional manner when required to; Prepare all monthly management reports in the prescribed formats together with any required interpretations and recommendations.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Z Agulhas ☎ (021) 410 8435.
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Department of Justice and Constitutional Development, Private X9171, Cape Town, 8000.
<u>POST 22/40</u>	:	<u>FAMILY LAW ASSISTANT (REF 37/09/LMP)</u>
<u>SALARY</u>	:	R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Family Advocate: Polokwane
	:	An appropriate Law degree/Relevant paralegal qualification; Knowledge in the functions of the office of the Family Advocate; A valid code EB driver's license; The incumbent must be willing to travel extensively within the province/beyond; Skills and Competencies: Computer Literacy (MS Office); Excellent Communication (verbal and written); Family Mediation and Intermediary skills will be an added advantage; Basic negotiation and problem solving skills;
<u>DUTIES</u>	:	Study and evaluate pleadings including settlement agreements; Attend to the queries of and provide legal information to members of the public; Liaise with parties, legal representatives and courts regarding the filing of reports; Deal with correspondence; Attend to lower and circuit courts; Facilitate, prepare and/or amend parenting plans; Assist the Family Advocate with legal research in the preparation of trials; Mediate/evaluate of disputes regarding the care, contact and guardianship.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. E Kotze ☎ 015 287 2040
	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional

Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

POST 22/41 : **STATE ACCOUNTANT: BUDGET (REF 38/09/LMP)**

SALARY : R117 501 – 137 976 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Regional Office: Limpopo (Polokwane)

: A three year Bachelor's Degree/National Diploma in Finance or equivalent qualification plus two (2) year relevant experience; Sound knowledge of BAS, PFMA, DFI and Treasury Regulations Skills and competencies: Basic Accounting skills; Computer literacy (MS Office); Good communication skills (verbal and written); Ability to work under pressure; Good interpersonal relations; Attention to detail.

DUTIES : Prepare the budget for the Region; Coordinate budget estimates from sub-offices; Provide support and financial advice to line managers; Analyze and compile expenditure reports; Request and analyze BAS reports; Control and budget expenditure; Check and authorize sundry payments on BAS; Check and ensure banking of State monies; Compile monthly and quarterly reports; Dealing with journals.

ENQUIRIES APPLICATIONS : Ms E Kotze ☎ 015 287 2040

: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

POST 22/42 : **HUMAN RESOURCE OFFICER REF: NC/50/09**

SALARY : R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Master of the High Court, Kimberley

: Grade 12 or equivalent qualification; Administrative experience; Computer literacy (MS Office); Good communication (verbal and written); Good organizing skills.

DUTIES : Implement Performance Bonus, Pay Progression and notches for all officials; Respond to general enquiries for Promotions and Performance Rewards; Assist Regional Offices with general enquiries regarding, merit awards, pay progression and notches and promotions.

ENQUIRIES APPLICATIONS : Mr J Tope ☎ (053) 839 0060.

: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7th Floor, c/o Knight & Stead Streets, Kimberley.

NOTE : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

POST 22/43 : **PERSONAL ASSISTANT TO THE MASTER REF: NC/52/09**

SALARY : R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Master of the High Court, Kimberley

: Grade 12 or relevant qualification; A three (3) year Secretarial Diploma or equivalent qualification will be an added advantage; 2 - 3 years experience in rendering support to senior management; Short listed candidates will be required to pass a typing test; A Valid code EB drivers license.

DUTIES : Administer the on-line and physical diary of the Head of Office; Plan and schedule to day tasks of the Head of Office; Manage information and data on behalf of the Head of Office; Plan and schedule day-to-day tasks of the Head of Office; Manage telephone calls and convey messages; Organize meetings/workshops/conferences and functions; Receive and attend to visitors; Handle travel arrangements, e.g. passport and visas, accommodation, flight tickets, subsistence and travel claims, money exchange and other tasks as directed by the Head of Office; Accompany/attend meetings with the Master and compile minutes and reports.

ENQUIRIES APPLICATIONS : Mr Craig Davids ☎ (053) 831 1942.

: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7th Floor, c/o Knight & Stead Streets, Kimberley.

NOTE : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

- POST 22/44** : **HUMAN RESOURCE OFFICER: SERVICE CONDITIONS (REF 39/09/LMP)**
- SALARY** : R76 194 -R88 464 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, Limpopo
- REQUIREMENTS** : Grade 12 or equivalent recognized qualification; Two years relative experience. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good organizing; Accuracy and attention to detail.
- DUTIES** : Administer all Service Benefit Functions; Capture applications for leave on Persal System; Audit Leave Files; Amend leaves on Persal System; Respond to enquiries of clients, both verbal and written; Assist clients with regard to Service Benefit processes; Compile statistics.
- ENQUIRIES** : Ms E Kotze ☎ 015 287 2040
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
- POST 22/45** : **HUMAN RESOURCE OFFICER: CONDUCT (REF 40/09/LMP)**
- SALARY** : R76 194 -R88 464 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, Limpopo
- REQUIREMENTS** : Grade 12 or equivalent recognized qualification; One year relevant experience; Valid Drivers License. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Interpersonal skills; Good organizing; Accuracy and attention to detail.
- DUTIES** : Prepare memoranda for the appointment of Investigating and Presiding Officers; Assist Investigating Officers during disciplinary Investigations; Represent the Human Resource component during disciplinary hearings; Record hearing proceedings; Assist with the drawing of charge sheets; Compile memoranda with recommendations to the Regional Head, Director-General and Minister; Capture Leave Without Pay on the Persal System; Handle matters relating to abscondment and suspension of officials; Respond to verbal and written enquiries and provide expert advice and guidance with regard to Conduct matters; Update register and statistics; Perform investigations to determine whether officials are gainfully employed;
- ENQUIRIES** : Ms E Kotze ☎ 015 287 2040
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
- POST 22/46** : **ADMINISTRATION CLERK (REF 41/09/LMP)**
- SALARY** : R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Family Advocate: Polokwane
- REQUIREMENTS** : Grade 12 or equivalent qualification or a relevant post matric qualification; At least two (2) years administrative experience; Studying towards a degree/diploma will be an added advantage; Knowledge of JYP system will be an added advantage Skills and Competencies: Good communication skills (verbal and written); Sound interpersonal relations; Computer literacy (MS Office); Must be self-driven, innovative with flair in dealing with people; Must be able to work under pressure; Accuracy and attention to detail
- DUTIES** : Render procurement administration; Management of filing system; Capture RFQ's on JYP system; Compile delivery confirmation note on receipt of goods; In charge of stationery unit- procuring and distributing to personnel in need thereof; In charge of the management of office assets on JYP system; Render any administrative duties, within occupational class, that may be assigned.
- ENQUIRIES** : Ms E Kotze ☎ 015 287 2040
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
- POST 22/47** : **TYPIST (REF 42/09/LMP)**
- SALARY** : R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Family Advocate: Polokwane

REQUIREMENTS

: Grade 12 certificate or equivalent qualification with typing as a passed subject; Two years relevant experience will be an added advantage; Minimum typing speed of 35 wpm; An appropriate word processing course successfully completed; Short listed candidates will be required to pass a typing test. Skills and Competencies: Computer literacy (MS Word); Accuracy and attention to detail; Ability to work under pressure.

DUTIES

: Type reports; General correspondence; Answer telephone and take messages and any other administrative duties.

ENQUIRIES

: Ms E Kotze ☎ 015 287 2040

APPLICATIONS

: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

DEPARTMENT OF MINERALS AND ENERGY

- APPLICATIONS** : The Director-General, Department of Minerals and Energy, Private Bag X59, Pretoria, 0001
- FOR ATTENTION** : Mr H Marakalala/ Ms E Lethole
- CLOSING DATE** : 19 June 2009
- NOTE** : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POSTS

- POST 22/48** : **MINERAL LAWS ADMINISTRATION OFFICER**
- SALARY** : R117 501 per annum
- CENTRE** : Western Cape Regional Office
- REQUIREMENTS** : A recognised, appropriate Law degree is a prerequisite with knowledge of the appropriate laws and policies relating to mining, minerals and the environment, the law of contracts, interpretation of statutes, administrative law. etc. A valid Code 8 drivers licence is a must is the incumbent will conduct field inspections/ attend meetings PLUS the following key competencies: Knowledge of: The Mineral and Petroleum Resources Development Act, 2002 and the now lately repealed Minerals Act, 50 of 1991, Mining Charter. The Mineral Petroleum Titles Registration Act, 24 of 2003. The Public Service Act, 1994 and other previous and current related statutes relevant to mining and the environment Skills • Ability to interpret the mineral and mining agreements, legislation and policies and render necessary advice. Ability to draft and compile submissions to the Minister/DG/DDG and other departmental officials. Ability to mediate in and resolve conflict situation. Computer literacy Communication: Excellent verbal and written communication skills coupled with diplomacy and professional conduct. Creativity A dynamic individual and team player of creative thinking and easy adaptable to change. Ability to solve problems in a creative and constructive manner. Recommendation/Note: Valid driver's licence and ability to work under pressure
- DUTIES** : KRA's: Process and evaluate applications for prospecting, mining and related rights in terms of the Mineral and Petroleum Resource Development Act, 2002. Compile submissions for the Ministry/Director-General/Deputy Director-General for the granting/refusal of applicable rights. Render advice and assistance to clients and provide an information service to them. Attend to a wide variety of enquiries concerning rights applied for etc.
- ENQUIRIES** : Ms S Kunene 021 419 6105
- POST 22/49** : **HELPDESK ADMINISTRATOR**
- SALARY** : R117 501 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma in Information Technology or A+ Training with a pass for the A+ International exam with relevant Desktop & Helpdesk experience and a driver's licence will an advantage PLUS the following key competencies: Knowledge of • Microsoft products such MS Office 2003, Windows 2000/XP, Basic Networking, Heat Call logging system; Remote Control of desktops; SMS (Systems Management Server) and Columbus; Desktop Support and installation of hardware components; LAN or WAN basic knowledge Skills: An MCSE will be an added advantage; Telephone Etiquette & Troubleshooting skills critical; Problem solving; interpersonal skills; team orientated; Listening • Team orientated • Proactive Communication: • Proficient in English. Should be able to communicate clearly both written and verbally with IT customers at different levels within the department Creativity: Ability to work under pressure. Should be willing to work overtime when required.
- DUTIES** : KRA's: • Configure and troubleshoot computer desktops, laptops and printers. Travel to Regional offices to provide desktop support. Provide 2nd line support to all DME users requiring desktop support. Answer of Helpdesk telephones and managing own calls on Heat as per team OLA (Operational Level Agreement). Attend to 2nd line support calls assigned on Heat. Configure, Install, repair, and arrange replacement of computer • Liaise with external hardware suppliers on

hardware replacement issues • Handle movement of IT Hardware between Head Office and Regional Offices • Provide remote desktop support to regional and Head Office users

ENQUIRIES : Miss Pateka Maka ☎ 012 3178128

POST 22/50 : **SECURITY RISK OFFICER**

SALARY : R58 290 per annum

CENTRE : Springbok

REQUIREMENTS : Junior Certificate and PSIRA registration, at least one year security experience PLUS the following key competencies 2*Knowledge of Constitution of Republic of South Africa, (Act 108 of 1996) Criminal Procedure Act, 1997 (Act 51 of 1997) as amended, Relevant Security legislation and Safety Precautions. Skills: Good problem solving skills Good planning and organising, Communication Good communication (written and verbal), Well developed interpersonal relations, Creativity: Innovative and creative thinker. Recommendation: Candidate must be at least registered with PSIRA Grade E.*

DUTIES : Protect personnel, assets, and information, Perform access control (guard, patrol and office security duties). Monitor electronic security systems, report and investigate breaches of security. Conduct daily inspection of security, health and safety risk timeously in the building. Proper completion and administration of all relevant (e.g. OB Key control registers etc)

ENQUIRIES : Mr MC Mabena (012 3178281

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

The Department reserves the right not to appoint any applicant in this position. Persons with disabilities are encouraged to apply. The Suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the relevant component's Employment Equity Plan.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: Quest, Private Bag X5, East Rand 1462, fax 086 516 5793 or e-mail: rhten@adcorp.co.za. Enquiries: Tel (011) 306 5202
- CLOSING DATE** : 21 June 2009
- NOTE** : Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only. Applicants are requested to use the template CV as published on the Departmental Intranet and on <http://www.dla.gov.za>

OTHER POSTS

- POST 22/51** : **DEPUTY MANAGER: SALARIES (REFERENCE: S8/3/2009/375)**
- SALARY CENTRE REQUIREMENTS** : R217 482 per annum
: Directorate: Financial Administration (Pretoria)
: Applicants must be in possession of an appropriate Recognized three year degree or National diploma in Financial Management from recognized Institution and relevant appropriate experience. * Comprehensive knowledge of PERSAL and BAS. * Knowledge of Treasury regulations, Public Finance Management Act. * Knowledge of Salaries, Tax and Deductions. * Good Supervision Skills. * Good written and verbal communication. * Computer literacy. * Persal Salary Administration and Tax Course Certificate. * Persal Controller Course Certificate will be an added Advantage.
- DUTIES** : Monthly Clearing of Persal Exceptions on BAS; Monthly reporting on Control and Salary related suspense accounts. * Monthly Reconciliation of PERSAL and BAS. * Monthly reconciliation of state guarantees. * Management of Payrolls. * Management of remuneration to Employees and Deductions on Salaries. * Management of Salary transactions. * Effective Management of tax reconciliation and Payments to SARS. * Authorization of Persal transactions, Sundry Payments and Journals on BAS. * Allocation of Persal Functions to Staff in the Salary Office. * Answering Audit Queries. * Constant supervision of Subordinates. * Perform Assessment of Staff in the Salary Office. * Provide support to Outside Offices. * Provide Training within the Salary Office Functions
- POST 22/52** : **SENIOR STATE ACCOUNTANT (LEASE MANAGEMENT) (REFERENCE: S8/3/2009/373)**
- SALARY CENTRE REQUIREMENTS** : R145 920 per annum
: Directorate: Financial Administration (Pretoria)
: * Applicant must be in possession of an appropriate degree/diploma in Financial Management qualification from accredited institution. * Extensive experience in a financial accounting environment, particularly account receivable, supervisory skills and specific experience in lease revenue management will be an added advantage. * Computer literacy (MS Word, Excel and PowerPoint). * Excellent communication skills (verbal and written). * Very good interpersonal relations, self-starter, quick thinker. * Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations and BAS will be an added advantage. * Willing to travel and work irregular hours to meet the Deadlines.

<u>DUTIES</u>	:	Effective Management of lease revenue, ensuring that proper reconciliation is done. * Provide support to Provincial offices of the Department. * Implement and maintain policies and procedures in lease management section. * Assist in effective month and year end closure. * Provide inputs for Annual Financial Statements, Respond to Audit queries. * Manage the performance and Supervising of Staff within the Section
<u>POST 22/53</u>	:	<u>SENIOR STATE ACCOUNTANT (PAYABLES) (REFERENCE: S8/3/2009/374)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R145 920 per annum Directorate: Financial Administration (Pretoria) Applicants must be in possession of an appropriate recognized three year degree or National diploma in Financial management from recognized institution and at least three experience and or Matric with at least extensive years experience in finance, * Knowledge and experience GGMT. * Profound knowledge in reconciliation of accounts Travel Management Account and transport suspense account. * Supervisory skills. * Computer literate (packages such as Microsoft, Excel, Ms Word). * Good interpersonal skills. * Excellent verbal and written communication skills. * Knowledge of Treasury or Financial regulations, and PFMA.
<u>DUTIES</u>	:	Monitor and Control transport suspense account. * Check and authorise Payments and journals on BAS. * Manage Government Garage Motor Transport interfaced account and unallocated objectives. * Clearing of on line exceptions before month closure. * Manage the Account Reconciliation. * Manage the follow up of outstanding Invoices on the Accounts. * Answering the Audit queries related to Travelling Payments. * Monthly reporting on Transport Suspense account. * Manage the performance of Staff within the Section. * Set the Control measures in place to avoid irregularities. * Management of staff. * Provide support to Outside Offices
<u>POST 22/54</u>	:	<u>STATE ACCOUNTANT (LEASE MANAGEMENT) (REFERENCE: S8/3/2009/372)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R117 501 per annum Directorate: Financial Administration (Pretoria) Applicants must be in possession of Matric with four years experience in Finance or a Degree/Diploma in Financial Management from accredited institution and two years applicable Finance Experience. * Knowledge of Treasury or Financial regulations, PFMA and Basic Accounting System (BAS). * Computer literate (packages such as Microsoft, Excel, Ms Word). * Excellent verbal, written and Interpersonal communication skills.
<u>DUTIES</u>	:	Handling of advance tasks related to Lease Management. * Monthly collection of Departmental Lease revenue. * Scrutinizing of lease revenue files for completeness and correctness. * Filing of deposit slips/receipts, follow-up on outstanding lease revenue. * Communicating with regional Offices, Updating lease revenue information on the Database. * Perform daily reconciliation lease revenue
<u>POST 22/55</u>	:	<u>SUPPLY CHAIN PRACTITIONER (REFERENCE: S8/3/2009/369)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R117 501 per annum Shared Service Center: Western Cape (Mowbray) Three year tertiary qualification in Finance/Public Administration/Supply Chain or equivalent qualification. * Two years practical experience in LOGIS. * Sound knowledge of the SCM prescripts, PFMA, Treasury Regulations, PPPFA. * Experience and knowledge of other financial accounting system will be added advantage such as BAS, Vulindlela and Pro-quotes system. * Good interpersonal relationship and organising skills. * Good communication skills, both verbal and written. * Customer and Clients focus.
<u>DUTIES</u>	:	Authorise requisitions from Chief Users. * Ensure requisitions comply with SCM procedures and delegations and Internal control measures. * Provide assistance, support and liaise with Chief Users on procurement policies and procedures regarding LOGIS compliance. * Verify and update Supplier banking details. * Customer and Clients Focused. * Supervise the subordinate compile monthly and adhoc reports
<u>POST 22/56</u>	:	<u>SENIOR ACCOUNTING CLERK (LEASE MANAGEMENT) (Reference: S8/3/2009/370)</u>
<u>SALARY CENTRE</u>	:	R94 326 per annum (Level 6) Directorate: Financial Administration (Pretoria)

- REQUIREMENTS** : Applicants must be in possession of Matric with at extensive years experience in Finance. * Knowledge of Treasury or Financial regulations, PFMA and Basic Accounting System (BAS). * Computer literate (packages such as Microsoft, Excel, Ms Word). * Excellent verbal, written and interpersonal communication skills.
- DUTIES** : Effective updating of Departmental Lease revenue, Opening files for new leases. * Filing of deposit slips/receipts, follow-up on outstanding r lease revenue. * Communicating with regional Offices, Updating lease revenue information on the Database. * Perform daily reconciliation on lease revenue
- POST 22/57** : **SENIOR ADMINISTRATION CLERK (LOSS CONTROL) (REFERENCE: S8/3/2009/371)**
- SALARY** : R94 326 per annum
- CENTRE** : Directorate: Financial Administration (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of grade 12 plus 2 years experience in Finance. * Experience in loss control will be added advantage. * Profound knowledge of Treasury Regulations, Public Finance Management Act (PFMA). * Good written and verbal communications skills, proficient in Microsoft Excel and Word, and knowledge of BAS.
- DUTIES** : Reconciliation of the relevant suspense account, Monthly Reconciliation of the Damage Vehicle and Theft and Loss Accounts. * Capture Journals. * Prepare Memorandums and Submissions related to writing off irrecoverable debts. * Communicate with official in respect of Damage Vehicles

STATISTICS SOUTH AFRICA

Stats SA endeavours to promote the careers of previously disadvantaged persons by applying the principles of appropriate legislation, e.g. Employment Equity Act, 1998

- APPLICATIONS** : Applications can be: • Post to the Human Resources Officer, Statistics South Africa, Private Bag x11290, Nelspruit1200 • Delivered at 17 Henshall Street, Stats House Building, 2nd Floor, Nelspruit
- CLOSING DATE** : 12 June 2009
- NOTE** : Applications must be submitted on • Z83 Application Form • Detailed CV with contact details of three recent referees • Certified copies of: qualifications, Identity Document and driver's license. Failure to submit the required documents may lead to your application not being considered. If you do not hear from us within two months after the closing date, please regard your application as unsuccessful. Correspondence will be entered into with short listed candidates only • Stats SA reserves the right not to make an appointment • Applicants risk to be disqualified for failure to submit the aforementioned required documents • Appointment is subject to security clearance, the signing of a performance agreement, the verification of applicant's documents, and reference checking • It is applicants responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA) • Applications received after the closing date will not be considered • Please clearly indicate the position you are applying for in your application and applicant must submit separate application for each position where several positions are advertised.

OTHER POSTS

- POST 22/58** : **PROCUREMENT OFFICER (REF NO 09/03/05/MP)**
 Person profile: • This position will suit a person with: • Excellent communication, numerical and report writing skills • Excellent analytical and financial skills • Good interpersonal skills and the ability to handle multiple and complex tasks and projects • Good computer skills in MS Word, Excel, Project and PowerPoint. One permanent position exists in the Mpumalanga Provincial Office.
- SALARY CENTRE REQUIREMENTS** : R174 243 per annum
 Nelspruit
 Prerequisites: • Relevant three-year tertiary qualification in Procurement or Finance • Relevant experience in accounting and procurement in public sector environment • Experience in BAS, LOGIS, SCM and PAS will be advantageous • Familiarity with the following: * Treasury Regulations * PFMA * Supply Chain Management Act (PFMA) * Public Service Act * Treasury Regulations and Government Procurement Procedures * Tender Board Act and Regulations.
- DUTIES** : Key performance areas: • Provide goods and services timeously and according to prescribed specifications • Provide procurement service in any units, namely Buying, Bid, Store, LOGIS Admin, Supplier Database Administration and Creditor Payment • Liaise with suppliers to obtain information on their products • Compile regular written reports • Comply with applicable legislation policies and regulations and ensure that requests are in accordance with applicable provisions • Liaise with relevant stakeholders on supplier performance.
- ENQUIRIES** : Ms. Sinah Maake and Frank Thengwayo on (013) 754-0600
- POST 22/59** : **PUBLICITY SUPERVISOR (REF NO DF01/05/09)**
 Person Profile: • This position will suit a person with: • Good negotiating and communication skills • Ability to work under pressure • Logical and analytical report writing skills • Good interpersonal skills • Assertiveness. One contract position until November 2009 exists within the Dwelling Frame Project.
- SALARY CENTRE REQUIREMENTS** : R109 515 per annum plus 37% in lieu of benefits [Excluding leave benefits]
 Mpumalanga Province
 Prerequisites: • Senior certificate • Experience in publicity operations and survey methodologies • Computer literacy in MS Office • A valid driver's license.
- DUTIES** : Key Performance Areas: • Design and implement work flow for publicity • Identify and keep record of key stakeholders • Maintain Dwelling Frame • Execute all publicity related duties as stipulated by Head Office and Provincial management • Submit all progress and other publicity related reports timeously as stipulated within the given time-frames.
- POST 22/60** : **PUBLICITY OFFICER (REF NO. DF02/05/09)**
 Person Profile: • Proven interpersonal facilitation and communication skills • Ability to establish and maintain effective work relations • Ability to prepare reports • Ability to handle multiple tasks • Willingness to travel extensively and

work long hours. One contract position until November 2009 exists within the Dwelling Frame Project.

- SALARY** : R 94 326 per annum plus 37% in lieu of benefits [Excluding leave benefits]
CENTRE : Mpumalanga Province
REQUIREMENTS : Prerequisites: • Senior certificate • Experience in publicity operations and survey methodologies • A valid driver's license.
- DUTIES** : Key Performance Areas: • Publish the Dwelling Frame Project to internal and external stakeholders professionally • Secure buy-in and support for the fieldwork phase as well as the overall project during its duration • Execute all publicity related duties as stipulated by Head Office and Provincial management • Submit all progress and other publicity related reports timeously as stipulated within the given time-frames • Work closely with and report to all Dwelling Frame Project assigned supervisors, coordinators and managers.
- ENQUIRIES** : Ms. Sinah Maake and Frank Thengwayo on (013) 754-0600

THE PRESIDENCY

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

- APPLICATIONS** : Applications stating the relevant reference or post number, should be forwarded to: The Presidency, Private Bag X1000, Pretoria 0001,
- FOR ATTENTION** : Mr Maggy Makgae
- CLOSING DATE** : 12 June 2009
- NOTE** : Applications must be submitted on Z83 form (dully signed) accompanied by a comprehensive CV, together with certified copies of educational qualifications and ID. It is the responsibility of the applicants to have his/her foreign qualification evaluated by SAQA. Confirmation of final appointment will be subject to a positive security clearance. Due to the high volume of responses anticipated, correspondence will be limited to shortlisted candidates only. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will considered.

OTHER POSTS

- POST 22/61** : **ASSISTANT DIRECTOR: SERVICE CONDITIONS**
Unit: Human Resource Management
- SALARY** : R174 243 to R 217 482 per annum
- REQUIREMENTS** : A National Diploma or Degree in Human Resource Management or related field coupled with extensive experience in condition of service. Extensive knowledge of the PERSAL system. Team leadership skills. Good knowledge of HR Management, legislations, directives, policies and implementation strategies. Good communication skills as well as interpersonal skills. Organisational, planning and coordination skills. Computer literacy.
- DUTIES** : Manage and co-ordinate human resource administration matters (e.g. salary payment, allowances, medical assistance, remunerated overtime, housing allowance, etc.) within The Presidency to contribute to the rendering of a professional human resource management service. Address human resource management enquiries to ensure correct implementation of human resource management practices. Ensure the successful implementation of departmental and Public Service policies on matters related to human resource. Provide inputs on the development/ amendments of human resource management and practices. Prepare and consolidate reports on personnel administration issues. Inform, guide and advice staff and management on human resource administration matters to enhance correct implementation of policies. Manage human resources, which include, inter alia; training and development of officials, performance management and work allocation. Authorise transactions on PERSAL according to delegation. Manage the HR registry.
- ENQUIRIES** : Mr TP Moloji, 012 300 5622
- POST 22/62** : **PRINCIPAL PERSONNEL OFFICER**
Unit: Human Resource Management
- SALARY** : R117 501 per annum
- REQUIREMENTS** : A Senior Certificate plus appropriate extensive experience. Extensive knowledge of the PERSAL system, sound experience in personnel and salary administration, excellent communication skills, computer literacy and basic understanding of Job Evaluation. Supervisory skills.
- DUTIES** : The successful candidate will be expected to perform the following duties: Approval of all PERSAL transactions, conditions of service, personnel administration, salary administration, maintaining the establishment with regard to creation and abolishing of posts, amendment of job titles and core links etc; provide assistance to senior managers regarding the restructuring of their packages. Assist officials within the Department and the public with Human Resource related queries and supervision of staff.
- ENQUIRIES** : Ms L Long, 012 300 5881
- POST 22/63** : **CHIEF REGISTRY CLERK**
Unit: Human Resource Management
- SALARY** : R117 501 per annum
- REQUIREMENTS** : A Senior Certificate with extensive experience in the registry. Appropriate experience in electronic records management is essential. Knowledge of

National Archives Act; and successful completion of the Records Management Course will be an added advantage. Good knowledge of personnel/HR related files. Good communication and interpersonal skills. Ability to read and analyse official documents. Data capturing skills and computer literacy. An average understanding of information security and document management is essential.

DUTIES : The duties attached to this position will be the following: Opening and closing files. Tracing of files. Keeping records of outgoing and incoming files. Ordering of stationery. Pending files according to the pending system. Maintain relevant registers. Disposal of records. Quarterly audit of records. Allocate reference numbers according to The Presidency approved file plan. Supervise filing of files and other documents. Handle internal and external queries. Train and manage Registry Clerks. Perform other tasks as assigned by the supervisor.

ENQUIRIES : Ms L Long, 012 300 5881

POST 22/64 : **SENIOR PERSONNEL OFFICER**
Unit: Human Resource Management

SALARY : R94 326 per annum

REQUIREMENTS : A Senior Certificate plus appropriate extensive experience. Extensive knowledge of the PERSAL system, sound experience in personnel and salary administration, excellent communication skills and computer literacy.

DUTIES : The successful candidate will be expected to perform the following duties: Conditions of service i.e implementation of leave, overtime, processing service terminations, long service awards, injury on duty etc. Salary administration i.e. change of banking details, calculation of leave gratuities, implementation of SMS package adjustment for senior managers etc. Personnel administration, i.e processing appointments, transfers, housing, promotions/transfers etc. and assist within the Department with Human Resource and related queries.

ENQUIRIES : Ms L Long, 012 300 5881

DEPARTMENT OF WATER AND ENVIRONMENTAL AFFAIRS

The Department of Water Affairs and Forestry is an equal opportunity, affirmative action employer. The intention is to promote representivity in the Public Service through the filling of this post and persons whose appointment will promote representivity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. "We recognize that people are the cornerstone of the Department's success" Employee Value Proposition We provide: Learning and development opportunities Flexible working arrangements Access to professional employee assistance programme Incentives for excellent performance A supportive and empowering working environment

APPLICATIONS FOR ATTENTION : Director: Northern Operations NWRI – Branch,P/Bag X352 Hartbeespoort, 0216
CLOSING DATE : Mr. M. R Williams
 12 June 2009
NOTE : Applications must be submitted on forms Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. For all posts, please forward your application, quoting the relevant reference number, to the address mentioned at each post. No faxed applications will be accepted. Note: If you have not heard from us within 6 weeks of the closing date, please accept that your application was unsuccessful

OTHER POST

POST 22/65 : **SENIOR ADMINISTRATION CLERK GRADE I**
SALARY : R64 410 per annum.
CENTRE : Hartbeespoort and Tzaneen Area Office
REQUIREMENTS : Grade 12 or equivalent qualification plus appropriate experience will be an added Advantage. Ability to work on a switchboard. Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail.
DUTIES : Handle all incoming and outgoing calls; Forward all calls to the appropriate divisions / sections / officials. Take and forward messages. Print and distribute monthly telephone accounts. Keep register for all telephone accounts. Report faults to Telkom. Deal with other administrative duties
ENQUIRIES : Mr. M. R Williams tel (012) 253 1093

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF ROADS AND TRANSPORT**

The Department of Roads & Transport is an equal affirmative action employer, females and people with disabilities are encouraged to apply.

- APPLICATIONS** : The Superintendent - General, Department of Roads and Transport, Private Bag X0023, Bhisho 5605.
- CLOSING DATE** : 19 June 2009
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service department, and should be accompanied by certified copies of qualifications, ID document and a comprehensive CV.

OTHER POSTS

- POST 22/66** : **AIRPORT SECURITY MANAGER (REF.E42821)**
Component: Civil Aviation
- SALARY** : R174 243 per annum
- CENTRE** : Mthatha
- REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years relevant experience or B.degree/ National Diploma with 3-5 years relevant experience. Knowledge of South African Civil Authority Acts and Airport security measures. Skills: Computer literacy in MS Word, Power Point, Excel, MS Project. Good verbal and written communication skills. Proven applied policy implementation skills. Proven applied resource management skills, including among others team and people management skills. Proven applied conflict resolution skills. Proven self-management ability.
- DUTIES** : Provide a safe and secure environment for passengers and flights visiting the airport. Ensure that all relevant regulations, policies are implemented. Assist law enforcement agents to implement crime prevention and management strategy by identifying all criminal inclined acts taking place in the airport. Ensure that there is proper control of dangerous goods items, weapons, fire arms ammunition etc as per the requirement Civil Aviation Authority. Ensure that all airport infrastructures are regularly checked for safety compliance. Update airport security programmes annually and submit it to South African Civil Aviation Authority (SACAA) for approval. Provide security reports to SACAA on monthly basis. Develop and publicize an airport safety plan. Manage human, financial and material resources of the sub- directorate.
- ENQUIRIES** : Miss Notyesi: Tel: 043 6047458
- POST 22/67** : **PERSONAL ASSISTANT (REF.E42847)**
Component: 2010 World Cup Transportation
(2-year 4 months Contract)
- SALARY** : R 117 501 per annum
- CENTRE** : King Williamstown
- REQUIREMENTS** : Grade 12 with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Willingness to work overtime when required.
- DUTIES** : Provide a secretarial/ receptionist support service to the Senior Manager. This will, inter alia, entail the following: - (i) Receiving telephone calls and referring the calls to the correct role players if not meant to the relevant Senior Manager. (ii) Recording appointments and events in the diary of the Senior Manager. (iii) Typing documents for the Senior Manager and other staff within the unit on a word processor. (iv) Operating office equipment like fax machines and photocopiers. (B) Provides a clerical support service to the Senior Manager: This will entail, inter alia, the following: (i) Liaising with travel agencies to make travel arrangements. Checking the arrangements when the relevant documents are received. (ii) Arranging meetings and events for the Senior Manager and the staff in the Unit. Identifying venues, invites role players, organizes refreshments and sets up schedules for meetings and events. (iii) Processing the travel and subsistence claims for the unit. (iv) Processing all invoices that emanate from the activities of the work of the Senior Manager. (v) Recording basic minutes of the meetings of the Senior Manager where required. (vi) Drafting routine correspondence and reports. (vii) Filing of documents for the Senior Manager

and the unit where required. (viii) Administering matters like leave registers and telephone accounts. (ix) Receiving records and distributes all incoming and outgoing documents. (x) Handling the procurement of standard items like stationary, refreshments etc. (xi) Collecting all relevant documents to Senior Manager to prepare for meetings
Ms Notyesi: Tel: 043 6047458

ENQUIRIES

:

**PROVINCIAL ADMINISTRATION: GAUTENG
GAUTENG SHARED SERVICES**

- APPLICATIONS** : Gauteng Shared Service Centre, 77 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
- CLOSING DATE** : 19 June 2009
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

OTHER POST

- POST 22/68** : **SECRETARY: CRM REF NO: 70060140**
Directorate: Customer Management Services
Person Profile: The incumbent must possess excellent typing and word processing skills. Good inter-personal, organizational and communication skills are essential. The basic principles of Public Relations are also required. The incumbent must be able to work under pressure and be knowledgeable in operating office equipment.
- SALARY CENTRE REQUIREMENTS** : R117 501 – R136 419 per annum (plus benefits)
Johannesburg
- DUTIES** : The candidate must be in possession of a Secretarial Diploma and a Matriculation Certificate. Computer Literacy and Secretarial experience is essential.
Perform “front-line” functions. Maintain and manage the diary, confirming appointments, compiling/ typing correspondence documentation. Provide secretarial assistance for meetings for the Senior Manager by arranging logistics. Prepare and disseminate, minutes, provide administrative support to the Senior Manager, updating and safekeeping of all records. Provide general management of the Office.
- ENQUIRIES** : Philemon Buthelezi, Tel No: (011) 689 - 6869

DEPARTMENT OF HEALTH

- APPLICATIONS** : Gauteng Shared Service Centre, 77 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

MANAGEMENT ECHELON

- POST 22/69** : **PRINCIPAL SPECIALIST (INTERNAL MEDICINE) REF NO: 70060206**
Directorate: Medical
- SALARY** : R615 633 per annum (all inclusive package). The inclusive remuneration package consists of the basic salary, the government’s contribution to the GEPP and flexible portion which is structured according to the rules for the structuring of a flexible portion, plus scarce skills allowance (15% of basic salary notch per annum) and commuted overtime.
- CENTRE REQUIREMENTS** : Tembisa Hospital
MBChB and registration with the Health Professions Council of South Africa as a Specialist Physician. Extensive knowledge in Internal Medicine and ART Clinical Management. 5-10 years experience.
- DUTIES** : Exercise control over all functions and human resources in Surgery. Execute advisory commitment; formulate strategic policies which will enable the hospital to successfully fulfill its role in delivering quality service to the committee. Compile budget and manage personnel activities. Responsible for budgetary constraints. Provide ongoing development and post graduate training to all medical professionals and non professional workers, effective provisioning in

utilization of personnel by means of effective resources utilization and application of Labour practices in order to achieve organizational professional standards. Represent the hospital on higher level committees.

ENQUIRIES : Dr. N.A. Msibi, Tel No: (011) 923-2053
CLOSING DATE : 19 June 2009

OTHER POSTS

POST 22/70 : **DEPUTY DIRECTOR: NURSING REF NO: 70060207**
Directorate: Nursing

SALARY : R445 509 per annum (all inclusive package)
CENTRE : Tembisa Hospital
REQUIREMENTS : Diploma in Nursing and Midwifery registration with SANC. Extensive knowledge, skills, experience in managerial, financial, Labour Relations. Leadership, interpersonal and Computer Literacy. Detailed knowledge of provincial and National Health Legislation and Policies, strategic commensurate with the challenges and demands of a level two service.

DUTIES : Provisioning of an efficient, integrated management of comprehensive quality patient/client care. Ensure that all received policies, circulars are available and implemented, adapt and establish internal policies specific to institution. Effective management of allocated resources in line with allocated budget. Integration of services facilitate and participate on meeting with institutional and district managers in allocated region. To encourage community involvement and active participation and relation to identify to identified needs at all levels of care. Ensure that nursing standards and norms are set and implemented and evaluated at clinical level in line with operational Acts and Regulations. To establish and utilize an effective information system by facilitation of applicable research. To ensure effective management of holistic patient care.

ENQUIRIES : Dr. N.A. Msibi, Tel No: (011) 923-2053
CLOSING DATE : 19 June 2009

POST 22/71 : **SPECIALIST (2POSTS) REF NO: 70060177**
Directorate: Radiology

SALARY : R391 026 per annum (all inclusive package)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MMed (Rad) D or FR Rad (D) SA or equivalent.
DUTIES : Participate in training of pre and post graduates. Have experience in all aspects of General Radiology. Rotate through different Radiological Modalities. Administrative duties and duties needed by HOD. Contribute to research activities in Radiology.

ENQUIRIES : Prof Z Lockhart, Tel No: (012) 354 - 2406
CLOSING DATE : 19 June 2009

POST 22/72 : **HUMAN RESOURCE MANAGER REF NO: 70060123**
Directorate: Administration

SALARY : R344 052 per annum (all inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENTS : An appropriate 3 years degree / diploma in Human Resource Management. Five years experience in Human Resource Management. Strong leadership and problem solving skills. A strategic thinker, planner and manager. Knowledge of Persal, HR prescripts and Gauteng Health HR Policies and strategy an advantage.

DUTIES : Management of labour relations, employee wellness, training and development, recruitment of employees, termination either as retirement or resignation, remuneration (including actual salary, overtime and any other benefit) and performance and development management (PMDS). The candidate will also develop HR strategy and implement it. Will be responsible in taking the lead on HR management issues in general, including OHS. Will ensure that retention strategy of the hospital in line with the provincial strategy benefits the institution.

ENQUIRIES : Mr. N. Ramulumisi, Tel No: (011) 878- 8521
CLOSING DATE : 19 June 2009

POST 22/73 : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: 70060134**
Directorate: Administration

SALARY : R344 052 per annum (all inclusive package)
CENTRE : Sebokeng Hospital

- REQUIREMENTS** : A relevant 3 year degree or diploma from accredited institutions. Minimum of 5 years in management of support services, facility, patient administration and other areas of importance. Computer literacy and the ability to utilize and retrieve information from the Health Information system. Good writing skills and code 8 driver license.
- DUTIES** : Take leadership of the support services including linen management, cleaning services, grounds, transport, facility management, patient records, mortuary, security services and catering services. Ensure that the hotel management / hospitality of the hospital with regards to cleanliness, linen supply and food services is of high quality standards. Ensure that the hospital environment is free of pests through ensuring clean environment and effective pest control management. Ensure that mortuary services are friendly to all the clients. Ensure that patients' records are kept safe and confidential.
- ENQUIRIES** : Mr. N. Ramulumisi, Tel No: (011) 878-8521
- CLOSING DATE** : 19 June 2009
- POST 22/74** : **FINANCE MANAGER REF NO: 70060132**
Directorate: Administration
- SALARY** : R344 052 per annum (all inclusive package)
- CENTRE** : Sebokeng Hospital
- REQUIREMENTS** : An appropriate 3 year degree / diploma in Finance Management. Five years experience in financial management especially within Public Service. Strong strategic leader with sound people management. A post graduate qualification will be an advantage. Sound knowledge of the PFMA, Treasury Regulations and other legislative prescripts.
- DUTIES** : Plan, implement and manage the financial management systems of the hospital, in line with Public Service legal prescripts. Manage the budget through a participative planning for budget allocation. Expenditure that is based on strong internal control systems. Advise the hospital management on expenditure pattern, projections and intervention strategies. Take a lead in ensuring that the hospital's three to five year plan is in line with the departmental APP is in place and applied for annual planning. Manage revenue collection by ensuring that the annual target is reached.
- ENQUIRIES** : Mr. N. Ramulumisi, Tel No: (011) 878-8521
- CLOSING DATE** : 19 June 2009
- POST 22/75** : **PRINCIPAL MEDICAL OFFICER (21 POSTS)**
Directorate: HAST
- SALARY** : R 344 052 per annum (plus benefits)
- CENTRE** : Dr GeorgeMukhari REF NO: 70059142
Pretiria West REF NO: 70059143
Kalafong REF NO: 70059144
Mamelodi REF NO: 70059145
Tshwane District REF NO: 70059146
Tshepong REF NO: 70059147
Odi REF NO: 70059148
Jubilee Hospital REF NO: 70059149
Dark City REF NO: 70059150
Stanza Bopape REF NO: 70059151
Soshanguve REF NO: 70059152
K.T. Motubatse REF NO: 70059153
Phedisong REF NO: 70059154
Laudium CHC's REF NO: 70059155
Attridgeville Clinic REF NO: 70059156
- REQUIREMENTS** : MBCHB and registration with the Health Professions Council of South Africa as a Medical Practitioner. At least 3 years extensive appropriate clinical knowledge and experience in HIV and AIDS/ STI & TB Management. Sound knowledge and understanding of National HAST policy guidelines and protocols. Computer literacy. Management skills. Ability to work within the multidisciplinary team Ability to work under pressure. Readiness to work beyond office hours.
- DUTIES** : Function as part of the multidisciplinary team. Manage all patients eligible for ARV's according to National guidelines. Initiate patients on ARV's. Continuous monitoring of patients an ARV's. Serve as a champion for drug adherence. Manage patients according to the National TB/ HIV collaboration guidelines. Identify patients for down-referral. Refer patients to other identified disciplines. Participate in continuous medical education & supervision activities of subordinates and community service doctors. Forms part of the clinical service delivery team within the facility. Participate in pharmacovigilance activities. Participate/ support research.

ENQUIRIES : Mrs. N.O. Matjebe, Tel No: (012) 303 - 9154
CLOSING DATE : 19 June 2009

POST 22/76 : **SENIOR MEDICAL OFFICER (2 POSTS) REF NO: 70060203**
 Directorate: Medical

SALARY : R217 482 per annum (plus benefits)
CENTRE : Tembisa Hospital
REQUIREMENTS : MBChB degree or equivalent qualifications. Current proof of registration with the HPCSA. Good clinical skills in Emergency Medicine. Good interpersonal skills. At least three (3) years working experience.

DUTIES : Perform all functions of a Senior Medical Officer as prescribed in the job description. Ensure quality patient care. Perform commuted overtime in accordance with overtime regulations. Participate in all quality assurance initiatives. Offer training and guidance to junior staff. Ensure adherence to Batho Pele Principle and Patient Right Charter.

ENQUIRIES : Dr. N. S. Mbeleki, Tel No: (011) 923-2350
CLOSING DATE : 19 June 2009

POST 22/77 : **MIDDLE MANAGER (INFORMATION TECHNOLOGY) REF NO: 70060204**
 Directorate: Information Technology

SALARY : R217 482 per annum (plus benefits)
CENTRE : Tembisa Hospital
REQUIREMENTS : Grade 12 and IT qualification with specialized functional and management courses. 5 years working experience in an IT support functions. Knowledge of computer systems (office PC, Network equipment etc). Ability to operate/repair computer (hardware and software) System administrator, Microsoft product specialist. Computer analytic skills in using desktop productivity software such as Word Processors, Spreadsheets, E-mail and Electronic Diaries be an advantage.

DUTIES : Reporting to the Deputy Director Corporate Service. The incumbent will be responsible for conducting research, planning, developing and improving computer based information systems, such as security of data-bases. Provide assistance to users of micro computers and software/hardware package in use. Control and operate computers peripheral equipment and carry out programming task related to the installation and maintenance of computer hardware and software.

ENQUIRIES : Mrs. L. Mmatli, Tel No: (011) 923-2284
CLOSING DATE : 19 June 2009

POST 22/78 : **CONTROL CLINICAL TECHNOLOGIST REF NO: 70060138**
 Directorate: Department of Cardiology

SALARY : R217 482 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : BTech or MTech degree: Registered with HPCSA as Clinical Technologist (Cardiology). Minimum of 5 years post-National Diploma clinical experience. Proven supervisory and managerial experience and skills.

DUTIES : Clinical service rendering (also after-hours). Management and supervision of clinical technologist. Theoretical and practical training of student clinical technologists. Set and apply service and quality standards. Control expenditure and supplies.

ENQUIRIES : Prof. TM Mathivha, Tel (012) 354-1956
CLOSING DATE : 23 June 2009

POST 22/79 : **CONTROL CLINICAL TECHNOLOGIST REF NO: 70060136**
 Directorate: Department of Nephrology

SALARY : R217 482 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : BTech or MTech degree: Registered with HPCSA as Clinical Technologist (Nephrology). Minimum of 5 years post-National Diploma clinical experience. Proven supervisory and managerial experience and skills.

DUTIES : Clinical service rendering (also after-hours). Management and supervision of clinical technologist. Theoretical and practical training of student clinical technologists. Set and apply service and quality standards. Control expenditure and supplies.

ENQUIRIES : Dr. NT Sebastian, Tel (012) 354-1588
CLOSING DATE : 23 June 2009

- POST 22/80** : **SENIOR MEDICAL OFFICER (15 POSTS)**
Directorate: HAST
- SALARY CENTRE** : R217 482 per annum (plus benefits)
: Dr Geogr Mukhari REF NO: 70059127
Kalafong REF NO: 70059128
Pretoria West REF NO: 70059129
Tshwane District REF NO: 70059130
Mamelodi District REF NO: 70059131
Tshepong District REF NO: 70059132
Odi REF NO: 70059133
Jubilee Hospital REF NO: 70059134
Laudium REF NO: 70059135
Dark City REF NO: 70059136
K.T. Mutubatse REF NO: 70059137
Stanza Bopape REF NO: 70059138
Soshanguve REF NO: 70059139
Phedisong CHC's REF NO: 70059140
Atteridgeville Clinic REF NO: 70059141
- REQUIREMENTS** : MBCHB and registration with the Health Professions Council of South Africa as a Medical Practitioner. Clinical knowledge and experience in HIV and AIDS/ STI & TB Management. Sound knowledge and understanding of National HAST policy guidelines and protocols. Computer literacy. Readiness to be integrated into mainstream facility PHC/ Hospital setting. Ability to work under pressure. Readiness to work beyond office hours.
- DUTIES** : Function as part of the multidisciplinary team. Manage all patients eligible for ARV's according to National guidelines. Initiate patients on ARV's. Continuous monitoring of patients on ARV's. Manage patients according to the National TB/ HIV collaboration guidelines. Refer patients to other identified disciplines. Participate in continuous medical education & supervision activities of subordinates and community service doctors. Forms part of the clinical service delivery team within the facility. Participate in pharmacovigilance activities. Support research activities.
- ENQUIRIES CLOSING DATE** : Mrs. N.O. Matjebe, Tel No: (012) 303 - 9154
: 19 June 2009
- POST 22/81** : **PRINCIPAL PHARMACIST REF NO: 70060158**
Directorate: Pharmacy
- SALARY CENTRE REQUIREMENTS** : R190 557 per annum (plus benefits)
: Steve Biko Academic Hospital
: B Pharm/ Dip Pharm, Registration with the SA pharmacy council as Pharmacist, Registration as Tutor. Communication Skills, Training Skills, Computer literacy (MS Office), Interpersonal skills, calculation skills, Drug supply management.
- DUTIES** : Organize the department's activities i.e. personnel, equipment, etc Gather data and produce relevant posts Assist with in- service training of personnel Ensure implementation and adherence to GPP, GMP, DSM and SOP's. Supply relevant information to patients, doctors and nurses Supervisory function over interns and Pharmacist Assistants Participate and lead work teams Participate in the budgetary process Ensure the security of medicine and staff Assist with stock taking Willing to do on-call and work extended hours when necessary Perform any legitimate task requested that is required for the provision of quality pharmaceutical services.
- ENQUIRIES CLOSING DATE** : Ms. Rene Meyer, Tel No: (012) 354-1282
: 23 June 2009
- POST 22/82** : **PROJECT MANAGER ART: TSHWANE DISTRICT HOSPITAL REF NO: 70058948**
Directorate: HAST
- SALARY CENTRE REQUIREMENTS** : R179 243 per annum (plus benefits)
: Tshwane District Hospital
: A Bachelor's degree in Health Sciences, experience in health management and experience in project management. Knowledge and experience in HIV/AIDS/STI&TB management. Sound knowledge and understanding of National HAST policy guidelines and protocols. Financial management, leadership, supervision and facilitation skills. Computer literacy and a valid driver's licence. Advanced leadership, communication and facilitation skills. Team approach, flexibility and ability to work under pressure. Readiness to be integrated within the health complex and readiness to work beyond office hours.

DUTIES : Steer the implementation of the HAST programme within the health complex. Coordinate the implementation of the HAST programme policy guidelines and protocols. Liaise with regional and provincial staff. Participate during the development of the HAST annual business and operational plans. Coordinate and supervise the multi-disciplinary team. Be responsible for outreach services from the clinic as needed, supervise and control budget. Coordinate related HAST monitoring and evaluation processes. Facilitate community participation and social mobilization. Participate and support health awareness campaigns. Responsible for own development and that of the sub-ordinates. Networking and collaboration with diverse members of the multisectoral team. Initiate and support down referral sites, compile regular monthly/quarterly and annual reports.

ENQUIRIES : Ms N.O.T. Matjebe, Tel No: (012) 303-9154
CLOSING DATE : 19 June 2009

POST 22/83 : **SENIOR CLINICAL TECHNOLOGIST REF NO: 70060137**
 Directorate: Department of Cardiology

SALARY : R174 243 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : BTech Degree: Registered with HPCSA as Clinical Technologist (Cardiology). Minimum of two years post-National Diploma clinical experience.

DUTIES : Clinical service rendering (also after-hours). Supervision of clinical technologist. Assist with practical training of student clinical technologists. Control expenditure and supplies.

ENQUIRIES : Prof. TM Mathivha, Tel No: (012) 354-1956
CLOSING DATE : 23 June 2009

POST 22/84 : **MEDICAL OFFICER REF NO: 70060176**
 Directorate: Radiology

SALARY : R174 243 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB, experience in ultrasound.
DUTIES : Performing Ultrasound experience examinations. Provide training to Registrars. Provide training to undergraduates and Radiographers. Attending Academical discussions. Giving Lectures. Doing After hours call. Attending to patients while in the Department

ENQUIRIES : Prof Z Lockhart, Tel No: (012) 354 - 2406
CLOSING DATE : 19 June 2009

POST 22/85 : **SENIOR PHARMACIST REF NO: 70060159**
 Directorate: Pharmacy

SALARY : R166 071 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : B Pharm/ Dip Pharm, Registration with the SA pharmacy council as Pharmacist, Registration as Tutor. Communication Skills, Training Skills, Computer literacy (MS Office), Interpersonal skills, calculation skills, Drug supply management.

DUTIES : Organize the department's activities i.e. personnel, equipment, etc Gather data and produce relevant posts Assist with in- service training of personnel Ensure implementation and adherence to GPP, GMP, DSM and SOP's. Supply relevant information to patients, doctors and nurses Supervisory function over interns and Pharmacist Assistants Participate and lead work teams Participate in the budgetary process Ensure the security of medicine and staff Assist with stock taking Willing to do on-call and work extended hours when necessary Perform any legitimate task requested that is required for the provision of quality pharmaceutical services

ENQUIRIES : Ms. Rene Meyer. 012 354 1282
CLOSING DATE : 23 June 2009

POST 22/86 : **SOCIAL WORKER (2 POSTS)**
 Directorate: HAST

SALARY : R 145 920 per annum (plus benefits)
CENTRE : Atterigeville Clinic REF NO: 70058950
 Phedisong 4 Clinic REF NO: 70059029
REQUIREMENTS : BA Degree in Social Work or equivalent qualifications. Registration with the South African Council for Social Work Professions. Sound communication, listening, problem solving, networking and negotiation skills. Ability to interpret policy and legislation. Responsible for rendering of integrated social work

services to PLHA's and communities through all social work methods, with strong emphasis on support groups development and outcome based programs. Organizing own workload according to office objectives. Administrative accountability through effective record keeping. Networking and negotiation with service providers, role players and beneficiaries. First level research in respect of trends of prevention and development programmes.

DUTIES : Executing general cleaning work in offices and rooms at the institution. To wash dishes 3 times a day and when there are training and meetings. Refill water bottles daily.

ENQUIRIES : Ms N.O.T. Matjebe, Tel No: (012) 303-9154
CLOSING DATE : 19 June 2009

POST 22/87 : **DIETICIAN (2 POSTS)**
 Directorate: HAST

SALARY : R 145 920 per annum (plus benefits)
CENTRE : Atteridgeville Clinic REF NO: 70058951
 Phedisong 4 Clinic REF NO: 70059030

REQUIREMENTS : BSc in Dietetics, registration with Health Professions Council, interpersonal and communication skills. Team builder, a valid driver's licence and computer skills. Knowledge of nutrition management in HIV and TB.

DUTIES : Provide counselling and support for HIV and TB with emphasis on nutrition assessment, recording and interpretation of assessment. Ensure that the site has adequate supplies of supplements and collaborate with facilities and district office. Train and supervise HIV and AIDS counsellors. Order and maintain adequate supply of nutrition meetings and provide feedback. Monitor and evaluate nutrition programme implementation, write and submit nutrition reports. Provide training and ensure staff development on nutrition.

ENQUIRIES : Ms A.Menally, Tel No: (082) 335-2801
CLOSING DATE : 19 June 2009

POST 22/88 : **CLINICAL TECHNOLOGIST REF NO: 70060139**
 Directorate: Department of Cardiology

SALARY : R 145 920 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : National Diploma or BTech Degree: Registered with HPCSA as Clinical Technologist (Cardiology).

DUTIES : Clinical service rendering (also after-hours). Assist with practical training of student clinical technologists. Control expenditure and supplies.

ENQUIRIES : Prof. TM Mathivha, Tel No: (012) 354-1956
CLOSING DATE : 23 June 2009

POST 22/89 : **LABOUR RELATIONS OFFICER REF NO: 70060152**
 Directorate: Administration

SALARY : R145 920 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Relevant 3 years National Diploma / Degree in Human Resource Management. Appropriate experience in labour management. Training and presentation skills. Computer literate.

DUTIES : Labour Relations support to the institution by advising and training management and staff on departmental policies and directives. Implement systems to deal with misconduct, progressive discipline, grievances and dispute resolutions. Facilitate bilateral and multilateral meetings. Monitor and assessment of PMDS process through Training Co-ordinator.

ENQUIRIES : Mrs. A.C. Pienaar, Tel No: (016) 930-3378
CLOSING DATE : 19 June 2009

POST 22/90 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 70060153**
 Directorate: Administration

SALARY : R122 841 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Senior Certificate with relevant managerial experience of at least 3 years. In depth knowledge of Patient Affairs, Medicom and PFMA. Computer literate with knowledge of how to retrieve information from the computerized HIS system. Sound knowledge of relevant financial aspects re patient affairs.

DUTIES : Administrative and supervisory support to the institution through: Control over and safekeeping of patient fees and patient records. Retrieving and management

of financial reports. Co-ordination of audit queries. Training and mentoring of subordinates. Management of staff performance.

ENQUIRIES : Ms M. Marobobo, Tel No: (016) 930-3323
CLOSING DATE : 19 June 2009

POST 22/91 : **SENIOR PHYSIOTHERAPY REF NO: 70060157**
Directorate: Department of Physiotherapy

SALARY : R117 501 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : B.Sc Physiotherapy or recognized equivalent qualification. Registration with HPCSA. Good communication skills. Ability to work in multidisciplinary team. Creativity and analytic skills. Appropriate experience.

DUTIES : Planning and implementing Physiotherapy services. Treatment and management of in-and outpatients in Orthopaedics, Paediatrics, Neurology, Medicine, Surgery, Rehabilitation and Intensive Care Units. Provide in-service training to Physiotherapy Assistants. Participate in Departmental Continued Professional Development/ CPD program. Perform record-keeping and data collection. Assist with budget planning and equipment control. Practice evidence-based Physiotherapeutic techniques. Have knowledge of appropriate legislation. Clinical involvement and training of students. Participation in Evaluation system PMDS.

ENQUIRIES : Ms. E van Niekerk, Tel No: (012) 354-1652
CLOSING DATE ; 23 June 2009

POST 22/92 : **CHIEF ADMINISTRATION CLERK: PERSONNEL OFFICE REF NO: 70060202**
Directorate: SG Lourens Nursing College

SALARY : R117 501 per annum (plus benefits)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 or equivalent qualifications. Two years administrative experience. Knowledge of HR Policies, Procedures and Legislation. Knowledge of PERSAL. Good communication skills (verbal and written). Computer literacy (MS Word and Excel). Ability to work under pressure. Administrative and organizational skills. Good filing skills, accuracy and attention to detail.

DUTIES : To manage the personnel and salary department regarding: appointments, transfers, terminations, employment benefits and service conditions. Proper record keeping of documents. All administrative tasks related to personnel office. To perform a variety of routine duties that are related to the core function (Training and education of Student Nurse) of the College. Attending of meetings and serving on committees. Compiling and typing of minutes.

ENQUIRIES : Mrs. B. Riekerk, Tel No: (012) 319-5601
CLOSING DATE : 19 June 2009

POST 22/93 : **PROFESSIONAL NURSE: STEPDOWN UNIT PN-A2 REF NO: 70060151**
Directorate: Health

SALARY : R117 225 – 135 894 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Registration with SANC as a Professional Nurse. Proof of current registration with SANC.

DUTIES : Render quality patient care and administrative functions for the unit.

ENQUIRIES : Mrs. K.T. Phakoa, Tel No: (016) 930-3066
CLOSING DATE : 19 June 2009

POST 22/94 : **PROFESSIONAL NURSE (14POSTS)**
Directorate: HAST

SALARY : R 117 318 per annum (plus benefits)
CENTRE :
Atteridgeville REF NO: 70059114
Phedisong 4 REF NO: 70059115
Marie Rantho REF NO: 70059116
Phomolong REF NO: 70059117
Olievenhoutbosch REF NO: 70059118
Suurman REF NO: 70059119
Tlamelong REF NO: 70059120
Mamelodi West Clinic's REF NO: 70059121
Wintervelt REF NO: 70059122
Kgabo REF NO: 70059123
Temba CHC's REF NO: 70059124
K.T. Mutubatse REF NO: 70059125
Soshanguve CHC's REF NO: 70059126

- REQUIREMENTS** : A Bachelor's degree Health Sciences or Social Science/ Diploma in Community/ Midwifery & Psychiatry. Registration with SANC. Clinical experience in working within the HAST environment, especially HIV and AIDS/ STI & TB management. Sound knowledge and understating of National HAST policy guidelines and protocols. Leadership, supervision and facilitation skills. Computer literacy. Basic computer skills. A minimum of 7 years appropriate experience in nursing after registration as a Professional Nurse and one year post basic PHC qualification. Supervision and facilitation skills. Communication & facilitation skills. Team approach. Flexibility. Ability to work under pressure. Readiness to be integrated within the health complex. Readiness to work beyond office hours.
- DUTIES** : Support the implementation of the HAST programme within the health complex. Promote the implementation of the HAST programme policy guidelines and protocols. Participate during the development of the local HAST annual business and operational plans. Coordinate and supervise subordinates. Be responsible for out reach services from the clinic as needed. Supervise and control the budget. Coordinate related HAST monitoring and evaluation processes. Facilitate community participation and social mobilization. Participate and support health awareness campaigns. Responsible for own development and that of the sub-ordinates. Networking and collaboration with diverse members of the multisectoral team. Initiate and support down-referral sites. Function as part of the multi disciplinary team. Provide clinical support to doctors. Manage and review stable patients during follow-up according to policy guidelines. Continuous monitoring of patients ARV's. Manage patients according to the National TB/ HIV collaboration guidelines. Advise doctors on patients eligible for down-referral. Refer patients to other identified disciplines. Participate in continuous education activities of subordinates. Form part of the service delivery team within the facility. Participate in pharmacovigilance activities. Support research activities.
- ENQUIRIES** : Mrs. N.O. Matjebe, Tel No: (012) 303 - 9154
CLOSING DATE : 19 June 2009
- POST 22/95** : **SENIOR ADMINISTRATIVE CLERK GRADE III: PROCUREMENT REF NO: 70060201**
 Directorate: SG Lourens Nursing College
- SALARY** : R94 326 per annum (plus benefits)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 with experience. Sound knowledge of the Public Sector procurement processes, rules and regulations. Sound understanding of PFMA, Treasury Regulations and other related prescripts. Extensive knowledge of SAP/BAS systems. Excellent verbal and written communication skills. (Analytical and innovative skills). Good computer literacy in Word, Excel and Power Point. Ability to work under pressure and deliver according to tight deadlines. Attending of meetings and serving on committees. Compiling and typing of minutes. Valid code 8 driver's license.
- DUTIES** : Ensure that the Department maintains effective systems and procedures for the orders on the SAP system. Assist with the year end closure and preparation of working files for audit purpose. Ensure compliance with policies and procedures of the Department. Implement internal control measures to combat fraud and corruption. Work closely with client offices and other components within the Supply Chain Management units. Attending of meetings and serving on committees.
- ENQUIRIES** : Mrs. B. Riekert, Tel No: (012) 319-5601
CLOSING DATE : 19 June 2009
- POST 22/96** : **DATA CAPTURER (11 POSTS)**
 Directorate: HAST
- SALARY** : R 76 194 per annum (plus benefits)
CENTRE : Atteridgeville REF NO: 70059103
 Phedisong 4 REF NO: 70059104
 Marie Rantho REF NO: 70059105
 Phomolong REF NO: 70059106
 Olievenhoutbosch REF NO: 70059107
 Suurman REF NO: 70059108
 Tlamelong REF NO: 70059109
 Mamelodi West Clinic's REF NO: 70059110
 Wintervelt REF NO: 70059111
 Kgabo REF NO: 70059112
 Temba CHC's REF NO: 70059113
- REQUIREMENTS** : Grade 12. Advanced Computer literacy. Experience in data capturing programmes.

DUTIES : Function as part of the multidisciplinary team. Administrative accountability through effective record-keeping. Capture data related to the CCMT programme.

ENQUIRIES : Mrs. N.O. Matjebe, Tel No: (012) 303 - 9154

CLOSING DATE : 19 June 2009

POST 22/97 : **SECRETARY REF NO: 70060205**
Directorate: Administration

SALARY : R76 194 per annum (plus benefits)

CENTRE : Tembisa Hospital

REQUIREMENTS : Grade 12 certificate and 3-5 years experience in Secretarial or Office Management field. The successful candidates should have thorough proven knowledge. Relevant tertiary qualifications such as National Diploma in Administration or equivalent. The candidate should have proven organizing, time management, communication, conflict handling, interpersonal relations, writing, minute taking and compilation of report skills. Computer literacy is essential.

DUTIES : Arrange meetings for the Chief Executive Officer, including preparing agendas, minute taking and follow up decisions taken during the meeting. Managing the Chief Executive Officer's diary and office supplies, Type documents/correspondence and conduct proper filing thereof. Handle travel and other logistical arrangements for meeting/workshops/events. Obtain, collate and compile information for management reports. Handle office correspondence and distribute it accordingly. Assist with general secretarial functions from other disciplines if need arises. Assist with photocopies, faxing and receiving visitors.

ENQUIRIES : Ms. L. Mmatli, Tel No: (011) 923-2284

CLOSING DATE : 19 June 2009

POST 22/98 : **ADMINISTRATION CLERK (2 POSTS)**
Directorate: HAST

SALARY : R 76 194 per annum (plus benefits)

CENTRE : Laudium CHC Ref NO: 70058941
Tshepong TB Hospital Ref NO: 70059028

REQUIREMENTS : Grade 12 certificate and computer literacy. Communication, writing and interpersonal skill.

DUTIES : Responsible for patient administration and filing of patient records. Assist in patients/clients satisfaction, with time and with all administration function in the clinic and in the manager's office

ENQUIRIES : Ms N.O.T. Matjebe, Tel No: (012) 303-9154

CLOSING DATE : 19 June 2009

POST 22/9 : **DRIVER – GRADE 1 REF NO: 70060125**
Directorate: Support Staff

SALARY : R64 410 per annum (plus benefits)

CENTRE : Sebokeng Hospital

REQUIREMENTS : Junior certificate. Valid Code 10/14 driver's license. Valid public driver's permit. Ability to read and write and have good interpersonal skills. Prepared to work shifts.

DUTIES : Render quality service as driver to the department and ensure safe transporting of staff and patients either by car, combi or bus. Delivering and collecting of mail, documents or goods to and from different area offices or institutions. Routine maintenance checks on vehicles to report defects for timeous repairs.

ENQUIRIES : Mrs. A.C. Pienaar, Tel No: (016) 930-3378

CLOSING DATE : 19 June 2009

POST 22/100 : **PROPERTY CARETAKER (GARDEN/GROUND) REF NO: 70060133**
Directorate: Support Staff

SALARY : R54 879 per annum (plus benefits)

CENTRE : Sebokeng Hospital

REQUIREMENTS : Employed by Gauteng Department of Health. Good physical condition. Ability to read, write and communicate.

DUTIES : Regular maintaining of gardens and grounds. Assistance with moving of furniture between offices if necessary. Using equipment e.g. lawnmowers, tractor, etc and reporting repairs and maintenance needed. Perform cleaning service during winter months and in summer whenever weather conditions prevent work in the gardens.

ENQUIRIES : Mr. J.J. Muller, Tel No: (016) 930-3154

CLOSING DATE : 19 June 2009

POST 22/101 : **CLEANERS (10 POSTS) REF NO: 70060124**
Directorate: Health

SALARY : R42 663 – 47 787 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Employed by Gauteng Department of Health. Ability to read, write and communicate. Good physical condition and able to do manual labour. Must work shifts.

DUTIES : Perform cleaning services of a routine nature by utilizing a variety of cleaning aids and equipment.

ENQUIRIES : Mrs. M. Oeschger, Tel No: (016) 930-3366
CLOSING DATE : 19 June 2009

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH**

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote Representivity in all levels of all occupational categories in the department.)

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za certified copies of ID documents, educational qualifications, certificates of service and professional registration certificates - not copies of certified copies and proof of current registration must be submitted together with your CV. People with disabilities should feel free to apply for the posts. 2. The reference number must be indicated in the column provided on the form Z83 ,eg ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful.

OTHER POSTS

POST 22/102 : **CHIEF MEDICAL OFFICER: (OBSTETRICS AND GYNECOLOGY) GTN 05/2009**

SALARY : R407 745 per annum Scarce skills allowance (15%) =R61 161.75 per annum, Rural Allowance (22%) =R89 703.90 per annum, Commuted Overtime =R16 hours other benefits: 13th Cheque (Service Bonus) Medical Aid (Optional) Housing Allowance: Employee must meet prescribed requirements

CENTRE REQUIREMENTS : Greytown Hospital
: Bachelor of Medicine/ Surgery or Equivalent .Diploma in obstetrics/ part 1FCOG or Equivalent. Current registration with HPCSA as a medical Practitioner, At least 5 years experience in post internship in obstetrics and Gynecology

DUTIES : Examination, diagnosis and management of patients in obstetrics and Gynecology. Facilitation of staff training and ongoing medical education Perform caesarian actions, Hysterectomies and other gynecology and Obstetrics procedure. Perform after hours calls for general patients. Deputize the medical manager .Attend patients in nursery (both mother and child) Perform Obstetrics in high risk clinics. Perform perinatal meetings

ENQUIRIES APPLICATIONS : Dr M Ndlangisa: tel. No: 033 394230
: Applications must be forwarded to: Human Resource Manager, Greytown Hospital, Private Bag X5562, Greytown, 3250

FOR ATTENTION CLOSING DATE : Mr. MP Khoza: tel. No: 033 413952
: 12 June 2009

POST 22/103 : **SENIOR SPECIALIST ORTHOPAEDIC SURGEON (2 POSTS) ORTHOPAEDIC TRAUMA UNIT REF NO: SSPECS ORTHO TRA/2/2009**

SALARY : R407 745 per annum all inclusive salary package (plus commuted overtime and scarce skills allowance)

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
: Applicants must be currently registered with the Health Professions Council of South Africa as a Specialist in Orthopaedic Surgery. There should be evidence of Experience in managing severe trauma, and six months (6) post registration experience as a specialist.

DUTIES : These posts are designated for the Orthopaedic Trauma Services at Inkosi Albert Luthuli Hospital including the Level I Trauma Unit and Trauma Intensive Care Unit. You will be expected to assist the Chief and Principal Specialists in the management of the Trauma Unit /ICU and ensure optimal care of the critically injured. Participation in the non-trauma Orthopaedic Surgical services at Inkosi Albert Luthuli Central Hospital may be included as part of the duties at the discretion of the Director and Head of Orthopaedics at Albert Luthuli Hospital. Key Responsibilities: Participation in the clinical trauma services : inter-disciplinary co-ordination of the management of the critically injured : supervision of the surgical trainees rotating through the unit: ensuring the highest standards of clinical , professional, and ethical behaviour and to undertake teaching of health care personnel: conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act: promote education in trauma prevention.

ENQUIRIES : Professor I Goga 031 240 2160/2

APPLICATIONS : All applications should be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 Mayville 4058

CLOSING DATE : 19 June 2009

POST 22/104 : **PRINCIPAL MEDICAL OFFICER: REF NO. PMOCARD1/2009**
Department: Cardiology

SALARY : An all inclusive flexible remuneration package of R344 052 per annum excluding commuted overtime and scarce skills allowance.

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Current registration with the Health Professions Council of South Africa as a Medical Officer PLUS At least two (2) Years post registration experience as a Medical Officer. Knowledge, Skills, Training and Competencies Required: Knowledge and skills in clinical medicine, including acute emergency medicine. Demonstrate ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organizing, and Interpersonal skills. Computer literacy.

DUTIES : Broad knowledge of working in a cardiology unit. Good communication and supervisory skills. Assessment, diagnosis and management of patients within the field of clinical cardiology. HR management skills with behavioral attributes that display: Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.

DUTIES : Key Result Areas: Provision of cardiology services based at IALCH-Management of patients in the Cardiac Ward, CCU and Clinics Provision of after-hours (nights, weekends, weekends, public holidays) call service for the department at IALCH Manage designated areas of responsibility in the cardiology department Active involvement in the administration of cardiac clinics and wards to optimize patient care. Assist in the implementation of guidelines, protocols and clinical audits. Involvement in undergraduate training including the teaching of medical and paramedical staff in the department Participate in the academic programme, Including research.

ENQUIRES : Prof DP Naidoo (031) 240 2207

APPLICATIONS : All applications should be forwarded to : The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 Mayville 4058

CLOSING DATE : 19 June 2009

POST 22/105 : **SENIOR MEDICAL OFFICER REFERENCE: IMBAL /HR/05/2009**

SALARY : R217 482-252 483p.a.Plus 13th cheque, Other Benefits: 18% scarce skills allowance, 15%inhospitable rural allowance, Medical Aid Optional and Housing Allowance (employee must meet prescribed requirements)

CENTRE : Imbalenhle CHC

REQUIREMENTS : A tertiary qualification (MBCHB or equivalent) plus. Current registration as a medical practitioner/ with the Health Professions Council At least one (1) year post internship experience as a Medical Practitioner. Knowledge, Skills, Training and Competencies Required: Basic diagnostic, clinical, investigate and therapeutic skill for general MOPD. Sound knowledge of all legislation and regulation applicable to the health services and medical practice. Must be service delivery oriented and possess sound Medical Ethic skill. Principles of public service and health services management. Ability to work in multi-disciplinary team

DUTIES : Key Performance Areas: Provides a holistic patient care, inclusive of examining and formulation of patient treatment plans. Performs surgical procedures within the scope of practice. To render diagnostic and treatment services in inpatient and outpatients department in Primary Health Care services. Provides an ongoing medical management of patients with chronic conditions. Assist in clinical audits and quality improvement programme. Provision of input on Medico-Legal problems Conduct orientation and induction for new Medical staff.

ENQUIRES : Dr S Cassimjee 033-398 9100

APPLICATIONS : Human Resource Department, Private Bag X9104, Pietermaritzburg, 3200

FOR ATTENTION : Mr HS Mbanjwa

CLOSING DATE : 19 June 2009

POST 22/106 : **SENIOR PHARMACIST REFERENCE NUMBER: SUN 01/2009**

SALARY : R145 920 per annum, Benefits: 13TH Cheque, Medical Aid Optional and Housing Allowance.

CENTRE : Sundumbili Community Health Centre

REQUIREMENTS : National diploma/ degree in Pharmacy Current registration with South African Pharmacy Council as a Pharmacist At least (1) One year experience as a Community service Pharmacist and (1) one year as pharmacist. Grade 12 Certificate Knowledge Skills and Competences: Sound knowledge of work processes and procedures in the pharmacy. Commitments to service excellence, together with innovative and analytical thinking based on sound ethical principles. Understand the relevant acts. National Drug Policy, Department of Health Service and good pharmacy practice. Knowledge of essential drug list. Appropriate clinical and theoretical knowledge. Computer literacy .Good communication, organizational and interpersonal skills

DUTIES : Key Performance Areas: Implement procedure for the benefits of the staff and pharmacy service. Stock procurement and control including data capture. Visits to wards and clinics to review prescription (dispense medication to C.H.C patients and clinics patients. Manufacture and compound pharmaceutical products including pre- packing and labeling of medication. Exercise control over expenditure ensuring no wastage of pharmaceuticals and other resources. Maintain accurate patient's records and statistics. Provide medical information, counseling and education to healthcare professionals and patients. Supervise and provide training to pharmacy assistants and other junior staff. Play an active role in counseling and dispensing ARV medication to patients

ENQUIRIES : Mr. D.Grobbelaar Tell 032 454 7503

APPLICATIONS : All applications should be forwarded to; The Human Manager And should be handed to our HR and Finance Park home to Private bag X6032, Mandeni, 4490

CLOSING DATE : 12 June 2009

POST 22/107 : **HEALTH THERAPIST: CHIEF RADIOGRAPHER REF GS 29/09**

SALARY : R145 920 per annum, 10% scarce skills allowance, 13TH cheque overtime, medical -aid, (optional) homeowners allowance (employee must meet the prescribed requirements

CENTRE : Greys Hospital (Pietermaritzburg)

REQUIREMENTS : National Diploma / Degree in diagnostic radiography Proof of original registration with the Health Professions Council of South Africa AND proof of current registration for 2009/2010 Three to five years diagnostic radiography experience Recommendation: Recognised additional qualification (post graduate) in Mammography OR proof of current registration in the Mammography course. Knowledge, Skills, and Experience Required: Expert knowledge of diagnostic radiography and mammography procedures and equipment Good communication, team building and problem solving skills Expert knowledge of radiation quality assurance programmes and radiation protection measures. Basic supervisory skills

DUTIES : Key Performance Areas: Production of high quality diagnostic radiographs. Performance of quality assurance tests as required by the Radiation Control Directorate. Working in the other sub-departments (when own work load permits/when required) to ensure efficient service delivery. Willingness to participate in shift and standby duties including night, weekends and Public Holidays on occasions/should the need arise. Provide assistance, training and supervision to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception, clerical and darkroom duties as required. General administrative duties as allocated Play a key role in institutional radiographic policy making and planning for service improvement.

ENQUIRIES : MRS WOOD (033) 8973208

APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION : Mrs. M. Chandulal

CLOSING DATE : 10th June 2009

POST 22/108 : **HEALTH THERAPIST: CHIEF RADIOGRAPHER (ULTRASOUND) REF GS 30/09**

SALARY : R145 920 per annum, 10% scarce skills allowance, 13TH cheque overtime, medical -aid, (optional) homeowners allowance (employee must meet the prescribed requirements

CENTRE : Greys Hospital (Pietermaritzburg)

REQUIREMENTS : National Diploma in Radiography: Ultrasound Registration with Health Professions Council of South Africa as radiographer. Proof of original registration with the Health Professions Council of South Africa and proof of current registration for 2009/2010 Three to five years ultrasound experience. Recommendation: Bachelors Degree in Technology Radiography: Ultrasound or currently studying towards the degree Knowledge, Skills, and Experience

Required: Expert knowledge of ultrasound procedures and equipment. Good teaching skills and sound knowledge of scanning protocols. Good communication, team building and problem solving skills. Sound report writing and administrative skills. Basic supervisory skills

DUTIES : Key Performance Areas: Perform and report on quality ultrasound examinations. Provide guidance and training to student and community service radiographers and radiology registrars. Assist radiology doctors with general ultrasound examinations and interventional procedures. Promote good health practices and ensure optimal care of the patient. Participate in quality assurance and quality improvement programmes General administrative duties including reception when necessary

ENQUIRIES : Mrs A. Cooke (033) 8973203

APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION : Mrs. M. Chandulal

CLOSING DATE : 10th June 2009

POST 22/109 : **MEMBERS OF HOSPITAL BOARD REFERENCE: MOS 2009/17**
(Voluntary work)

SALARY : No Remuneration

CENTRE : Ingwavuma Mosvold Hospital

REQUIREMENTS : Senior certificate (grade 12) or Equivalent Any person of good standing in the community A person not employed by the Department of Health :KZN A person not receiving any remuneration from the department of Health: KZN Person with legal ,financial ,religious and health background are highly recommended Youth and disabled person are equally recommended

DUTIES : Key Performance Areas: To become and remain acquainted with operation of the hospital ,service or institution for which such a board is constituted To act as channel of communication between management and the local community and to liaise with other organizations with a view to assisting patients and staff in areas of special needs. To advise the administration on matters generally affecting the conduct and management of the hospital, service or institution for which such a board is constituted. To concern itself with the general aspects of staffing field, but excluding matters relating to particular staff members such as individual appointments ,promotions, personal merits of demerits. To make recommendations to management regarding the purpose for which any fixed or removable property bequeathed to the hospital ,service or institution concerned should be used. To consider and if necessary, make recommendations in respect of any complaint, except for complaints against the Hospital Manager, made available to it. To ensure that no members shall vote upon or take part in or be present during discussions of any matter before the board in which he/she has directly any pecuniary interest. To ensure that all recommendations to the Minister of Health or Head of Department ,as the case may be concerning any other matter which is specifically referred to the board by the Minister of Health or Head of Department.

ENQUIRIES : Mr J.S Mthombo Tel: 035-5910122 ext 176

APPLICATIONS : All applications must be posted to: The Hospital Manager Mosvold Hospital Private Bag x 2211 Ingwavuma 3968

CLOSING DATE : 20 June 2009

NOTE : The following documents must be submitted:-Application letter Certified copies of original educational qualifications Comprehensive curriculum vitae 2. The reference number must be indicated in the column provided on the letter of application, eg Mos 2009/03.

DEPARTMENT OF PUBLIC WORKS

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer. Female persons and people with disabilities are encouraged to apply.

APPLICATIONS : Forward your application, quoting the relevant reference number to: The Manager, Human Resources Department of Public Works Private Bag X 9142 Pietermaritzburg 3200

FOR ATTENTION : Mrs D. Scheffers

CLOSING DATE : 30 June 2009

NOTE : Applications must be submitted individually on the prescribed Z83 form obtainable from any Public Service Department and shall be accompanied by a comprehensive curriculum vitae together with certified copies of qualifications,(including Senior Certificate) skills or competencies to substantiate compliance/adherence with the advertisement appointment requirements plus a certified copy of the Identity Document and Drivers licence. Copies of copies OR copies certified on the blank side of the copy shall not be accepted. Faxed or

electronic copies shall not be considered. Candidates are also advised not to send their applications through registered mail as the Department will not take responsibility for non-collection thereof. It is the applicant's responsibility to have foreign qualifications assessed for equivalence by the South African Qualifications Authority (SAQA). Applicants recommended for appointment shall be subjected to a vetting process prior to an offer of appointment being made. Applications that do not comply with the abovementioned instructions shall be disqualified. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be advised by this office within three (3) months of the closing date of this advert, kindly consider that your application was not successful.

OTHER POSTS

POST 22/110 : **ASSISTANT MANAGER: CONTRACTORS & CONSULTANTS MANAGEMENT (3 POSTS) REFERENCE NO. HO 12/2009**

SALARY : R217 482 per annum
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : An appropriate recognized National Diploma plus appropriate Project Management and/or Technical experience (strongly recommended) Valid code 08 Drivers Licence. Computer literacy Skills, Knowledge & Competencies: *Analytical and Innovative thinking *Policy development and interpretation *Financial management *Advanced interpersonal skills *Willingness to work extended hours and under pressure *Presentation skills *Project management. Recommendations: A Project Management or Technical qualification will serve as a strong recommendation.

DUTIES : Key Performance Areas: *Assist with: -the management of contractors and professional consultants development programmes -the development and management of initiatives for emerging consultants and contractors -liaison and linkages with professional bodies, societies and contractor forums-management of all issues pertaining to the utilization of consultants and contractors -the implementation and management of strategies relating to the appointment of consultants committee -the development and implementation of policies, procedures and SOPS for consultants and contractors -providing a secretariat function for AOCC *Coordinate districts and Provincial Service Provider/Contractors forums *Manage resources within the component *Implement and manage pilot programmes for consultants and contractors *Facilitate and participate in the transformation of the contractor sector and pilot relevant programmes *Total commitment and willingness to facilitate sector transformation *Manage subordinate staff within the directorate

ENQUIRIES : Mr N. Vilakazi (033 – 355 5429)

POST 22/111 : **ASSISTANT MANAGER: FACILITIES MANAGEMENT & PLANNING (PROPERTY MANAGEMENT) (2 POSTS) REFERENCE NO. HO 14/2009**

SALARY : R174 243 per annum
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : A National Diploma/Degree in any related field plus appropriate relevant experience in facilities management Valid code 08 Drivers Licence. Proficiency in Microsoft packages (MS Word, Excel and PowerPoint) Skills, Knowledge & Competencies: *Interpretation and application of policies/legislation *Research, policy formulation and supervisory skills *Strategic Planning and co-ordination *Presentation and facilitation *People management and empowerment *Analytical, creative and innovative thinking Recommendations: *Knowledge of PFMA, 1999 as amended and Treasury Regulations *Understanding of Government Immovable Asset Management Act, 2007 *Knowledge of User and Custodian Asset Management Plans *Knowledge of Public Service Act and Regulations *Knowledge of Departmental policies, procedures and delegations *Supply Chain Management policy and guidelines-Contract management

DUTIES : Key Performance Areas: *Facilitate the development of asset management plans for Province in line with Giama *Prepare reports on the implementation of asset management policy and practices and ensure compliance with legislation *Develop, monitor and report on compliance of maintenance plans *Co-ordinate conditional assessments and ensure the efficient and effective utilization of client Department's resources

ENQUIRIES : Mrs M.S. Linda (033 – 355 5533)

POST 22/112 : **ASSISTANT MANAGER: POLICY, RESEARCH & COLLECTIVE BARGAINING REFERENCE NO. HO 15/2009**

SALARY : R174 243 P.A.
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : An appropriate National Diploma/Bachelor's Degree. Appropriate experience in both a labour and supervisory environment. Valid Drivers Licence. Computer Literacy. Skills, Knowledge & Competencies: *Detailed knowledge of relevant prescripts and legislation *Research, policy development *Written and verbal communication, good interpersonal relations, problem solving, conflict management and negotiation skills.

DUTIES : Key Performance Areas : *Co-ordinate reports to the GPSSBC and PSCBC Employer Caucus and chamber meetings *Disseminate GPSSBC and PSCBC chamber decisions/solutions *Facilitate the proper implementation of national sectoral collective and departmental agreements *Maintain record of shop stewards and trade unions operating within the Department *Conduct research and facilitate the development of labour relations policies *Assist and provide guidance in the development of other departmental policies *Provide advice to management on collective bargaining procedures *Co-ordinate Labour Relations Forum meetings *Co-ordinate bilateral and/or multilateral meetings with trade unions *Serve as a secretariat where necessary *Conduct workshops on resolutions, collective agreements and other labour relations related matters *Supervise employees

ENQUIRIES : Mr N.R. Nzimande (033 – 897 6325)

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM**

- APPLICATIONS** : Applications must be forwarded to: The Head of Department, Department of Economic Development, Environment and Tourism Riverside Government Complex Building no 4, 1st floor, Private Bag x 11215 Nelspruit, 1200 Or hand delivered at Building No4, 07 Government Boulevard, Riverside Park, Extension 02, Nelspruit 1200
- CLOSING DATE** : 19 June 2009 and please take note that no applications received after the Closing date will be considered.
- NOTE** : Fully completed applications must be submitted on form Z83 obtainable from any public Service department and must be accompanied by a comprehensive CV as well as originally certified copies of qualifications and ID. Certification must not be older than three months. By responding to this advertisement, you are consenting that your information will be verified. No facsimile or e-mailed applications will be accepted. A separate application form must be completed for each post. Please note that correspondences will be limited to short listed candidates only. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). It is also expected of the top three candidates in terms of the selection interview results for the Senior/Middle Management posts to undergo a compulsory competency assessment on a date that will be decided by the employer. The Department reserves the right not to fill the positions.

MANAGEMENT ECHELON

- POST 22/113** : **CHIEF DIRECTOR: CORPORATE SERVICES REF: PR1/06/9-10**
- SALARY** : R746 181 per annum (All Inclusive Package)
- CENTRE** : Head Office, Nelspruit
- REQUIREMENTS** : A minimum of a three year recognized tertiary in Public Administration or equivalent qualification, with at least five years relevant experience in a senior position. Knowledge of and experience in Public Service legislations and prescripts. Competencies required: Strong and independent leadership, organizing and managerial skills. Innovative, analytical, interpersonal and conflict handling skills. High level of planning, administrative, budgetary and financial management, human resource management, communication, presentation and performance management skills. Demonstrate understanding of the public service and applicable legislative as well as regulatory framework and functional knowledge of policy development
- DUTIES** : The duties will include but not limited to the following: Provide Human Resources management services. Render legal services. Render communication services. Manage departmental planning and programme management. Render security management services. Manage transversal services. Render regional economic development services. Co-ordinate strategic planning cycle, strategic and business plans. Reporting organisational performance quarterly and annually. Managing and providing support services to the entire Department. Managing information through ensuring that all information in the Department is secure/accessible/reliable and properly recorded. Minimising risk to the Department through ensuring that controls for all internal processes are in place. Strategic management of Human Resources, Administration and facilities, secretariat, Registry and internal Audit. Developing and reviewing policies and procedures in order to continually improve internal support in department. Developing and implementing efficient reporting systems to ensure optimal internal decision making for management. Manage the Departmental PMDS for SMS in line with strategy APP and implementation plan as well as annual report.
- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164
- POST 22/114** : **CHIEF FINANCIAL OFFICER REF: PR1/07/9-10**
- SALARY** : R615 633 per annum (All inclusive package)
- CENTRE** : Head Office, Nelspruit
- REQUIREMENTS** : A minimum of a three year recognized tertiary in Financial Management or equivalent qualification with at least five years financial management experience. Competencies required: Strong and independent leadership, organizing and managerial skills. Innovative, analytical as well as interpersonal and conflict handling skills. High level of planning, administrative, budgetary and financial management, human resource management, communication, presentation and

performance management skills. Demonstrate understanding of the public service and applicable legislative as well as regulatory framework and functional knowledge of policy development. Extensive knowledge of BAS, PERSAL, LOGIS and Vulindlela as well as Microsoft Office literacy. A valid driver EB driver's licence.

DUTIES : The duties will include but not limited to the following: plan, direct and manage financial management functions of the Department efficiently and effectively. Implement legislatives/SCOPAs resolutions in a timely manner and follow up on directions given. Actively participate in strategic planning formulation and implementation of coordinated development planning. Advise and guide management pertaining to budget and financial processes. Compile, manage and execute the departmental budget and prepare the relevant financial statements and reports. Develop, manage and execute the service delivery and budget implementation plan. Compliance with the relevant provisions of the PFMA Treasury Regulations, Income Tax and all other applicable legislation and regulations. Manage the compilation of Estimates of National Expenditure (ENE) Adjustment Estimates and Medium Term Expenditure Framework (MTEF) and its related budget and projected cash flows. Develop, implement and maintain processes, policies, procedures as well as systems to ensure effective and efficient governance, adequate internal controls and risk management. Provide financial management assistance to the Accounting Officer according to the requirements of Section 38 of PFMA. Manage all transfers to and from government, public entities and any other statutory organisation to ensure that adequate and proper accountability is maintained. Manage the procurement of goods and services in accordance with the supply chain management framework. Manage the regulatory audit by providing, in a timely manner, Annual Financial Statement (AFS) prepared in accordance with GRAP, comprehensive audit files and audit management plan.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 22/115 : **HEAD IN THE OFFICE OF THE MEC REF: PR1/08/9-10**

SALARY : R615 633 per annum (All inclusive package)
CENTRE : Head Office, Nelspruit
REQUIREMENTS : A minimum qualification of a Bachelor's Degree with at least five Years experience in working in an administrative capacity. Competencies required: Presentation skills •Computer literacy, understanding of the public services laws and procedures •Proven leadership, strategic management, and financial management and project management skills •Sound knowledge of government processes and regulations •A good track record of managing strategic programme and projects. A very good understanding of the Government regulatory framework and processes. Sound analytical and high-level verbal communication skills. Meticulous attention to detail and record keeping. A good understanding of Public Service transformation. Proven ability to be innovative. Willingness to work under pressure and meet tight deadlines. Basic understanding of economic policies and direction of government. Clear understanding of the PGDS.

DUTIES : Effectively manage the office and the resources (Personnel and Budget) in the MEC's office. Attend, Monitor, distribute and co-ordinate the flow of Correspondence between the MEC's Office and the Administration. Accompany the MEC in official function as per delegation. Regularly update the MEC on all legislative and policy matters. Attend and record important meetings chaired by the MEC as requested. Preparing speeches to be delivered by the MEC at various functions.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 22/116 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF: PR5/01/9-10**

SALARY : R344 052 per annum (All-inclusive package)
CENTRE : Head Office, Nelspruit
REQUIREMENTS : •A minimum qualification of a Bachelor's Degree and four years' appropriate work experience in and knowledge of monitoring and evaluation • Competencies required: Strong verbal and written communication as well as presentation skills •Computer literacy, understanding of the public services laws and procedures would be an added advantage •Proven leadership, strategic management, financial management and project management skills •Sound knowledge of government processes and regulations •A good track record of managing strategic programme and projects •Strategic thinker who is able to work with individuals and teams at both management and operational level.

DUTIES : •Devise and make recommendations on project impact •Monitor and Evaluate systems management •Conduct impact analyses of strategies and programmes

on poverty eradication, job creation and redistribution •Monitor and evaluate projects •Develop tools and guidelines aimed at improving best practices in the programme's operations •Compile monitoring and evaluation reports for key stakeholders and assist in the compilation of the programme's annual. Determine the impact and effectiveness of Economic Policy intervention programmes in the Province.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 22/117 : **MEDIA LIAISON/PARLIAMENTARY OFFICER (REF: PR1/09/9-10)**

SALARY : R344 052 per annum (All-Inclusive Package)

CENTRE : Head Office, Nelspruit

REQUIREMENTS : A minimum qualification of a Bachelor's Degree or equivalent Qualifications. Computer literacy and knowledge of legislation. Valid driver's licence. Ability to work under pressure and be prepared to travel extensively. Clear understanding of the operations of the legislature structure and committees. Competencies required: Proven leadership, Strategic Management, Financial Management and Project Management skills •Sound knowledge of government processes and regulations •A good track record of managing strategic programme and projects

DUTIES : Coordinate all parliamentary issues affecting the Department. Assist both the MEC and the Head of the Department regarding parliamentary activities needing the attention of the Department. Prepare inputs for the MEC relating to the debates in the legislature. Assist MEC in dealing with constituency work.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 22/118 : **ASSISTANT DIRECTOR: TRADE AND EXPORT PROMOTION X2 POSTS**

SALARY : R217 482 per annum

CENTRE : Ref: PR3/01/9-10, Nkangala (Ref: PR3/02/9-10, Gert Sibande

REQUIREMENTS : Three-year recognized tertiary or equivalent qualification in Economics/Business Management with specialisation in international trade plus three years' practical experience in Project Management, Strategy Development and Business Planning, Planning and Coordination, Facilitation and Applied Strategic Thinking. Problem solving and decision making. Business planning and Stakeholder management and networking, Computer literacy, valid driver's licence, Client focus and responsiveness.

DUTIES : Facilitate and stimulate sustainable economic development by developing Trade in the province. Training and facilitate small exporters. Assist small exporters to access national and international markets and become fully fledged exporters. Stimulate and facilitate growth and development of industrial trade and commerce. Make input towards policies and strategies for trade promotion and development. Liaise with all spheres of Government and all other stakeholders on trade related initiatives. Facilitate and co-ordinate provincial exports promotion initiatives. Advise emerging and current provincial exporters on export matters and the export awareness programme. Assist with the registration of exporters/importers. Co-ordinate both domestic and international trade exhibitions. Give advice on Export Marketing and Investment Assistance (EMIA) schemes available within the DTI and any other exporter's schemes. Participate in the national programme and drive the formulation of the provincial cultural industries cluster.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 22/119 : **ASSISTANT DIRECTOR: COMPLIANCE & ENFORCEMENT REF: PR 4/01/9-10**

SALARY : R174 243 per annum

CENTRE : Head Office (Nelspruit)

REQUIREMENTS : An LLB Degree or three year tertiary qualifications in Law. Valid Driver's license, knowledge and experience in business regulation and prosecution. Excellent organisational and leadership skills. People management and sound interpersonal skills. Negotiation, presentation and facilitation skills, Good verbal and written communication skills. Computer literacy.

DUTIES : Act as a Provincial Compliance and Enforcement Officer in respect of Liquor Trade. Prosecution of transgressors in terms of liquor Act, 1989. Work in partnership with relevant law enforcement agencies.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 22/120 : **LABOUR RELATIONS OFFICER REF: PR 1/10/9-10**

SALARY : R117 501 per annum

CENTRE : Head Office (Nelspruit)

- REQUIREMENTS** : Three-year recognised tertiary or equivalent qualification in Labour Relations/ Human Resources Management. Sound knowledge of Labour legislations. Good analytical, investigation, listening and communication skills. Innovative thinker. Report writing and negotiation skills.
- DUTIES** : Handle disputes, grievances and discipline. Represent the Department during Conciliation and Arbitration of cases. Represent the department at the provincial GPSSBC.
- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164
- POST 22/121** : **REGISTRY CLERK REF PR1/11/9-10**
- SALARY** : R76 194 per annum
- CENTRE** : Head Office (Nelspruit)
- REQUIREMENTS** : Senior Certificate or equivalent qualification. Computer literacy, Good Verbal and written communication skills. Ability to handle confidential documents. Willingness to work under pressure. A valid driver's licence.
- DUTIES** : Render and maintain filing services. Receive and record mail and Correspondence. Perform all registry related functions. Receive, sort and register mail in the remittance register. Receive private and confidential postal articles. Render support service to the Office of the MEC. Prepare requisitions for the Office of the MEC and Capture relevant data on LOGIS.
- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164

DEPARTMENT OF EDUCATION

The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to the positions set out below:

- APPLICATIONS** : Applications should be mailed to: The Head of Department, Department of Education, Private Bag x 11341, Nelspruit, 1200, Applications may also be placed in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex.
- FOR ATTENTION** : Mr. G Mathebula, HR Provisioning
- CLOSING DATE** : The closing date for the receipt of all applications is 16:00 on Thursday 18 June 2009. No applications received by the Division: HR Provisioning (H/O) after the closing date and time will be considered. It should be noted that the Department will not take responsibility for applications received after the closing date and time even if said applications were sent through Post Office speed services or a courier service.
- NOTE** : Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, originally certified copies of all qualifications and RSA ID-document, as well as valid drivers license where required. Failure to attach the requested documents will result in your application not being considered. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. NB! Applicants must ensure that they fully complete and sign Form Z 83, even if they are attaching a cv. incomplete and/or unsigned applications will not be considered. nb!! if you are currently in service, please indicate your PERSAL number at the top of Form Z83. *The filling of posts will be done in terms of the Department's approved Employment Equity Plan. *Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. *The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment.

OTHER POSTS

- POST 22/122** : **PARLIAMENTARY LIAISON OFFICER: MEC SUPPORT OFFICE REF NO D1/001**
(Appointment on five-year fixed contract linked to the political term of the Office of the MEC)
- SALARY** : An all-inclusive remuneration package of R 344 052 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign disclose his/her financial interests and be subjected to a security clearance and verification of qualifications. Appointment will be subject to competency assessment.
- CENTRE** : Head Office, Nelspruit
- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification plus extensive administrative experience at provincial level. Knowledge of legislature rules and

procedures. Knowledge of governance prescripts as well as general human resource practices. Excellent interpersonal-, motivational-, analytical skills and good written and verbal communications skills; speech writing skills; computer literacy; comprehensive knowledge of the public service and education sector related legislation and the legal implications thereof; ability to plan as well as monitor public administrative functions; innovative, analytical and creative thinking. Language proficiency. Valid drivers license. Ability to work independently. Able to work under pressure and be prepared to travel extensively. Prepared to work extra hours.

DUTIES : Monitor Legislation and liaise with Departmental officials with regard to legislation to be tabled in Parliament as well as the liaising with the Office of the Premier and Legislature. Attend sittings of the Legislature, take notes and record issues raised in the Legislature. Channel questions raised in the Legislature to the relevant components/officials in the Department and supply the MEC with responses to these questions. Handle all Parliamentary and cabinet memoranda. Ensure the availability of documentation of the Legislature for the MEC and the Department. Ensure that the MEC is prepared for question sessions in Parliament. Attend Portfolio committee meetings and record issues/concerns raised by Portfolio committee regarding the Department. Liaise with the constituency office in terms of the MEC's instructions as and when required. Coordinate all parliamentary issues. Assist the MEC regarding parliamentary activities needing the attention of the MEC. Develop constituency programmes and implement it. Liaise with the Legislature, Constituency and other stakeholders.

ENQUIRIES : Ms G Mashiteng, Tel (013) 766 5555

POST 22/123 : **APPOINTMENT SECRETARY: MEC SUPPORT OFFICE REF NO D1/002**
(Appointment on five-year fixed contract linked to the political term of the Office of the MEC)

SALARY : R 217 482 per annum
CENTRE : Head Office, Nelspruit
REQUIREMENTS : Grade 12 or equivalent certificate with Typing as fully passed subject plus extensive secretarial experience, preferably at executive level. A post-Matric Secretarial Diploma may be an advantage. Competencies: Sound knowledge of general administration procedures, methods and principles. Proven proficiency in regard of MS Word, Power Point and Excel. Good typing skills. Administrative and organisational skills. Sound interpersonal relations. Language proficiency (both verbal and written). Ability to work independently. Valid driver's license. Willingness to travel and work flexible hours. Candidates may be expected to participate in a typing test as part of the selection process, and be subjected to a security clearance. Appointment may be for a contract period of 4 years.

DUTIES : Provide administrative and logistical support to the Member of the Executive Council (MEC for Education). Ensure the smooth running of the MEC's office. Keep the MEC's diary and deal with phone calls. Provide administrative and logistical support to the MEC. Provide support in the management of the budget and monthly cash flow statements. Provide general office support, including creating and managing a register of incoming and outgoing documents, creating and managing a filing and tracking system, managing a secure flow of parliamentary questions and cabinet memoranda, convening and providing support at meetings and workshops, drafting letters, minutes and memos as required, ordering equipment and stationery, and arranging travel and accommodation whenever required. Ensure office and documents security in terms of the Minimum Information Security Standards (MISS). Deal with queries on different aspects of the work of the MEC's office. Understand applicable prescripts, policies and procedures of the work environment to ensure efficient and effective support to the MEC. Show initiative and close attention to detail.

ENQUIRIES : Ms G Mashiteng, Tel (013) 766 5555

POST 22/124 : **SECRETARY/ RECEPTIONIST: MEC SUPPORT OFFICE REF NO D1/003**
(Appointment on five-year fixed contract linked to the political term of the Office of the MEC)

SALARY : R 94 326 per annum
CENTRE : Head Office, Nelspruit
REQUIREMENTS : Grade 10/12 certificate. Competencies: Excellent interpersonal and liason skills. Good organisational and verbal communication skills. Professional manner and image. Computer literacy. Relevant experience may be an advantage.

DUTIES : Render switchboard-, reception, message- and client referral services. Gain knowledge of the Department in order to deal with general queries from the public and other stakeholders.

ENQUIRIES : Ms G Mashiteng, Tel (013) 766 5555

POST 22/125 : **SENIOR REGISTRY CLERK: MEC SUPPORT OFFICE REF NO D1/004**
(Appointment on five-year fixed contract linked to the political term of the Office of the MEC)

SALARY : R 94 326 per annum
CENTRE : Head Office, Nelspruit
REQUIREMENTS : Grade 12 certificate. Competencies: Good numerical-, organisational and communication skills. Sound interpersonal relations. Ability to continuously execute physically strenuous work under pressure. Computer literacy will be a recommendation.

DUTIES : Receive, date stamp, control and distribute incoming documents. Locate files and place documents. Administer postal service. Maintain filing system and registers as prescribed. Pend files for future reference. Handle outgoing mail and faxes.

ENQUIRIES : Ms G Mashiteng, Tel (013) 766 5555

POST 22/126 : **SENIOR DRIVER / MESSENGER: MEC SUPPORT OFFICE REF NO D1/005**
(Appointment on five-year fixed contract linked to the political term of the Office of the MEC)
This is a re-advertisement of Post Ref. No: C15/454 previously advertised in the City Press of 14 December 2008. Interested applicants should re-apply.

SALARY : R 76 194 per annum
CENTRE : Head Office, Nelspruit
REQUIREMENTS : Grade 12 certificate and a valid code 08/B/EB driver's license. Competencies: Extensive appropriate experience and proven ability as a driver/messenger. Good interpersonal and communication skills, also in English. Capacity to work long and irregular hours.

DUTIES : The successful candidate will serve as the courier of documentation and other items between the office of the MEC and other offices/institutions. Assist the office with duplication- and office support services. Assist in rendering general logistical services to the Office of the MEC and to keep a good image of the Office of the MEC at all times. Be available to assist the Head of the office, provide over-arching support in the functioning of the office of the MEC.

ENQUIRIES : Ms G Mashiteng, Tel (013) 766 5555

**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.

OTHER POSTS

POST 22/127 : **DEPUTY DIRECTOR (HOSPITAL SECRETARY)**
(Eden District)

SALARY : Remuneration Package: R344 052 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Oudtshoorn Hospital

REQUIREMENTS : Senior (or equivalent) Certificate. Extensive and appropriate experience in public administration including Financial Administration, Supply Chain Management, Human Resource Management, Labour Relations. Full Computer Literacy (Word, Excel, Power Point, GroupWise). Appropriate managerial and supervisory experience. The following will serve as recommendations: Sound knowledge of all applicable regulations and directives. Good accounting skills. Good organising skills. People management and negotiating skills. Ability and willingness to work overtime. Ability to work under pressure, meet deadlines and solve complex problems.

DUTIES : Management of line functions and support to Senior Medical Superintendent and Department heads. Responsible for effective and efficient financial management e.g. establishing of budgetary needs, expenditure and income monitoring and control of Supply Chain Management Section (Basic Accounting System(BAS) and Payments) and Managing Hospital Fees Section. Management of Food services to ensure compliance with food services standards and Policies. Strategic Management of Support Services, management of Transport and Security. Strategic management of Hospital workshop and maintenance section. Ensure correct application and development of Human Resource Management Policies and Practices and Management of Labour Relations.

ENQUIRIES : Dr PA Rüschenbaum, tel.no. (044) 203-7201

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

FOR ATTENTION : Ms S Pienaar

CLOSING DATE : 19 June 2009

POST 22/128 : **PRINCIPAL PHARMACIST**
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

SALARY : R174 243 per annum plus a non-pensionable scarce skills allowance of 15% of basic annual salary.

CENTRE : Alexandra Hospital, Maitland

REQUIREMENTS : Registration with the South African Pharmacy Council as Pharmacist plus appropriate experience. The following will serve as recommendations: Good communication and interpersonal skills. Good computer skills (MS Word, Excel and PowerPoint). Previous experience working in a Provincial Hospital or similar state facility. Knowledge of treatment guidelines applicable to Provincial Administration Western Cape. Good management skills. Willingness to do after hour callouts. The ability to communicate in two of the three official languages of the Western Cape. The ability and willingness to supervise staff. Knowledge of and ability to comply with applicable legislations. The ability to function within a team environment. The ability to work accurately under pressure and maintain a high standard of Professionalism.

DUTIES : Ensure quality of provision of pharmaceutical care to patients, by implementing and monitoring work procedures, policies, guidelines, prescription evaluations, dispensing of medication and the provision of information to ensure patient compliance and therapeutic success. Co-ordination and control of the manufacturing, compounding and packaging of pharmaceutical products. Overall responsibilities and accountability for drug supply management to ensure the safe and reliable procurement, safekeeping, storage, control and distribution of quality pharmaceuticals. Monitoring and advising on Pharmaceutical expenditure, implementation and evaluation of budgetary control measures and promotion of

rational drug use. Professional advisory service, including the training, education and development of pharmacy staff and other health workers and promotion of public health. Report to Hospital Manager in respect of pharmacy matters. General control / management and assessment of staff. Participate in research by co-operating with other professionals to ensure the quality of care of patients. Perform managerial functions as required.

ENQUIRIES : Mr C Barnardo, tel.no. (021) 503-5009
APPLICATIONS : The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.
FOR ATTENTION : Ms A Brits
CLOSING DATE : 26 June 2009

POST 22/129 : **CHIEF RADIOGRAPHER (ULTRASONOGRAPHER)**
 Overberg District (The incumbent will be stationed at Hermanus Hospital)

SALARY : R145 920 per annum plus a non-pensionable scarce skills allowance of 10% and a non-pensionable rural allowance of 12% of annual basic salary.

CENTRE : Overberg District Office, Caledon
REQUIREMENTS : Registration with the Health Professions Council of South Africa as a Sonographer plus appropriate experience. Inherent requirement: Valid driver's licence. Competencies (Knowledge/skills): Basic management skills. Computer literacy (MS Office: MS Word, Excel, PowerPoint) as well as Internet and Groupwise. Note: Candidates who do not meet the minimum educational requirement but are in possession of a National Diploma (Diagnostic Radiography) with certificates in Abdominal and Gynaecological Ultrasound may also apply as they will be considered.

DUTIES : (Key result areas/outputs): Manage and coordinate the Ultrasonogra-fic Service in the Overberg District. Mentoring and supervision of Radiographers in the Overberg District. Co-ordinate all trainings in district pertaining to Ultra Sound Services. Responsible for strategic planning for Ultra Sound services of the district. Ensure enhancement and integration of Basic Ante-natal Care (BANC) programme. Assist in the programme of Termination of Pregnancy. Render a continuous clinical service and work with patients. Perform as part of the multi disciplinary team.

ENQUIRIES : Ms S Neethling, tel. no. (023) 348-8133.
APPLICATIONS : The District Director: Overberg District, Private Bag X3079, Worcester, 6849.
FOR ATTENTION : Ms H Peach
CLOSING DATE : 19 June 2009

PROVINCIAL TREASURY

In line with the Employment Equity Plan of the Western Cape: Provincial Treasury it is the intention to achieve equity in the workplace by giving preference to applicants from designated groups.

APPLICATIONS : Applications must be submitted to: The Human Resource Practitioner: Recruitment and Selection, Private Bag X9165, Cape Town 8000 or hand delivered to: 4 Dorp Street, Tower Block, 2nd Floor, Room 2-11.

FOR ATTENTION : Mr B Damons
CLOSING DATE : 12 June 2009

NOTE : It will be expected from the selected candidates to be available for interviews on a date, time, and place as determined by the Provincial Treasury. Applicants may be subjected to competence assessment testing. Only applications submitted on a duly completed Z83 form (available from any Public Service Department or on Website address www.Capegateway.gov.za) with full particulars of training, qualifications, skills, competencies, knowledge, experience (on a separate sheet or curriculum vitae), certified copies of identity document and qualifications and the names of three referees, which will not be returned shall be considered and those without, shall be disqualified. Section B of the form is compulsory. Applications sent via fax or e-mail will not be accepted. The Provincial Treasury will only communicate with short listed candidates who have been selected for interviews and reserve the right not to make an appointment. As directed by the Department of public Service & Administration, 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, criminal records, credit records and previous employment.

OTHER POSTS

POST 22/130 : **ECONOMIST (PROVINCIAL GOVERNMENT) REF NO: WCPT 12/01/09**
 Chief Directorate Public Policy Services
 Directorate Budget Management Provincial Government

SALARY : R407 745 per annum, Including basic salary, state's contribution to the Government Employee Pension Fund and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.

CENTRE : Cape Town
REQUIREMENTS : Minimum qualifications personal attributes and required skills: Master degree in Economics, Public Policy or related fields with: good organising, coordinating and planning skills; good communication skills (verbal, writing and editing); proven macro and socio-economic knowledge base; proven knowledge of Government finances and procedures; high levels analytical, research and negotiation skills; computer literate; visionary and provide strategic leadership; dynamic and energetic self starter; innovative and swift decision maker; adaptable and be able to work under pressure; and be able to meet tight deadlines. Additional requirements: Relevant budget management experience would be to the advantage of applicants.

DUTIES : Research, analyses and informing on socio economic indicators at Provincial government level and their relation to the Provincial Growth and Development Plan, iKapa. Furthermore this position informs on provincial priorities and recommending financial resource allocation, which effectively contributes to, accelerated and shared economic growth in the Province and lastly reviews the efficacy of departmental spending and performance. This position is located in a unit within the Western Cape Provincial Treasury responsible for drafting the annual publication of the Provincial Economic Review and Outlook (PERO), Bi-Annual Economic Reviews, Medium Term Budget Policy Statements and the Budget Overview

ENQUIRIES : Mr P Pienaar ☎ (021) 483-5618.

POST 22/131 : **ECONOMIST (LOCAL GOVERNMENT) REF NO: WCPT 12/02/09**
Chief Directorate Public Policy Services
Directorate Budget Management Local Government

SALARY : R407 745 per annum, Including basic salary, state's contribution to the Government Employee Pension Fund and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.

CENTRE : Cape Town
REQUIREMENTS : Minimum qualifications personal attributes and required skills: Master degree in Economics, Public Policy or related fields with: good organising, coordinating and planning skills; good communication skills (verbal, writing and editing); proven macro and socio-economic knowledge base; proven knowledge of Government finances and procedures; high levels analytical, research and negotiation skills; computer literate; visionary and provide strategic leadership; dynamic and energetic self starter; innovative and swift decision maker; adaptable and be able to work under pressure; and be able to meet tight deadlines.

DUTIES : This position provides guidance and oversight on the local government budget process and is tasked with researching, analysing and informing on the socio economic indicators at local government level, the relation of these indicators to municipal Integrated Development Plans and Spatial Development Frameworks and assesses local government budget implementation against the planned performance for efficiency and effectiveness of service delivery. Responsibilities furthermore include: assisting with identifying the sources, potential and constraints for enhanced economic growth and development and lastly develops assessment frameworks and tools to examine the degree to which municipal budgets respond to the socio-economic realities. This position is located in a unit that coordinates the Local Government MTEC processes and is responsible for the publication of annual Socio-economic profiles for Local Government.

ENQUIRIES : Mr A Phillips ☎ (021) 483-4022.