



DATE OF ISSUE: 08 JANUARY 2010

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

PUBLIC SERVICE VACANCY CIRCULAR NO 01 OF 2010

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, National 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 National Department/Provincial Administration/Government Component in which the vacancy/vacancies exist(s).
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post, must direct their enquiries to the National Department/Provincial Administration/Government Component where the vacancy exists.
- 2.4 Applications should be forwarded in time to the advertising department since applications received after the applicable closing date will not be accepted.
- 2.5 Considering the aim of this Circular (see paragraph 1.1 above), advertisements contained herein are **meant for the attention/perusal of serving employees** only. Persons not employed in the Public Service may thus not apply for the vacancies advertised in this Circular, except if the relevant department has extended the scope of its recruitment initiative to persons not employed in the Public Service, in which case the relevant vacancy will have been advertised through other means such as the media. (Clarity in this regard can be obtained from the relevant advertising National Department/Provincial Administration /Government Component).

3. Directions to National Departments/Provincial Administrations/Government Components

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 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 National 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 **08 FEBRUARY 2010**

AMENDMENT : **National Prosecuting Authority:** Kindly note that the post of Court Preparation Officer (RECRUIT1734), Salary: R105 645 per annum, CPP Pretoria, advertised in PSVC 47 of 2009 has been withdrawn.
North West Office of the Premier: Kindly note that the post of Senior Personnel Practitioner (post 48/63), advertised in PSVC 48 of 2009, the correct is R 161 920.00 per annum and the closing date has been extended to 08 January 2010.

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DEPARTMENT OF DEFENCE

NOTE : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (i.e. C PERS/DODI 8/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ DD 01 Aug 02 must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83, Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

OTHER POSTS

POST 01/01 : **ASSISTANT DIRECTOR: POLICY AND PLANNING (RISK MANAGEMENT) (USAGE 390)**

Defence Policy, Strategy and Planning Division (Chief Directorate Strategic Management – Directorate Risk Management), Erasmuskloof

SALARY : R240 318 per annum

CENTRE : Pretoria.

REQUIREMENTS : An appropriate three year B degree or National Diploma (NQF 6). Experience in Risk Management will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of Risk Management, government policies, departmental policies, departmental decisions and activities as well as the wider intra-departmental activities in government. Basic knowledge of public finance legislation and regulations. Ability to work independently and orientated towards teamwork. Good communication skills (written and verbal). Conceptual thinking-, problem solving-, planning- and programming skills. Computer literate (MS Word, PowerPoint, Excel). Good interpersonal skills. Must be able to obtain a confidential security clearance within a year.

DUTIES : Promulgate risk management policies and instructions. Promulgate DOD Risk Management Plan. Responsible for internal management of the Directorate.

ENQUIRIES : Ms E. Capitani, (012) 355-5949.

APPLICATIONS : Department of Defence & Military Veterans, Defence Policy, Strategy and Planning Division, Private Bag X910, Pretoria, 0001.

CLOSING DATE : 5 February 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 01/02 : **SENIOR INTERNAL AUDITOR (USAGE 274)**
The posts are advertised in the DOD and broader Public Service.

SALARY : R145 920 per annum

CENTRE : Defence Inspectorate Division, Pretoria

REQUIREMENTS : NQF Level 6: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience wrt Log, Pers and IT audit will be a recommendation. Requirements/skills needed: Knowledge on compiling questionnaires and samples understanding of Log procedures interview-, effective reports writing-, analysing and interpretation of evidence. Knowledge of

report procedures/information system/ compile directives and organise. Excellent communication (verbal & written) and creativity skills. Must be in a possession or obtain a valid military driver's license. Must be able to obtain a security clearance within a year.

DUTIES : Conduct and co-ordinate audits at corporate level. Compile an audit reports year plan. Manage the section. Compile an audit year plan from the DOD plan. Conduct in-post training wrt audit techniques. Do costing of section's resource requirements. Maintain audit management information.

ENQUIRIES : Lt Col B. Mbatha Tel: (012) 312 4725
APPLICATIONS : Department of Defence, Defence Inspectorate, Private Bag X671, Pretoria, 0001.
CLOSING DATE : 5 February 2010 (Applications received after the closing date and faxed or emailed applications will not be considered).

NOTE : National traveling will be required.

POST 01/03 : **CHIEF ADMINISTRATION CLERK (PATIENT ADMINISTRATION) (USAGE: 3426)**

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

SALARY : R130 425 per annum
CENTRE : SAMHS, Tertiary Military Health Formation, 2 Military Hospital, Wynberg.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative solving-, team player- and inter personal relationships skills. Knowledge of capturing and microfilming/scanning processes. Proven ability to communicate effectively (written & verbal). Must be able to work under pressure and have empathy for sick, elderly and disabled. Must be able to obtain a confidential security clearance within a year.

DUTIES : Manage health records. Handle repetitive work. Manage the Microfilming/scanning and capturing processes. Receive health records. Render a comprehensive secretarial and reception service. Ensure correct referral documentation for referred patients. Handle health record and telephonic queries. Compile Quarterly and monthly statistics for management. Retrieve records for HCP's/management. Supervisory duties. Manage special Auths and Med Debtors.

ENQUIRIES : Maj M.E. Torrance, Tel: (021) 799 6247
APPLICATIONS : Department of Defence & Military Veterans, SAMHS, 2 Military Hospital, Private Bag X4, Wynberg, 7824

CLOSING DATE : 08 February 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 01/04 : **SENIOR ADMINISTRATION CLERK GR III (USAGE: 3310)**

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

SALARY : R105 645 per annum
CENTRE : SAMHS, Tertiary Military Health Formation, 2 Military Hospital, Wynberg.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Secretarial and mainframe experience will be a recommendation. Special requirements (skills needed): Knowledge of Patient Administrative processes. Computer literate (Microsoft & mainframe). Organise-, team player- and inter personal relationships skills. Knowledge of capturing and microfilming/scanning processes. Proven ability to communicate effectively (written & verbal). Meet deadlines and setting goals. Handle repetitive work. Must be able to work under pressure Must be able to obtain a confidential security clearance within a year.

DUTIES : Manage health records. Applicant will be involved in aspects of the Microfilming/scanning and capturing processes. Receive health records. Render a comprehensive secretarial and reception service. Ensure correct referral documentation for referred patients. Handle health record and telephonic queries. Compile Quarterly and monthly statistics for management. Retrieve records for HCP's/management.

ENQUIRIES : Maj M.E. Torrance, Tel: (021) 799 6247
APPLICATIONS : Department of Defence & Military Veterans, SAMHS, 2 Military Hospital, Private Bag X4, Wynberg, 7824

CLOSING DATE : 08 February 2010 (Applications received after the closing date and faxed copies will not be considered).

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

The National Department of Environmental Affairs and Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of this post and candidates whose appointment /promotion/transfer will promote representivity will receive preference.

APPLICATIONS : The Director-General, Department of Environmental Affairs and Tourism, Private Bag X447, Pretoria, 0001

FOR ATTENTION : Dumisani Moyane

CLOSING DATE : 15 January 2010

NOTE : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 01/05 : **DEPUTY DIRECTOR: EIA ADMINISTRATION, INTEGRATED PERMITTING AND APPEALS AP138/2009**

SALARY : R448 521 per annum

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree in the Environmental Management, Natural Sciences or Administration. Proven work experience in environmental impact management, Strong and proven knowledge of administration, An understanding of environmental impact assessments and environmental management tools and systems. Project management skills, Excellent communication, planning, organizing, analytical, problem solving and negotiation skills, Good interpersonal relationship, Computer literacy, The ability to work independently and as a team, Ability to work under pressure, A valid code EB driver's license. Candidates with junior management experience (ASD level) with strong administrative background will have an added advantage.

DUTIES : Administration of EIA applications for the directorate including responsibility for filling and record management, Tracking of EIA applications, Ensure that applications are reviewed within prescribed time frames, Prepare EIA statistics (monthly & Quarterly) and monthly report for the sub-directorate, Provide technical inputs to appeals, Process, coordinate and oversee integrated permitting and licensing and permitting of listed activities, Ensuring that all applications are captured on NEAS and register. Take part in the development of standard operating procedures, Management of sub-directorate including the supervision of three ASDs, Manage projects and finances of the sub-directorate, Participate in business planning for the directorate, Prepare responses to media and parliamentary queries, Ensure editorial quality of all submissions, Monitor compliance with authorizations of selected projects, Participate in environmental management committees and authority meetings, Participate in coordination meetings with stakeholders, Respond to all EIA related queries including media and parliamentary queries Coordinate, facilitate and manage the provision of technical inputs to all the appeals.

ENQUIRIES : Mr D Mthembu Telephone (012) 310-3230

POST 01/06 : **ASSISTANT DIRECTOR: PERMITTING AP134/2009**

SALARY : R240 318 per annum (Total inclusive package of R323 686 pa conditions apply)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's degree or equivalent qualification in Environmental Management field or Natural Science. The incumbent must have working experience in the field of Geohydrology or Geology; preferably pollution and hazardous waste management. She/he must have an understanding of the policy and legislative framework governing pollution and waste management. Experience in Environmental Impact Assessment is crucial. Project Management will be an added advantage. Skills

required: Report writing, good interpersonal relations, well-developed communications skills, analytical thinking, interrogation of technical reports, business writing skills, and basic computer skills. The incumbent must be able to work independently and efficiently under pressure.

DUTIES : To process applications for the authorization of waste management facilities, waste delisting requests and any other technical inquiries pertaining to authorization of waste management facilities. To monitor and audit waste management facilities. To review audits reports. To assist in the development of guidelines for the audit processes, To promote the regionalization of waste management facilities. To provide support to provinces on waste management facilities licensing, To support the development and implementation of an efficient and effective administrative system for authorization processes. To support the development and maintenance of a register of waste management facilities and ensure that all waste management facilities are licensed.

ENQUIRIES : Mr. M. Tshitangoni (012 310 3380)

POST 01/07 : **ASSISTANT DIRECTOR: EIA INTEGRATED PERMITTING AP138/2009**

SALARY : R240 318 per annum (Total salary package of R323 686 p.a/conditions apply)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree in the Environmental Management, or natural sciences. Proven work experience in environmental impact management, Strong and proven knowledge of administration, An understanding of environmental impact assessments and environmental management tools and systems. Project management skills, excellent communication, planning, organizing, analytical, problem solving and negotiation skills, Good interpersonal relationship, Computer literacy, The ability to work independently and as a team, Ability to work under pressure, A valid code EB driver's license, Candidates with waste management experience will have an added advantage.

DUTIES : Process applications for listed activities listed in terms of the EIA regulations and the Waste management Act, Ensure that applications are reviewed within prescribed time frames Prepare EIA statistics (monthly & Quarterly) and monthly report for the sub-directorate. Process, coordinate and oversee integrated permitting and licensing and permitting of listed activities, Ensuring that all applications are captured on NEAS and register, Take part in the development of standard operating procedures, Management of sub-directorate including the supervision case officers, Manage projects and finances of the sub-directorate, Participate in business planning for the directorate, Prepare responses to media and parliamentary queries. Ensure editorial quality of all submissions, Monitor compliance with authorizations of selected projects, Participate in environmental management committees and authority meetings, Participate in coordination meetings with stakeholders, Respond to all EIA related queries including media and parliamentary queries Coordinate, facilitate and manage the provision of technical inputs to all the appeals.

ENQUIRIES : Mr D Mthembu Telephone (012) 310-3230

POST 01/08 : **ASSISTANT DIRECTOR: EIA ADMINISTRATION AP140/2009**

SALARY : R240 318 per annum (Total salary package of R323 686 p.a/ Conditions apply)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree in Administration or natural sciences, Strong and proven knowledge of administration. Project management skills, excellent communication, planning, organizing, analytical, problem solving and negotiation skills, Good interpersonal relationship, Computer literacy, The ability to work independently and as a team, Ability to work under pressure, A valid code EB driver's license. Candidates with working knowledge of EIAs will have an added advantage.

DUTIES : Provide EIA related admin support to the Directorate, Receipt and recording of all applications, Opening of EIA files, Capturing and updating of applications on NEAS and register, Drafting of acknowledgement and response letters, Liaison with EAPs & setting up of consultation meetings, Tracking and monitoring of status of applications, Develop and maintain proper filing and record keeping system, Distribute files and applications to respective directorates, Respond to all EIA related queries Manage EIE admin reception area, Implement EIA Audit recommendations Prepare EIA statistics (monthly & Quarterly) and monthly report

for the sub-directorate, Process, coordinate and oversee integrated permitting and licensing and permitting of listed activities. Ensuring that all applications are captured on NEAS and register, Take part in the development of standard operating procedures, Management of sub-directorate including the supervision case officers, Manage projects and finances of the sub-directorate, Participate in business planning for the directorate, Prepare responses to media and parliamentary queries, Participate in coordination meetings with stakeholders, Respond to all EIA related queries including media and parliamentary queries, Coordinate, facilitate and manage the provision of technical inputs to all the appeals.

ENQUIRIES

:

Mr D Mthembu Telephone (012) 310-3230

**INDEPENDENT COMPLAINTS DIRECTORATE
REPUBLIC OF SOUTH AFRICA**

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.

APPLICATIONS : Independent Complaints Directorate Private Bag X 941, Pretoria, 0001 or ICD House, 388 Andries Street, Pretoria or Old Mercedes Benz Building, 47 Schoeman Street, Pretoria, 0001

FOR ATTENTION : Ms AMR Hungwane

CLOSING DATE : 22 January 2010

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 01/09 : **ASSISTANT MANAGER: INVESTIGATIONS**
Re – advertisement

SALARY : R240 318 per annum

CENTRE : Durban Office

REQUIREMENTS : To be considered for this position, a candidate must be in possession of a Matric/ Grade 12 certificate and should have a minimum of eight (8) years experience in criminal Investigations, 4 years of which must have been gained in a supervisory. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. In addition, the candidate 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 license. The candidate 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 mainly entail the overall management of the investigation component including but not limited to personnel, assets and workload. The supervision of principal investigator(s); He/she must ensure that complaints lodged with the provincial office are registered, correctly classified and allocated to the investigators for further processing. He must ensure the attendance of crime scenes and post mortems; collection; safeguarding and processing of exhibits at the crime scene, including conducting of interviews with suspects and witnesses and obtaining affidavits in accordance with applicable legislation, policies and Standard Operating Procedures of the ICD. He/she must ensure that DVA audits and cell inspections at the various police stations are conducted in line with the ICD's strategic objectives, DVA and the ICD's monitoring responsibility; Ensure that the complainant or his/her next of kin and other relevant stakeholders are kept abreast regarding progress of the investigation; conduct or assist in conducting investigations of complaints of alleged criminality and misconduct especially those involving high profile and senior members of the SAPS/MPS; evaluate investigation reports and memoranda with recommendations before being submitted to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Ensure that the status of each case is updated electronically on the database as well as manually in the appropriate registers. Provide monthly returns/statistics on activities of the component and report on compliance with the strategic objectives.

ENQUIRIES : Mr L John @ 031 3101300

NOTE : The person appointed to this position will be subjected to security clearance and the signing of an Agreement to Maintain Secrecy. His / her character should be beyond reproach. NB: This is a re-advertisement. All candidates who previously applied will be considered.

POST 01/10 : **ASSISTANT MANAGER: INFORMATION AND COMMUNICATION TECHNOLOGY (NETWORK MANAGER)**
Re – advertisement

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : The ideal candidate must be in possession of a relevant three year degree/diploma in ICT and 3 years ICT experience or Matric with a minimum of 5 year working experience in the ICT environment. A driver's license is a prerequisite for this post.

DUTIES : Key competencies include: Management of staff, deal with all network management matters such as effective network design and security, installation and upgrading of LAN and WAN infrastructure, installation and testing of applications and new ICT equipment for all users, conduct research and advise on developments with regard to networking, policy development and implementation, preparation of component of budget and expenditure control expenditure control, coordinating maintenance and repairs of equipment, giving periodic reports.

ENQUIRIES : Mr T Tsotetsi @ 012 392 0495
NOTE : The person appointed to this position will be subjected to security clearance and the signing of an Agreement to Maintain Secrecy. His / her character should be beyond reproach. The person must also be prepared to travel and work abnormal hours. NB: This is a re – advertisement. All candidates who previously applied will be considered.

POST 01/11 : **INTERN: SECURITY SERVICES**

SALARY : Stipend R 3000.00
CENTRE : Pretoria
REQUIREMENTS : An unemployed Graduate who is in possession of a National Diploma/Degree in Security Management or an equivalent qualification. The incumbent must be self driven and computer literate. He/she must be able to work under pressure and should have good interpersonal and good communication skills (verbal and written). A valid driver's license will be an added advantage.

DUTIES : The successful candidate will perform the following responsibilities: Exercise effective key control and locking policy, Programme, issue and collect access cards for employees/visitors, Maintain vetting/screening administration and filling system of the Security Component, Escort maintenance staff, Record and attend to security complaints and requests, Conduct security inspections to security equipment. i.e. alarm system, fire detection system, fire extinguishers, etc.

ENQUIRIES : Mr V Jakavula @ 012 423 1414
NOTE : The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

NATIONAL PROSECUTING AUTHORITY

- APPLICATIONS** : E- mail addresses and fax numbers are provided for each at each post respectively. All hand delivered applications must be sent to the VGM building at the NPA head office at Silverton in Pretoria. All applications sent by post must be addressed to the following postal address: Response Handling ReruitNumberXXXX, National Prosecuting Authority of South Africa, Private Bag X752, Pretoria, 0001
- CLOSING DATE** : 25 January 2010, applications will not be accepted after the closing date.
- NOTE** : NB: Please read the instructions before applying: Applicants must apply for positions for which they meet the requirements as per the advert. Applicants must clearly note their regions/office of preference on their application. Where candidates must list their preferred Region(s)/ Region(s) of preference, it must be done on page 2 of the Z.83, below the declaration field. Applications must be submitted on a Z.83, obtainable from any Public Service Department, or www.npa.gov.za and must be completed in full. In full means both pages of the Z.83 must be completed and page 2 duly signed. If your Z.83 is not completed as prescribed above, your application will not be accepted. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, must be attached. CV's without Z.83 will not be accepted. All electronically emailed applications must submit their attachments in Microsoft word or Adobe pdf format else they will not be accepted by our email system and will not be processed. If you apply for more than one post, you must please submit a different/separate application for each post. All applications must reach the NPA before the closing date. It is the sole responsibility of the applicant to ensure that their application (s) is with the NPA before the closing date. The NPA can not be held responsible for postal or server delays. Late applications will not be processed. The NPA advise applicants that postal applications be forwarded by registered mail. Fax and Email boxes will be closed at Midnight on the closing date. General: Communication will be limited to those applicants who would be identified for further recruitment processes and procedures. Certified copy of the applicants ID document must always be attached and driver's license where required. Certified copies of qualifications would be required from those applicants selected for further selection processes. The NPA reserves the right not to fill any particular position. If you do not hear from the NPA within 3 months, please accept your application was unsuccessful. The NPA is an equal opportunity, Employment Equity Employer. Disabled persons are encouraged to apply. In the filling of vacancies, the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998), will be taken into consideration. Note: Successful candidates will be subjected to a security clearance at least up to a level of Top Secret. Appointment to these posts will be provisional, pending the issue of security clearance. If you can not get a security clearance, your appointment will be re- considered / possibly be terminated. Competency assessments will be conducted for level 12 and higher posts.

OTHER POSTS

- POST 01/12** : **PROTECTOR: RECRUIT1743**
Office of Witness Protection (OWP)
- SALARY** : R217 482 per annum plus housing allowance, annual service bonus, pension and medical aid benefit
- CENTRE** : Durban x 1
- REQUIREMENTS** : Matric or relevant post matric qualification/training. Relevant knowledge and/or experience. Police, Military or Correctional Service training will be an added advantage. Completion of a SWAT and or VIP Protection course will be an added advantage. Knowledge of and experience in undercover work will be an added advantage. Knowledge of the Constitution and \bill of Rights, National Crime Prevention Strategy (NCPS). Victims Charter and Batho Pele. Knowledge of the functioning of the various levels of courts and Criminal Justice System (CIS). Experience in cash handling and cash management. Knowledge of experience in

and understanding of Minimum Information Standards(MISS). Preparedness to undergo a "Top Secret" Security clearance and undergo regular polygraph and voice stress analysis testing. A proven track record of managing people. Knowledge of the Witness Protection Act and Public Finance Management Act.

DUTIES : Report directly to the Senior Protector. Operate within the covert operations designed to ensure the safety of witness in the region. Remove witness witnesses and extended families from danger areas within 1 hour upon receiving notice. Complete witness profile forms and temporary protection agreements. Monitor, court protections, visitations and consultations of witnesses and extended families. Manage witness in respect of accommodation, education, medical assistance and relocation. Assist in managing the protection of information in the region. Monitor and give guidance on the location of safe houses and placement of witness. Conduct periodic visitation of all safe houses under his/her care. Perform document management. Manage covert funds. Remain operationally available on 24 hour and 7 days a week basis. Travel extensively within and between Regions/ Province for extended periods.

ENQUIRIES : Azwifaneli Rambau Tel: 012 845 6935
APPLICATIONS : Email: Recruit1743@npa.gov.za or Fax: 012 843 3800(RECRUIT1743)

POST 01/13 : **SENIOR LEGAL SECRETARY: RECRUIT1744**
 Asset Forfeiture Unit (AFU)

SALARY : R161 970 per annum plus housing allowance, annual service bonus, pension and medical benefits (level 8)

CENTRE : Johannesburg
REQUIREMENTS : Post matric qualification and at least 3 years Legal Secretarial experience or matric with at least more than 5 years Legal Secretarial experience. Knowledge of Asset Forfeiture will be advantageous. Ability to manage duties and appointments. Ability to type accurately and fast and draft short memorandum. Computer literate especially in Ms Word, PowerPoint, Microsoft Outlook, and internet. Integrity and discretion when dealing with secret and confidential matters. Dictaphone typing and dictation typing. Able to use initiative. Able to work extended hours. Excellent communication, administrative and secretarial skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, PowerPoint.

DUTIES : Provide secretarial and administrative services. Provide high level of support to the Head of the office. Diary management, organize management, organize meetings and workshops. Taking minutes and dictations. Maintenance of register for cases. Management of ECMS system where allocated tasks. Drafting of various forms of legal documents in support of civil court proceedings including correspondence. Maintain database of various legal documents compiled by the unit, e.g. reference and index files, judgments and legal precedents. Provide general support to legal professionals. Previous work experience in public sector will be an advantage. Good knowledge of administrative and secretarial duties. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Candidates will be subjected to a security clearance at least up to a level of confidential. Appointment to these posts will be provisional pending the issuing of security clearance. If you cannot get a security clearance, the appointment will be reconsidered / possible terminated.

ENQUIRIES : Delysia Parsons (012) 845 6718
APPLICATIONS : Email: Recruit1744@npa.gov.za or Fax: 012 843 3801(RECRUIT1744)

POST 01/14 : **LEGAL SECRETARY: RECRUIT1745**
 Asset Forfeiture Unit (AFU)

SALARY : R130 425 per annum plus housing allowance, annual service bonus, pension and medical aid benefit (Level 7)

CENTRE : Pretoria Office, Nelspruit
REQUIREMENTS : Post Matric qualifications. At least three Legal Secretarial Experience, Integrity and discretion when dealing with secret and confidential matters, Dictaphone typing and general dictation typing, Ability to manage diaries and appointments. Ability to type accurately and fast and draft short memos, Computer Literacy, especially MS Word, PowerPoint, e-mail and Internet, Able to use initiative. Able to work extended hours, Excellent communication, administrative and secretarial skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point.

- DUTIES** : Secretarial experience and services. Draft various forms of legal documents in support of civil court proceedings. Maintain a database of various legal documents compiled by the unit. Type notices and application with minimal supervision. Reference and index court files, judgments and legal precedents. Provide general support to legal professional. Good knowledge administrative and secretarial duties. Candidates will be subjected to a security clearance at least up to a level of confidential. Appointment to those posts will be provisional pending the issuing of security clearance. If you cannot get a security clearance, your appointment will be reconsidered /possible terminated.
- ENQUIRIES** : Delysia Parsons, 012 845 6718
APPLICATIONS : Email: Recruit1745@npa.gov.za or Fax: 012 843 3802(RECRUIT1745)
- POST 01/15** : **PRINCIPAL ADMINISTRATIVE ASSISTANT: GENERAL RECRUIT1746**
Sexual Offences and Community Affairs (SOCA)
- SALARY** : R105 645 per annum plus housing allowance, annual service bonus, pension and medical aid benefit (Level 6)
- CENTRE** : Head Office
REQUIREMENTS : Applicants must be in the possession of a Senior Certificate with 2-3 Years relevant experience, National Diploma or Equivalent qualifications with typing as a fully passed subject. Knowledge of Document management systems. Knowledge of criminal justice system and or Public Service System will be advantageous. Good Communication (Verbal and Written) Skills. Good organisational and people management skills. Computer Literacy in Ms Office (Ms excel, Ms Word, Ms PowerPoint). Strong organizational ability. Good interpersonal skill. Good office administration skills and good administration practice skills
- DUTIES** : Process payment of services providers for the Unit. Process subsistence and travelling claims for the unit in line with the available budget. Maintain Asset register. Render support in compilation and control of budget. Carry out task relating to the acquisition supply and distribution of inventory in accordance with procurement policy. Check salary reports and report any salary discrepancies. Procure and distribute stationery for the Unit. Manage petty cash. Liaise with other related functions as required by the Corporate Manager from time to time. Good office administration skills. The appointee will be required to provide high quality administrative support to the office of the Special Director. Management of Correspondence. Plan, organise and co-ordinate events, meetings or other arrangements. Manage information and ensure as appropriate filing system Report Writing Skills. Ensure implementation of SOCA filing plan. Ensure co-ordination of registry services and courier services Perform any other related functions as required by the Corporate Manager from time to time. . Plan, organise and co-ordinate events, meetings or other arrangements. Positive security clearance is a requirement. Be ready to work flexi hours
- ENQUIRIES** : Vusi Skhosana Tel: 012 845 6592
APPLICATIONS : Email: Recruit1746@npa.gov.za or Fax: 012 843 3803(RECRUIT1746)
- POST 01/16** : **PRINCIPAL ADMINISTRATIVE ASSISTANT: PROCUREMENT RECRUIT1747**
Sexual Offences and Community Affairs (SOCA)
- SALARY** : R105 645 per annum plus housing allowance, annual service bonus, pension and medical aid benefit (Level 6)
- CENTRE** : Head Office
REQUIREMENTS : Applicants must be in the possession of a Senior Certificate with 2-3 Years relevant experience, National Diploma or Equivalent qualifications with typing as a fully passed subject. Knowledge of Document management systems. Knowledge of criminal justice system and or Public Service System will be advantageous. Good Communication (Verbal and Written) Skills. Good organisational and people management skills. Computer Literacy in Ms Office (Ms excel, Ms Word, Ms PowerPoint)
- DUTIES** : Process payment of services providers for the Unit. Process subsistence and travelling claims for the unit in line with the available budget. Maintain Asset register. Render support in compilation and control of budget. Carry out task relating to the acquisition supply and distribution of inventory in accordance with procurement policy. Check salary reports and report any salary discrepancies. Procure and distribute stationery for the Unit. Manage petty cash. Liaise with other related functions as required by the Corporate Manager from time to time. Good

office administration skills. The appointee will be required to provide high quality administrative support to the office of the Special Director. Management of Correspondence. Plan, organise and co-ordinate events, meetings or other arrangements. Manage information and ensure as appropriate filing system Report Writing Skills. Ensure implementation of SOCA filing plan. Ensure co-ordination of registry services and courier services Perform any other related functions as required by the Corporate Manager from time to time. Plan, organise and co-ordinate events, meetings or other arrangements. Positive security clearance is a requirement. Be ready to work flexi hours, Strong organizational ability. Good interpersonal skill. Good office administration skills and good administration practice skills

- ENQUIRIES APPLICATIONS** : Vusi Skhosana Tel: 012 845 6592
: Email: Recruit@1747npa.gov.za or Fax: 012 843 3804(RECRUIT1747)
- POST 01/17** : **PRINCIPAL ADMINISTRATIVE ASSISTANT: FINANCE RECRUIT1748**
Sexual Offences and Community Affairs (SOCA)
- SALARY** : R105 645 per annum plus housing allowance, annual service bonus, pension and medical aid benefit (Level 6)
- CENTRE REQUIREMENTS** : Head Office
: Applicants must be in the possession of a Senior Certificate with 2-3 Years relevant experience, National Diploma or Equivalent qualifications with typing as a fully passed subject. Knowledge of Document management systems. Knowledge of criminal justice system and or Public Service System will be advantageous. Good Communication (Verbal and Written) Skills. Good organisational and people management skills. Computer Literacy in Ms Office (Ms excel, Ms Word, Ms PowerPoint). Strong organizational ability. Good interpersonal skill. Good office administration skills and good administration practice skills
- DUTIES** : Process payment of services providers for the Unit. Process subsistence and travelling claims for the unit in line with the available budget. Maintain Asset register. Render support in compilation and control of budget. Carry out task relating to the acquisition supply and distribution of inventory in accordance with procurement policy. Check salary reports and report any salary discrepancies. Procure and distribute stationery for the Unit. Manage petty cash. Liaise with other related functions as required by the Corporate Manager from time to time. Good office administration skills. The appointee will be required to provide high quality administrative support to the office of the Special Director. Management of Correspondence. Plan, organise and co-ordinate events, meetings or other arrangements. Manage information and ensure as appropriate filing system Report Writing Skills. Ensure implementation of SOCA filing plan. Ensure co-ordination of registry services and courier services Perform any other related functions as required by the Corporate Manager from time to time. Plan, organise and co-ordinate events, meetings or other arrangements. Positive security clearance is a requirement. Be ready to work flexi hours
- ENQUIRIES APPLICATIONS** : Vusi Skhosana Tel: 012 845 6592
: Email: Recruit1748@npa.gov.za or Fax: 012 843 3805(RECRUIT1748)
- POST 01/18** : **PRINCIPAL ADMINISTRATIVE ASSISTANT: LIBRARY 3 POSTS RECRUIT1749**
(Research & Policy Information Service Centre)
- SALARY** : R105 645 per annum plus 37% in lieu of benefits (Level 6)
- CENTRE REQUIREMENTS** : Pretoria (Head Office) x 3
: Senior Certificate or equivalent qualifications, Basic Computer literacy skills, Prepared to travel to regional offices.
- DUTIES** : Filing of loose leave material. Unpacking, packing and distribution of all material received. See to the neatness and organizing of all material at the back of library. Processing of new material, this includes the stamping, bar-coding and magnetizing of new material. Recording and processing of acknowledgments received. Reception desk duties as and when required. General Library administrative duties at head office and regional offices.
- ENQUIRIES APPLICATIONS** : Malindi Botha (012)845 6660
: Email: Recruit1749@npa.gov.za or Fax: 012 843 3806(RECRUIT1749)

<u>POST 01/19</u>	:	<u>SENIOR ADMIN ASSISTANT: GENERAL RECRUIT1750</u> Sexual Offences and Community Affairs (SOCA)
<u>SALARY</u>	:	R87 978 per annum plus housing allowance, annual service bonus pension and medical aid benefit (Level 5)
<u>CENTRE REQUIREMENTS</u>	:	Head Office
	:	Senior Certificate or equivalent qualifications plus 1-2 years relevant administration experience. Ability to organise and prioritise work. Good Communication (verbal and written) skills. Computer literacy especially MS Packages, including Word, Power Point and Excel. Experience in performing general administrative functions. Good planning and organizing skills. The person appointed in this position will be subjected to security clearance and the signing of a performance agreement
<u>DUTIES</u>	:	Provide administrative support to the Corporate Manager and delegated officials of the SOCA Unit. Manage and Prioritise Matters. Perform any other related functions as required by the Corporate Manager from time to time. Manage information and ensure an easy reference filing system for the unit. Prepare Correspondence, documents, reports, presentations, etc, as required and instructed by the corporate manager. Make travel and accommodation arrangements. Design and keep a well –organised administrative system for the office. Provide support and administrative advice to all components of the office. Liaise with the corporative services with regard to all matters pertaining to the administrative functioning of the office. Any other duties as requested by the Corporate Manager or delegated official. Administrative experience in legal environment
<u>ENQUIRIES APPLICATIONS</u>	:	Vusi Skhosana Tel: 012 845 6592 Email: Recruit1750@npa.gov.za or Fax: 012 843 3807(RECRUIT1750)
<u>POST 01/20</u>	:	<u>SENIOR ADMIN ASSISTANT: DOCUMENT RECRUIT1751</u> Sexual Offences and Community Affairs (SOCA)
<u>SALARY</u>	:	R87 978 per annum plus housing allowance, annual service bonus, pension and medical aid benefit (Level 5)
<u>CENTRE REQUIREMENTS</u>	:	Head Office
	:	Senior Certificate or equivalent qualifications plus 1-2 years relevant administration experience. Ability to organise and prioritise work. Good Communication (verbal and written) skills. Computer literacy especially MS Packages, including Word, Power Point and Excel. Experience in performing general administrative functions. Good planning and organizing skills. The person appointed in this position will be subjected to security clearance and the signing of a performance agreement
<u>DUTIES</u>	:	Provide administrative support to the Corporate Manager and delegated officials of the SOCA Unit. Manage and Prioritise Matters. Perform any other related functions as required by the Corporate Manager from time to time. Manage information and ensure an easy reference filing system for the unit. Prepare Correspondence, documents, reports, presentations, etc, as required and instructed by the corporate manager. Make travel and accommodation arrangements. Design and keep a well –organised administrative system for the office. Provide support and administrative advice to all components of the office. Liaise with the corporative services with regard to all matters pertaining to the administrative functioning of the office. Any other duties as requested by the Corporate Manager or delegated official. Administrative experience in legal environment
<u>ENQUIRIES APPLICATIONS</u>	:	Vusi Skhosana Tel: 012 845 6592 Email: Recruit1751@npa.gov.za or Fax: 012 843 3808(RECRUIT1751)
<u>POST 01/21</u>	:	<u>LEGAL SECRETARY: RECRUIT1752</u> Asset Forfeiture Unit (AFU)
<u>SALARY</u>	:	R87 978 per annum plus housing allowance, annual service bonus, pension and medical benefits
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Office
	:	Grade 12 certificate or equivalent qualification and relevant administration experience. Knowledge of Public Service legislation. Good written and verbal communication skills. General computer skills and knowledge of programmes such as Ms Word, Excel and PowerPoint. Reliable, tolerant and determined. Able to act independently. Willing to travel, able to work extended hours. Proven administrative, planning and organizing skills. Excellent written and verbal

communication skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point.

DUTIES : General administrative functions including filing, photocopying and faxing of documents. Assist in the numerical indexing of files, opening, drawing and distribution of files. Receive and handle correspondence. Assist with establishing database for filing system. Ensure that proper document tracking system is in place. Deal with all finance, procurement, traveling and human resource matters.

ENQUIRIES : Nonele Ngelanga(012) 845 6744
APPLICATIONS : Email: Recruit1752@npa.gov.za or Fax: 012 843 3809(RECRUIT1752)

POST 01/22 : **ADMIN ASSISTANT: RECRUIT1753**
Sexual Offences and Community Affairs (SOCA)
(6 Months Contract)

SALARY : R73 584 per annum plus 37% in lieu of benefits (Level 4)
CENTRE : Thuthuzela Care Centre: Libode
REQUIREMENTS : Senior Certificate or equivalent. Experience in performing general administrative functions. Good planning and organizing. skills, written and verbal communication. The person appointed in this position will be subjected to security clearance and the signing of a performance agreement. Computer skills – General computer literacy and knowledge of programs in MS Word, Excel Outlook, Power Point

DUTIES : Provide administrative support to the Site Coordinator and delegated officials of the SOCA unit. Manage and prioritize matter. Liaise and communicate with the Site Coordinator and the Case Manager within the NPA and other relevant stake holders. Manage information and ensure an easy reference filing system for the centre. Prepare minutes of the meeting and follow up on the decisions made where necessary. Any other duties as requested by the Corporate Manager or delegated official. Administrative experience in legal environment.

ENQUIRIES : Vusi Skhosana Tel: 012 845 6592
APPLICATIONS : Email: Recruit1753@npa.gov.za or Fax: 012 843 3810(RECRUIT1753)

POST 01/23 : **ADMINISTRATIVE ASSISTANT: RECRUIT1754**
National Prosecuting Services (NPS)

SALARY : R73 584 per annum plus housing allowance, annual service bonus, pension and medical aid benefit
CENTRE : DDPP Bhishe
REQUIREMENTS : Matric certificate plus 1 – 2 years relevant administration experience. Ability to organize and prioritize work. Good administration experience. (verbal and written) skills. Computer literacy, especially MS packages, including Word and Excel.

DUTIES : Provide support service to the office. Design and keep a well-organized administrative system for the office. Provide support and administrative advice to all component of the office. Draft correspondence to members of the public, other organizations and state departments. Liaise with corporate services and regard to all matters pertaining to the administrative functioning of the office. Provide administration support to the legal staff, logistical and human resources. Good office practice.

ENQUIRIES : Viola Esterhuizen (040)608 6820
APPLICATIONS : Email: Recruit1754@npa.gov.za or Fax: 012 843 3811(RECRUIT1754)

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT**

- APPLICATIONS** : Gauteng Shared Service Centre, 75 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
- CLOSING DATE** : 22 January 2010
- 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 01/24** : **PROFESSIONAL NURSE GRADE 1 (SPECIALITY NURSING) PN-B1 REF NO: 70168095**
Directorate: Nursing Services – PN
- SALARY** : R195 936 per annum (plus benefits)
- CENTRE** : Pretoria West Hospital
- REQUIREMENTS** : Registration with the SANC as Professional Nurse with a post basic qualification of Advanced Midwifery. A minimum of at least 4 years appropriate/recognizable experience in midwifery after registration as Professional Nurse with SANC.
- DUTIES** : Knowledge and understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and other clinicians, including report writing when required, display concern for patients, promoting and advocating proper care. Work as part of a multi-disciplinary team to ensure good nursing care, and work co-operatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.
- ENQUIRIES** : Ms H M M StrydomTel No: (012) 3801206

**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, Shortlisted candidates with disabilities are to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation.

MANAGEMENT ECHELON

POST 01/25 : **HEAD: CLINICAL UNIT (MEDICAL) (PRINCIPAL SPECIALIST: FORENSIC PATHOLOGY SERVICES)**
Division of Forensic Medicine and Toxicology

SALARY : Remuneration package: R892 287 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : University of Cape Town/Groote Schuur Hospital

REQUIREMENTS : Inherent requirements of the job: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. A valid driver's licence. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Forensic Pathology. Experience: A minimum of 7 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Forensic Pathology. Advanced FPS experience. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Ability to achieve and maintain good interpersonal and working relations with staff and clients, with knowledge of Batho Pele and the patients' rights/responsibility charters. Creativity to develop new ideas, which can result in changes to existing methods, techniques, and procedures. Fluency in two of the three indigenous languages in the Western Cape. Knowledge and experience of Forensic Pathology and Clinical Forensic procedures and documentation. Ability and experience in doing research, research methodologies, Knowledge of FPS policies, protocols and techniques. Good working knowledge of relevant legislation, regulations and policies governing medical forensic procedures and investigations. Above average computer and software literacy. Teaching and training skills. Selection testing: The successful candidate will be subjected to security clearance prior to appointment.

DUTIES : Key result areas/outputs: Forensic Post Mortem examinations, completion of all investigations and documentation in relevant cases, and oral evidence in post judiciary proceedings related thereto. Provide specialist advice in Forensic Pathology to the Chief Specialist and Division of Forensic Medicine UCT. Teaching and training of post-graduate and under-graduate medical students; Forensic Officers, Medical, Criminal Investigation, and Justice groups in Medico-legal Autopsies, and related investigations. Perform a quality assurance role in the FPS activities within the region.

ENQUIRIES : Prof L Martin (021) 406-6412

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

FOR ATTENTION : Ms C Versfeld

CLOSING DATE : 5 February 2010

OTHER POSTS

POST 01/26 : **PHARMACIST GRADE 1 TO 3: 2 POSTS**
Directorate: Supply Chain Management

SALARY : Grade 1: R302 319 per annum. Grade 2: R349 263 per annum. Grade 3: R381 900 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Head Office, Western Cape Medical Supplies Centre

<u>REQUIREMENTS</u>	:	Minimum education qualification: Registration with the South African Pharmacy Council as a Pharmacist Experience: Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the South African Pharmacy Council. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the South African Pharmacy Council. Inherent requirements of the job: Computer Literacy and previous logistic experience. Sound knowledge of laws relating to pharmacy. Competencies (Knowledge/skills): Knowledge of Good Pharmaceutical Practice and Best Warehouse Practice to ensure safe and reliable storage, control and distribution of quality pharmaceuticals. Recommendation: Management experience.
<u>DUTIES</u>	:	Key result areas/outputs: Implementation and monitoring of adherence to all Standard Operating Procedures (SOP's) and guidelines in keeping with legislative requirements and national and provincial policies. Ensure sound Drug Supply Management (DSM) practices by ensuring implementation, monitoring and control of DSM principles within the Western Cape Medical Supplies Centre. Supervision of stores personnel (Pharmacist's Assistants and General Workers) including development and personnel evaluations. Act as Tutor of Pharmacist's Assistants.
<u>ENQUIRIES</u>	:	Mr S Theron, tel. no. (021) 483-2140
<u>APPLICATIONS</u>	:	The Director : Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
<u>FOR ATTENTION</u>	:	Ms C Versfeld
<u>CLOSING DATE</u>	:	5 February 2010
<u>POST 01/27</u>	:	<u>HEAD OF DEPARTMENT (NURSING COLLEGE)</u> Directorate: Nursing Services
<u>SALARY</u>	:	R 296 382 (PN-D3) per annum
<u>CENTRE</u>	:	Western Cape College of Nursing, Surwell
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Post basic qualification in Nursing Education with the South African Nursing Council. Experience: A minimum of 9 years appropriate/recognisable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1 year post basic qualification in Nursing Education. Experience in Midwifery Nursing Science. Inherent requirements of the job: Valid code B/EB driver's licence. Computer literacy. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse in Nursing Education. Recommendation: Demonstrate a sound understanding of Nursing Legislation, ethical issues in Nursing, Scope of Practice and Nursing standards. Note: The Provincial Government of the Western Cape is presently finalising an agency agreement for the Western Cape College of Nursing to be managed in terms of its academic function on an agency basis by the Cape Peninsula University of Technology with the possible relocation in the future.
<u>DUTIES</u>	:	Key result areas/outputs: Participate in overall executive management of the College. Supervise, co-ordinate and provide guidance to academic staff and the Health Service regarding programme implementation. Provision of high quality nurse training programmes and curricula in accordance with the standards and provisions of the South African Nursing Council. Supervision of students. Co-ordinate the provision of education and training programmes to student nurses. Manage clinical learning exposure to students between college and clinical areas. Develop and ensure implementation of quality assurance programmes. Collaborate with other stakeholders and build a sound relationship in the Department/College.
<u>ENQUIRIES</u>	:	Mrs BA Rafferty, tel. no. (021) 684-1211
<u>APPLICATIONS</u>	:	The College Principal, Western Cape College of Nursing, Private Bag, Surwell, 7762
<u>FOR ATTENTION</u>	:	Ms SO Telemachus
<u>CLOSING DATE</u>	:	5 February 2010
<u>POST 01/28</u>	:	<u>PROFESSIONAL NURSE (LECTURER) 7 POSTS</u> Directorate: Nursing Services
<u>SALARY</u>	:	Grade 1: R195 936 (PN-D1) per annum. Grade 2: R240 981 (PN-D2) per annum.
<u>CENTRE</u>	:	Western Cape College of Nursing, Surwell.

REQUIREMENTS : Minimum education qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Post –basic nursing qualification in Nursing Education registered with the South African Nursing Council. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1-year post-basic qualification in Nursing Education. Experience in Community-Based Education, Problem Based Education and Outcome Based Education. Experience as a Nursing Lecturer. Inherent requirements of the job: Valid drivers licence (Code EB). Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse in Nursing Education. Competencies (Knowledge/skills): Good communication skills (written and verbal). Ability to work independently and to think logically. Computer literacy. Recommendation: Diploma/Degree in Nursing Administration. Note: The Provincial Government of the Western Cape is presently finalising an agency agreement for the Western Cape College of Nursing to be managed in terms of its academic function on an agency basis by the Cape Peninsula University of Technology with the possible relocation in the future.

DUTIES : Key result areas/outputs: Facilitate the learning process and co-ordinate the basic or post-basic course programmes for student nurses. Evaluate the theoretical and clinical performance of the student nurses to ensure a safe, competent nurse practitioner. Evaluate and revise the curriculum relevant to the course objectives. Manage the identified nurse education programmes. Conduct surveys and research relating to nursing education and nurses service matters.

ENQUIRIES : Mrs B Rafferty, tel. no. (021) 684-1211

APPLICATIONS : The College Principal, Western Cape College of Nursing, Private Bag, Surwell, 7762

FOR ATTENTION : Ms SO Telemachus

CLOSING DATE : 5 February 2010

POST 01/29 : **INDUSTRIAL TECHNICIAN (DENTAL)**
Directorate: Engineering and Technical Support

SALARY : R130 425 per annum

CENTRE : Clinical Engineering, Goodwood

REQUIREMENTS : Minimum education qualification: National Diploma (T-N or S stream) Electronics and/or Mechanical or registration as Engineering Technician in terms of section 14(1) 14(2) of the Engineering Profession of South Africa Act, 1990. Experience: Experience in repair, maintenance and installation of dental and related equipment. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province. Valid drivers licence. Competencies (Knowledge/skills): Excellent ability to fault find and repair down to component level. Practical hands-on experience with repair of dental equipment. Computer literacy. Good written and verbal communication skills.

DUTIES : Key result areas/outputs: Support section head by: Completing task with time limits. Liaising with clients with regards to information and work progress. Ensuring compliance with Occupational Health and Safety Act. Ensuring continuity of service by assisting other sections, prioritising work and consideration of operational requirements. Admin duties in the section: Requesting of parts and service via Logis system. Maintaining of maintenance management and internal records Writing reports and assisting with specifications. Production: Carry out maintenance, repairs and installation of dental and related medical equipment. Visit institutions to maintain service routes and preventative maintenance schedules.

ENQUIRIES : Mr Gary Lee/Mr A Moelich, tel. no. (021) 591-7126

APPLICATIONS : The Deputy Director: Administration, Hospital Engineering Services: Bellville, Private Bag X21, Parow, 7500.

FOR ATTENTION : Ms L Petersen

CLOSING DATE : This advert will be valid for a period of 6 months up to 9 July 2010. The recruitment process will commence after 5 February 2010.

POST 01/30 : **ORAL HYGIENIST**
(Chief Directorate: Metro District Health Services)

SALARY : R 130 425 per annum.
CENTRE : Khayelitsha Community Health Centre
REQUIREMENTS : Minimum educational qualification: Relevant Diploma in Oral Hygiene. Registration with a professional council: Registration with the Health Professions Council of South Africa as Oral Hygienist. Inherent requirement of the job: Valid driver's licence.

DUTIES : Key result areas/outputs: Oral health education and promotion at schools and related institutions. Needs assessment and collection of base line oral health data in the sub-districts. Planning of preventative and the promotion of oral health programmes in the sub-districts. Implementation and monitoring of preventative oral health programmes at schools and institutions. In-service training of health personnel. Liaison with other organisations in respect of oral health programmes. Completion of daily statistics. Clinical duties.

ENQUIRIES : Sr Notshe, Tel no. (021) 361-3816
APPLICATIONS : The Chief Director: Metro District Health Services, 8 Riebeek Street, 2nd Floor, Southern Life Building, Cape Town, 8000.

FOR ATTENTION : Ms W Smith
CLOSING DATE : 5 February 2010

POST 01/31 : **LAUNDRY MANAGER**
Directorate: Engineering and Technical Support

SALARY : R105 645 per annum.
CENTRE : Tygerberg Laundry
REQUIREMENTS : Minimum education qualification: Diploma/Certificate in Laundry Management or equivalent qualification. Experience: Experience in managing an Industrial Laundry. Inherent requirements of the job: Extensive knowledge in the management of an Industrial Laundry. Valid drivers licence. Competencies (Knowledge/skills): A good knowledge of Laundry equipment and the operation thereof. The ability to work under pressure. Computer literacy. Knowledge of procurement administration processes.

DUTIES : Key result areas/outputs: Overall control, coordination and organisation of a production line. Responsible for personnel and the provisioning administration for a production line. Assisting with the auditing of linen. Providing training for subordinates. Strict adherence to Labour Relations and Occupational Health and Safety Act.

ENQUIRIES : Mr I Strelensky, tel. no. (021) 933-0834/5/6.
APPLICATIONS : The Deputy Director: Hospital Engineering Services: Bellville, Private Bag X21, Parow, 7500

FOR ATTENTION : Ms L Petersen
CLOSING DATE : 5 February 2010