



DATE OF ISSUE: 15 JANUARY 2010

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 02 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 **15 FEBRUARY 2010**

**AMENDMENTS** : **National Prosecuting Authority:** Kindly note that the post of Court Preparation Officer: RECRUIT 1734 (NPS) the Centre is CPP-Ladysmith (Newcastle) and the requirements should read as follows: x1 Valid driver's license. The incumbent must be willing to travel as she/ he may be expected to visit other offices around KZN when needed. Senior Legal Secretary (Recruit1744) the salary should be R130 425 per annum (salary level 7); the Legal Secretary (Recruit1745) the correct salary is R87 978 (salary level 5) and the post of Legal Secretary the post title should change to Senior Admin Assistant: General (Recruit1752) (salary level 5) and the centre is head office.

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## DEPARTMENT OF ENVIRONMENTAL AFFAIRS

*The Department of Environmental Affairs 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.*

**NOTE** : In order to be considered, applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references), Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. For more information, please visit our website at [www.environment.gov.za](http://www.environment.gov.za). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

## MANAGEMENT ECHELON

**POST 02/01** : **DIRECTOR: INFORMATION TECHNOLOGY REF NO MCM 1/2010**

**SALARY** : R615 633 per annum (the flexible portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Cape Town

**REQUIREMENTS** : Minimum: A Bachelor's degree in Information Technology or equivalent qualification and an ITIL certification plus extensive relevant management experience in Information Technology. Competencies: Good leadership qualities and a proven track record in Information Technology. Strategy formulation and implementation. Project and programme management. Research and policy development. Financial management. Thorough understanding of and experience in methodologies and technologies currently used in Information Systems as well as systems development and maintenance. Service level agreements and contract management. Infrastructure architecture. IT standards and best practices. Sound understanding of relevant and applicable legislation. Skills: Excellent managerial, planning and decision-making, communication and liaison, negotiation, analytical and interpersonal. Strong leadership and organisational abilities, Report writing, Client focused, Facilitation and presentation.

**DUTIES** : Promote effective management of Information Technology as an enabling strategic resource. Develop and maintain the departmental IT Infrastructure, including networks. Implement and enhance ICT security to protect the integrity of data. Develop and maintain Information Technology policies in line with departmental policies. Implement and integrate business ICT applications according to the Master Systems Plan. Manage Information Technology contracts and service level agreements with services providers. Establish and enterprise architecture. Implement IT standards and best practices. Manage the Directorate.

**ENQUIRIES** : Ms Sue Middleton Tel. 021-402 3564.

**APPLICATIONS** : Forwarded to the Deputy Director-General: Marine and Coastal Management, Department of Environmental Affairs, Private Bag X2, Roggebaai 8012

**FOR ATTENTION** : HR Registry: Integrated Human Resources.

**CLOSING DATE** : 01 February 2010

**NOTE** : Short-listed candidates will be subject to screening and security vetting to determine the suitability of a person for employment.

**POST 02/02** : **SENIOR POLICY ADVISOR: INTERNATIONAL GOVERNANCE REF NO AP 500/2010**

**SALARY** : R615 633 per annum (all inclusive remuneration package)

**CENTRE** : Pretoria

**REQUIREMENTS** : Recognized Bachelor's degree or National Diploma in International Relations or an equivalent qualification; Extensive experience in international co-operation and relations; Knowledge and awareness of SA government's priorities; Proven strategic management and leadership skills; Experience and skills in public policy

development and implementation and an understanding of the work of Government and the various stakeholders; Good communication ( verbal and report writing), negotiation and presentation skills; Knowledge and an understanding of public service regulatory frameworks will be an advantage; Ability to work under pressure; Valid driver's licence; Willingness to travel extensively both nationally and internationally.

**DUTIES**

: Manage, plan, co-ordinate and lead South Africa's environment related engagements in all international, regional and bilateral governance relations and related resource mobilization. Manage, co-ordinate and lead the preparation and stakeholder consultation in the formulation and approval of South African positions on all international, regional and bilateral governance relations● Manage, co-ordinate and lead the preparation, stakeholder consultation and lobbying for the integration of South African environment priorities into the agendas and programmes of multilateral environment organizations. Manage and co-ordinate the mobilization and deployment of resources to contribute to the achievement of national, sub-regional and regional implementation of environment priorities, programmes and projects from multilateral sources, Manage and co-ordinate the preparation and stakeholder consultation in the formulation, ongoing review and reporting on implementation by relevant stakeholders of the Departmental international governance policies, strategies and plans, Manage the staff of the International Governance specialist team.

**ENQUIRIES**

: Mr Z Fakir, Tel no. 012 310 3828

**APPLICATIONS**

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

**FOR ATTENTION**

: Mr G Ntshane.

**CLOSING DATE**

: 01 February 2010

**NOTE**

: Short-listed candidates will be subject to screening and security vetting to determine their suitability of a person for employment.

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)**  
*GCIS is an equal opportunity employer*

**APPLICATIONS** : The CEO, Government Communication and Information System, Private Bag X745, Pretoria, 0001 or hand delivered to Midtown Building, 356 Vermeulen Street, Pretoria.

**FOR ATTENTION** : Mr S Matshageng

**CLOSING DATE** : 29 January 2010

**NOTE** : The package includes a housing subsidy, pension fund, medical aid and a service bonus. Applications must be accompanied by a Z83 and a comprehensive CV, as well as certified copies of qualifications and ID document. Correspondence will be limited to successful candidates only. If you have not been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful. Disabled applicants are welcome to apply.

**OTHER POSTS**

**POST 02/03** : **ASSISTANT DIRECTOR: POLICY**  
 Directorate: Policy and Media Analysis

**SALARY** : Commencing salary: R192 540 per annum (excluding benefits)

**CENTRE** : Pretoria

**REQUIREMENTS** : Qualification: Applicants must have a relevant Bachelors Degree or equivalent qualification and experience in media, communication and policy issues. Requirements: Strong knowledge and understanding of Government policy priorities and programme of action. Knowledge of and a strong interest in the SA socio-political situation. In-depth understanding of the media landscape and coverage of the South African government's performance. Job Knowledge: Experience in formulating communications strategies and key messages. Experience in media monitoring and analysis. Experience and skills in writing, editing & proof-reading of reports. Good, communication/liaison, planning and research skills. Competencies Required: Analytical thinking. Well-developed interpersonal and problem-solving skills as well as an ability to coordinate work within a team environment. Advanced computer skills, proficiency in internet searches use of databases and electronic dissemination of products. Planning and organising. Presentation skills. The ability to work independently and under pressure. Understanding of project management.

**DUTIES** : Monitor and analyse the communications environment of weekly media coverage of the government's programmes and policies, as well as special events like the State of the Nation Address and the Budget Speech. Participate in Communication Clusters. Involvement in government communication projects

**ENQUIRIES** : Ms Nkele Sebasa - Tel. (012) 314 2256

**POST 02/04** : **PRINCIPAL COMMUNICATION OFFICER**  
 Sub Directorate: Information Centre

**SALARY** : Commencing salary: R161 970 per annum (excluding benefits)

**CENTRE** : Pretoria

**REQUIREMENTS** : To be considered for appointment, applicants should have B. Information Science degree or equivalent qualification with Information Science as a major subject, and/or relevant experience. A working knowledge of MS Office and Internet Explorer, as well as knowledge of and experience in electronic information retrieval systems. He/She must have good interpersonal skills. The following will serve as recommendations: Good liaison and communication skills (written and spoken) – Good writing and editing skills –The ability to cope under pressure as well as keeping to deadlines – General knowledge of government issues, such as the Programme of Action, as well as a strong interest in current affairs and socio-political issues.

**DUTIES** : Responding to government-related information enquiries in various formats, using the Internet, departmental and other information sources – Capturing the enquiries through the system in place - Liaise with clients and information

**ENQUIRIES**

providers – Compiling reports on FAQs and model answers – Co-ordinate work within a team environment.

: Ms Joanne Cornelissen Tel (012) 314 2134

## 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.
- CLOSING DATE** : 15 February 2010 (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. No faxed applications will be considered. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications 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 clearance procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

## OTHER POST

- POST 02/05** : **DEPUTY DIRECTOR: BIOLOGICAL MEDICINES REF NO NDOH 1/2010**  
Cluster: Pharmaceutical and Related Product Regulation and Management.  
Directorate: Medicines Evaluation and Research.
- SALARY** : An all inclusive remuneration package of R378 456 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 REQUIREMENTS** : Pretoria.  
\*A four-year Bachelor's degree in biological or medical sciences or equivalent qualification \*Additional training or qualification of at least three years to the level of RVQ 4 in the areas of management \*Extensive knowledge of policy development \*Three to five years managerial experience \*At least five years experience in medicines regulation will be an added advantage \*Experience in the evaluation, preparation, storage and use of biological medicines will be an added advantage \*Knowledge of and experience in the application of the Medicines and Related Substances Act, 1965 (Act 101 of 1965) \*Good working knowledge and experience of computer systems with application of word processors and spreadsheets \*Knowledge of database development and management \*Knowledge and experience in human resources management, financial management and provisioning administration \*Good supervisory and co-ordination skills \*Good planning and organisational skills \*Good interpersonal relations \*Good communication skills (written and verbal) \*Good document management and control skills \*Good committee support skills \*Ability to work in a team \*Must be prepared to travel and work irregular hours \*A valid Code B driver's licence will be an added advantage.
- DUTIES** : \*Manage administrative and technical activities of the unit \*Co-ordinate work of all staff members of the unit \*Co-ordinate leave of staff \*Facilitate the planning and implementation of projects and work programmes to achieve the aims and objectives of the unit, directorate and cluster \*Supervise the assessment and evaluation of applications for registration of new projects and amendments to registered biological medicines \*Develop and implement all training programmes for staff of the unit \*Undergo training for skills development and personal advancement \*Draft and implement policy documents and ensure approval by Council and compliance by the applicants \*Develop, update and implement

Standard Operating Procedures (SOP's) and guidelines for registration of new products and amendments to registered biological medicines \*Consult with representatives from industry to advise on administrative and technical issues \*Consult with other units, directorates and departments to discuss issues of mutual interest \*Liaise with other regulatory authorities in the region as well as internationally to share experiences for learning, and to harmonise the regulatory requirements for the regulation of biological medicines \*Prepare documentation/submissions (reports and other discussion documents relating to technical and administrative policy matters) to Council and its Expert Committees for notification/discussion/ recommendation/approval \*Conduct unit meetings and directing discussions and the implementation of decisions \*Allocation of all functions including (electronic) registration functions to staff of the unit \*Prepare Monthly, Quarterly and Annual reports for work done in the unit and presentation to the director \*Perform such other functions as the Directorate may duly allocate or delegate from time to time.

**ENQUIRIES**

: Mr F F Hlangwane at tel (012) 312-0214.

## DEPARTMENT OF HOME AFFAIRS

*The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of positions. Candidates whose appointment/transfer/promotion will further the objective of representivity will receive preference.*



- APPLICATIONS** : Forward your application, quoting the relevant reference number, to: The Director-General: Department of Home Affairs, Private Bag X114, Pretoria 0001. Alternatively, applications may be hand-delivered to Security at the front entrance of the Department of Home Affairs at 270 Maggs Street, Waltloo, Silverton, for attention: Ms B. Mckue. In the event of a hand-delivery, applicants must sign an application register as proof of their submission. NB: •Please submit a separate application and documentation for each position
- CLOSING DATE** : 29 January 2010, Applications received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za) and should be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document (with an original certification stamp). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver's licence is a requirement, applicants must attach certified copies of such licences. No faxes or e-mailed applications will be considered. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Are you looking for an exciting and challenging career in a rapidly changing organisation? The Department of Home Affairs has embarked on an extensive turnaround programme, aimed at developing a culture of responsiveness and improved service delivery. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a world-class service. If you have what it takes to serve the needs of South Africa's citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - then respond before the closing date. Join our leadership team in transforming our vision into a reality. Successful candidates will be required to undergo a competency assessment, enter into a performance agreement and be subjected to security clearance procedures. All of the positions require the following core management competencies: Strategic Capability and Leadership, Client Orientation and Customer Focus, Knowledge Management, Communications, Financial Management, People Management and Empowerment, Honesty and Integrity, Service Delivery Innovation, Program and Project Management, Problem Solving and Analysis, Change Management, Presentation, Numerical skills.

## MANAGEMENT ECHELON

- POST 02/06** : **DIRECTOR: NETWORKS (TECHNICAL) HRMC: B/10/1**
- SALARY** : An all inclusive salary package of R615 633 per annum, structured as follows: Basic salary -60% of package, State contribution to the Government Employee Pension Fund - 13% of basic salary. Remaining flexible portion may be structured in terms of the applicable remuneration rules
- CENTRE** : Head Office: Waltloo, Pretoria
- REQUIREMENTS** : A three year degree in Information Systems or an NQF Level 6 equivalent qualification. Extensive experience in the information systems environment. Extensive experience in a LAN and WAN environment is essential. Sound knowledge and application of the GITO requirements and frameworks. Knowledge of the State Information Technology Agency Act, Act No. 88 of 1998. Knowledge of the E-Government Policy Framework Consultation Paper developed by GITO. Knowledge and an understanding of network concepts, architectures and protocols. Sound knowledge of Minimum Information Security

Standards (MISS), the position paper on Information Security ISO 17799 (Information Security framework), National Strategic Intelligence Act and the Draft Electronic Transactions Bill. Knowledge of the Public Service Act and Regulations, Public Finance Management Act and the South African Constitution. An understanding of departmental legislation and human resource legislation and prescripts. Preparedness to travel and work extended hours when required. A valid driver's licence is essential. Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Honesty and integrity. Programme and project management. Change management. Communication. Knowledge management. Decision-making. Presentation. Problem solving and analysis. Business report writing. Influencing and networking. Planning and organizing. Computers and networks. Engineering and technology. Technology design. Telecommunications. Troubleshooting. High-level L2 and L3 networking.

**DUTIES**

: The successful candidate will be responsible for the following: Reporting to the Chief Director: Infrastructure Management, ensure effective and efficient provision of support on hardware and software networks within the department. Manage and implement strategic objectives and innovation within the directorate, as well as provide advice and guidance on network aspects and matters. Ensure operational efficiency and service delivery improvement within the department, which includes ensuring that projects are implemented to best-practice network standards as well as ensuring availability of the network throughout the department. Manage resources within the directorate in an effective and efficient manner. Manage the implementation of people management strategies, policies and procedures within the directorate, and ensure that staff are motivated and committed to the vision and goals of the directorate. Ensure good governance and compliance within the directorate in line with relevant legislation, regulations and DHA policies and procedures, as well as with all audit requirements, quality and risk management frameworks, standards and procedures. Liaise with key stakeholders at various levels.

**ENQUIRIES**

: Mr N Hilita, Tel No: (012) 810 7680

**OTHER POSTS**

**POST 02/07**

**REGIONAL IT SUPPORT OFFICER 9 POSTS**

**SALARY CENTRE**

- : Basic Salary of R 240 318 per annum (Level 10)
- : a) Free State Province (1 position) Ref No: HRMC B/10/2A
- : b) Northern Cape Province (1 position) Ref No: HRMC B/10/2B
- : c) Kwazulu-Natal (1 position) Ref No: HRMC B/10/2C
- : d) Western Cape (1 position) Ref No: HRMC B/10/2D
- : e) Mpumalanga (1 position) Ref No: HRMC B/10/2E
- : f) Limpopo (1 position) Ref No: HRMC B/10/2F
- : g) Eastern cape (1 position) Ref No: HRMC B/10/2G
- : h) Gauteng Province (2 positions) REF NO: HRMC B/10/2H

**REQUIREMENTS**

: An appropriate three year diploma/ degree in Information Technology, A+, and/or N+ Certification is required. Knowledge and Technical Support Experience of Government Transversal Systems, Advanced Maintenance and Experience of Desktop Environments and Network Infrastructure (Servers, Routers, Switches and Cabling) required. Novell or Microsoft Servers Background, Either CCNA, MCSE and CNE Certification will be an added advantage, Either Novell or Microsoft Servers Background is required. Knowledge of Minimum Information Security Standards (MISS). A valid driver's license is essential.

**DUTIES**

: The successful candidate will be responsible for the following specific tasks: Provide day to day IT Services within regions. Handle all logged calls accurately and timeously as per Service Level Agreements. Follow standard operating procedures for assisting queries. Implement new information services initiatives within regions in accordance with department requirements (including updating of systems, computers, access controls, enforcing and advising on new policy, etc). Participates in departmental Information Services projects and initiatives. Provide all incidents reported, investigate and resolve problems within a reasonable timeframe. Provide incident management services by detecting incidents that have an impact on the business. Detect and record incidents to ensure that there are no lost services/ incidents requests. Understand the impact of incidents on Service Level Agreements targets allowing improved prioritization. Provide

monthly service, incident and audit reports to Regional IT Support Manager. Support processes that allow new incidents to be checked against known errors and problems so that any previously identified workarounds can be quickly located. Identify suitable workarounds that provided staff with service improvement while a more permanent solution is sought. Analyze urgency and the resources required to effect temporary or permanent solutions to the problems.

**ENQUIRIES** : Ms N Mosoou, Tel No: (012) 810 8112

**POST 02/08** : **PERSONAL ASSISTANT 3 POSTS**

**SALARY CENTRE** : Basic Salary of R 240 318 per annum (Level 10)  
: a) Head Office: Waltloo, Pretoria, Deputy Director-General: Immigration Services. (1 position) Ref No: HRMC B/10/1A  
: b) Head Office: Waltloo, Pretoria, Deputy Director-General: Human Resources (1 position) Ref No: HRMC B/10/1B  
: c) Head Office: Waltloo, Pretoria, Head: Learning Centre (1 position) Ref No: HRMC B/10/1C

**REQUIREMENTS** : A Grade 12 certificate, Secretarial Diploma or an NQF level 5 is required with relevant experience. Knowledge and understanding of the Departments prescripts, Well developed office administration and organizational skills. Good written and verbal communication skills as well as sound interpersonal relations. Computer literacy is essential with working knowledge of Microsoft software programmes (MS Word, MS Excel and MS Power Point). Ability to handle confidential matters, Good telephone etiquette, Administrative, organizational and general office management skills, Time management and ability to function without constant supervision, Ability to work under pressure. Understanding of core functions of the Directorate.

**DUTIES** : The successful candidate will be responsible for the following specific tasks: Maintain the Senior Management Service day to day diary and setting up meetings and appointments. Provide effective secretarial support service to the Senior Management Service Member. Arrange board packs for meetings. Liaise with agencies in organising travel and accommodation for the Manager. Receive and distribute documents. Capture incoming and outgoing documents. Screening phone calls and handle enquiries. Prepare agenda for meetings and take minutes. Prepare refreshments for the office and receive guest and accompany them. Draft acknowledgement letters for the Senior Manager's consideration and signature. Liaise with Departments officials on matters relating to the Senior Management Service Member. Oversee payments of accounts, contracts and petty cash, order stationery and all other office equipment. Maintain electronic and hard copy files. Consolidate monthly reports for the Senior Management Service Member. Do the monthly reconciliation of expenditure reports. Maintain an effective filing system in accordance with the Department of Home Affairs file plan.

**ENQUIRIES** : Mr W D Hlongwane, Tel No: (012) 810 8606

## DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : URS Response Handling, P O Box 11506 Tierpoort, 0056 Physical: 240 Walker Street, Govan Mbeki House, Sunnyside, Pretoria, 0001.
- FOR ATTENTION** : URS Response Handling
- CLOSING DATE** : 22 January 2010
- NOTE** : If you apply for more than one position in the Department, please submit separate applications forms for each post. Applications must be submitted on form Z83, obtainable from any Public Services 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. 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 Human Settlements. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records.

## OTHER POST

- POST 02/09** : **SWITCHBOARD OPERATOR/RECEPTIONIST REF: NO. DOHS/02/2010**  
Directorate: Facilities Management
- SALARY** : R62 094 per annum
- REQUIREMENTS** : Applicants must be in possession of 12 certificate and related experience. Have experience of working and/ or servicing internal customers in the organization. Experience of working in Auxiliary Services environment would serve as an added advantage. Knowledge of the following computer software packages is essential: MS Word, Excel and GroupWise. The successful candidate will portray the following competencies: good communication skills, good organizing skills and good interpersonal relations. The ideal person should be hardworking, reliable and be prepared to work under pressure.
- DUTIES** : The appointee will operate the Switchboard, Attend to all incoming and outgoing trunk calls, Print monthly telephone accounts, Update internal telephone directory, Report faulty telephones lines. • Reception duties. •Responsible for the up-keep of the reception area. • Welcome visitors at the reception and forward by e-mail to relevant staff members to inform him/ her of the visitor.
- ENQUIRIES** : Mr P Motsepa Tel: (012) 421 1364

## 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 SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.*

**NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za). Applications should be accompanied by certified copies of qualifications, identity document and driver's license (where applicable). The CV to be completed by all applicants is available on the DOJ website [www.doj.gov.za](http://www.doj.gov.za) or at any DOJ&CD sub-office and must 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 the closing date of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. No e-mailed, late or faxed applications will be accepted.

## OTHER POSTS

**POST 02/10** : **FAMILY ADVOCATE 2 POSTS 10/11/FA**

**SALARY** : R393 918 – R424 356 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Family Advocate: Cape Town

**REQUIREMENTS** : LLB Degree or four year recognized legal qualification; Admitted as an advocate; At least five years appropriate post qualification, litigation experience. A valid code EB driver's license. Skills and Competencies: Computer literacy (MS Word); Good communication (written and verbal) skills; Legal research and drafting; Dispute resolution and problem solving skills; Leaderships and organizational skills; Good interpersonal relations; Case flow management.

**DUTIES** : Execute mandate, perform all functions and duties of the Family Advocate in accordance with relevant legislation; Report to senior Family Advocate/ principal Family Advocate; Endorse settlement agreement/ commenting thereon; Institute enquiries to ascertain the best interest of the minor child, by means of ADR procedures and evaluation; Liaise with Judges, Attorneys, Psychologist, Social workers and other relevant professionals; Furnish the court with recommendations on any matter concerning the welfare of a minor child involved in a pending matter; Promote access to Family Advocate services and create public awareness; Attend all relevant circuit courts within the province.

**ENQUIRIES APPLICATIONS** : Adv B Bachar ☎(021) 426 1216

: 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.

**CLOSING DATE** : 08 February 2010

**POST 02/11** : **DEPUTY DIRECTOR: STATISTICAL ANALYSIS AND REPORT: REF: 10/05/CS**

**SALARY** : R378 456 – R 438 687 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : A degree in Statistics; Minimum of 3 years experience in Statistical Analysis and 3 years Management experience; A valid drivers License. Skills and Competencies: Computer literacy (Ms Office, SPSS & SAS software); Communication (written and verbal) skills; Organizational, interpersonal and motivating skills; Analytical and numeric skills (Financial planning); Ability to work under pressure.

**DUTIES** : Provide management information to support strategic and management process; Develop tools and products for the continuous monitoring and evaluation of

strategy and department performance; Establish channels for the collection of data; Render an advisory services to the Minister, Management, Magistrate Commission and the NPA; Manage the data analysis, interpretation and reporting process; Develop sampling and basic sampling statistical methods and also estimation and interpretation of resulting; Apply general statistical theory and principals

**ENQUIRIES APPLICATIONS** : Mr. I Tshabalala ☎(012) 357 8661  
: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria

**CLOSING DATE** : 08 February 2010

**POST 02/12** : **SENIOR ASSISTANT STATE ATTORNEY 2 POSTS 10/02/SA**

**SALARY** : R260 976 – R399 825 per annum. (Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : State Attorney: Johannesburg  
: An LLB or four year recognized legal qualification; Admission as an Attorney; Right of appearance in the High Court of South Africa; At least 4 years appropriate post qualification legal/litigation experience; Valid driver's license. Skills and Competencies: Computer literacy; Strong communication (written and verbal) skills with the ability to motivate and direct people; Legal research and drafting; Case flow management; Strategic and conceptual orientation; Project management; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail;

**DUTIES** : Drafting of Conveyancing documents; Represent the State on Litigation in the High Court, Magistrates court, Labour Court, Supreme Court of Appeal, Constitutional Court, CCMA , and tribunals; Give effect to the Department's strategic plans, policies and prescripts; Provide supervision and training to other professional staff; Furnish legal advice and opinion; Maintain all records of work performed and provide statistics required.

**ENQUIRIES APPLICATIONS** : S Radebe ☎ (012) 357 8240  
: Quoting the relevant reference number, direct your application to: Postal Address: Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

**CLOSING DATE** : 08 February 2010

**POST 02/13** : **LEGISLATIVE LANGUAGE PRACTITIONER: 10 POSTS: REF: 09/ 321 / LAS**

**SALARY** : R240 318 - R278 994 all inclusive. The successful candidate will be required to sign a performance agreement

**CENTRE REQUIREMENTS** : Office Of The Chief State Law Adviser: Cape Town  
: A university degree majoring in at least one of the following official languages; Sepedi, Sesotho, Setswana, Xitsonga, Tshivenda, IsiZulu, IsiXhosa, IsiNdebele, IsiSwati and Afrikaans; A legal background will be an added advantage; Knowledge of other languages coupled with a practical understanding of the law or a legal qualification will be a recommendation; Candidate should have been involved in either providing translation services or worked as a language practitioner in at least one of the official languages. Skills and Competencies: Presentation skills; Language Proficiency; Communications skills; Computer literacy; Translations skills; Ability to work under pressure.

**DUTIES** : Translate legislation from English into other official languages in accordance with instructions issued by State departments and guidelines issued by Parliament and the Cabinet; Assist the office to develop legal terminology in other languages for use in legislation; Interact with PANSALB and other organizations, universities and other Language Practitioners involved in promoting the use of all official language to assist with the promotion and development of our official languages in order to make our legislation more accessible to broader South African population; Attend Parliamentary Committee meetings to assist with the simultaneous translation of amendments to legislation; Translate such other

documents as may be referred to the office from time to time; Provide language quality control mechanisms in respect of legislation; generally perform such other tasks as may be assigned to the unit.

**ENQUIRIES APPLICATIONS** : Mr. G Masingi ☎ (012) 315 1893

: 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.

**CLOSING DATE** : 08 February 2010

**POST 02/14** : **OFFICE MANAGER: REF: 10/08/SA**

**SALARY** : R240 318 – R278 994 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : State Attorney: Port Elizabeth

: An appropriate three year degree or equivalent qualification; Three years appropriate experience of which at least one year should be in supervisory position; Knowledge of departmental strategic goals, performance reward, pay progression and backdated promotions prescripts as well as departmental policies; Knowledge of the Public service and the working of Government; Knowledge of Performance Management system in Public service; Understanding confidentiality in Government; A valid driver's license (Code 8). Skills and Competencies: Research and negotiation skills; Strategic thinking and leadership skills; Human resources skills; Communication (verbal and written) skills; Interpersonal skills; Computer literacy (Ms Office, Intranet and internet); Presentation skills; Problem solving and decision making; Customer service orientation; Ability to work independently, yet a part of a team when required and work under pressure and meet deadlines; Financial management.

**DUTIES** : Exercise all financial control and supervisory duties over Trust and Vote Accounts; Overall management of Agency Services, procurement of goods and services; Compile, manage and oversee the office budget and report to Budget Coach; Manage and oversee all personnel assessments and administer the leave system; Manage the library services and all state assets including machines and computers; Manage and oversee functions transport officer and the filing of vacancies; Manage and control of Secretarial Services; Manage and control security, safety and accommodation matters; Manage and oversee the proper functioning of archives and Registry Services; Maintain and compile monthly and quarterly statistics and submit to Chief Litigation Office.

**ENQUIRIES APPLICATIONS** : Mr S Radebe ☎ 012 357 – 8240

: Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X54301, Durban, 4000. OR Physical address: 6th Floor MetLife Building, 391 Anton Lombodo (Smith) Street, Durban, 4001.DOCX 153, Durban

**CLOSING DATE** : 08 February 2010

**POST 02/15** : **ASSISTANT DIRECTOR: DATA COLLECTION 10/04/CS**

**SALARY** : R192 540 – R 223 527 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office, Pretoria

: Three years relevant tertiary qualification in IT Technology and/or matric with IT Certificate coupled with minimum of three years relevant IT experience with training/project management modules; Minimum of 1 year experience in rendering IT related support Services A valid drivers License. Skills and Competencies: Advanced Computer literacy (Ms Office, macro's and visual basic); Mastery of advanced Data management systems; Planning and problem solving skills; Creative and Innovative thinking skills; Accuracy and attention to detail; Language skills (oral & Written);Ability to operate/interface with information management technical systems; Inter personal and motivating skills; Research and data analysis skills; Leadership skills; General management & project management skills; Ability to work under pressure.

**DUTIES** : Design and develop data collection systems and survey instruments to meet identified business information requirements on MS Excel and other software

programmes; Perform coding and macros writing in Visual Basic; Administer data collection instruments (NOC Tools); Oversee the overall technical database management; Maintain system to measure performance according to established standard; Ensure timely resolution of critical issues and outages for production application; Report analysis in visual format; Working closely with IT project Managers, database programmers and Web Developers.

**ENQUIRIES** : Mr. I Tshabalala ☎(012) 357 8661  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria  
**CLOSING DATE** : 08 February 2010

**POST 02/16** : **LEGAL RESEARCHER: REF: 09/320/LAS**

**SALARY** : R192 540 - R 223 527 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : State Law Advisors: Cape Town  
**REQUIREMENTS** : LLB or appropriate four year recognized legal qualification; Experience as a legal researcher will serve as a strong recommendation; Knowledge and experience in the field of Constitutional Law, Administrative Law and International Law. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Interpersonal skills; Able to handle stress and work under pressure; Organizational skills; Ability to draft reports; Ability to deal with confidential information; Research and data analysis skills; General and Project management skills; Ability to work accurately and timorously for longer hours under pressure; Ability to utilize multiple resources i.e. Visual Library (foreign law, Juta and Butterworth's products etc).

**DUTIES** : Carry out legal research and maintain appropriate records and systems to enable research to be accessed by others; Maintain legal and constitutional documents and ensure they are updated; Consider legal questions and plan how to go about answering it before conducting actual research; Summarise in a report, the relevant research to help answer a legal question; Locate and analyse foreign jurisprudence; Keep abreast of the law including changes in the law; Assist in the development of good office practice with regards to research; Attend to own administrative work.

**ENQUIRIES** : Mr. G Masingi ☎ (012) 315 1893  
**NOTE** : African male and female are encourage to apply  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria  
**CLOSING DATE** : 08 February 2010

**POST 02/17** : **ASSISTANT DIRECTOR: STATISTICAL ANALYSIS AND REPORT 3 POSTS: 10/03/CS**

**SALARY** : R192 540 – R223 527 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria  
**REQUIREMENTS** : A degree in Statistics; Minimum of 3 years experience in Statistical Analysis; A valid drivers License. Skills and Competencies: Computer literacy (Ms Office, SPSS & SAS software); Communication (written and verbal) skills; Organizational, interpersonal and motivating skills; Analytical and numeric skills (Financial planning); Ability to work under pressure.

**DUTIES** : Design and develop data collection systems and survey instruments; Manage and administer data collection instruments and surveys; Establish channels for the collection of data; Collate, analyze and interpret statistics; Produce statistical publications, report, newsletter and presentations; Develop and maintain database containing various sampling datasets; Develop sampling and basic sampling statistical methods and also estimation and interpretation of resulting; Train employees on utilization of information; Manage and control projects.

**ENQUIRIES** : Mr. I Tshabalala ☎(012) 357 8661

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

**CLOSING DATE** : 08 February 2010

**POST 02/18** : **INTERNAL AUDITOR: PERFORMANCE & CONTRACT 10/06/IA**

**SALARY** : R161 970 – R188 046 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office, Pretoria  
An appropriate three year Degree or Diploma with majors in Auditing/Internal Auditing and Accounting; One year hands-on experience; preference will be given to candidates with performance auditing experience; Candidates must possess an in-depth knowledge of the standards set by IIA; The successful candidate will be required to undergo a security clearance; The successful candidate will be required to complete a performance agreement and undergo a security clearance

**DUTIES** : Provide input in identifying symptoms; Assist in planning audit assignments; Conduct audit assignments in accordance with the audit methodology; Gather adequate, competent, relevant and useful audit evidence; Prepare draft reports for review by management; Conduct ad-hoc assignments and follow-up audits; Assist in the administration of the Internal Audit Activity.

**ENQUIRIES APPLICATIONS** : Ms M Kganyago ☎ (012) 315 1844  
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.

**CLOSING DATE** : 08 February 2010

**POST 02/19** : **ASSISTANT STATE ATTORNEY 3 POSTS 10/10/SA**

**SALARY** : R152 685 – R164 487 per annum. (Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement

**CENTRE REQUIREMENTS** : State Attorney: Johannesburg  
An LLB or four year recognized legal qualification; Admission as an Attorney with right of appearance in the High Court of South Africa; At least 2 years appropriate post qualification; legal/litigation experience; Valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Strong communication skills with ability to motivate and direct people; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.

**DUTIES** : Represent the State on Litigation in the High Court, Magistrate Court, Labour Court, Supreme Court of Appeal, Constitutional Court, CCMA and tribunals; Furnish legal advice and opinion; Give effect to the Department's strategic plans, policies and prescripts; Provide supervision and training to other professional staff; Maintain all records of work performed and provided statistics required.

**ENQUIRIES APPLICATIONS** : S Radebe ☎ (012) 357 8240  
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 Building, Pretoria, 0001.

**CLOSING DATE** : 08 February 2010

**POST 02/20** : **CHIEF ACCOUNTING CLERK 10/07 /SA**

**SALARY** : R130 425 – R151 425 per annum .The successful candidate will be required to sign a performance agreement

**CENTRE** : State Attorney: Port Elizabeth

**REQUIREMENTS** : A Bachelor's degree/National diploma in commerce/Administration or equivalent qualification or Grade 12 with ten years experience in Financial environment; Knowledge of Basic accounting system (BAS), JYP, PFMA and National Treasury Regulations; Knowledge of the State Attorney System (SAS) will be a recommendation; A driver's license will be an added advantage. Skills and Competencies: Computer literacy (MS office); Good interpersonal skills; Good communication skills (verbal and written); Numerical skills; Ability to work under pressure and be self-motivated.

**DUTIES** : Supervise State Attorney Accounting activities; Reconcile accounts; Handle inquiries both internal and external; Checking the Trust and vote accounts; Supervise and develop staff; Ensure compliance with all financial prescripts, rules and regulations; Process all requests for shifting of funds and additional funding; Ensure that JYP and BAS correspond; Manage all financial reports and funding to ensure that spending remains within the budget; Supervise State Attorney MMT; Verify availability of funds for various activities in the office; Perform ad hoc tasks from time to time.

**ENQUIRIES** : S Radebe ☎ (012) 357 8240  
**CLOSING DATE** : 08 February 2010

**POST 02/21** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT: REF: 10/01/CFO**

**SALARY** : R85 338 – R99 081 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria  
**REQUIREMENTS** : Grade 12 with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactory; Knowledge of Financial, Supply Chain Management and/or Human Resources administration procedures and processes; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government. Skills and competencies: Planning and organizing; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs); Language skills and ability to communicate well with people at different levels and from different backgrounds; Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation; Proper usage of office equipments.

**DUTIES** : Make travel arrangements; Process travel and subsistence claims for the manager and members of the Unit; Coordinate Units activities and reporting; Records appointments and events in the diary of the manager; Operate office equipment like fax machines, photocopies, etc. and ensures that it is in good working order; Source information which may be of importance to the manager (e.g. news paper, clippings, internet articles and circulars; Provides support to manager regarding meetings; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager; Draft routine correspondence submissions, reports and other correspondence and notes; Keep a complex document filing and retrieval system.

**ENQUIRIES** : Ms M Kganyago ☎ (012) 315 1844  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 08 February 2010

**POST 02/22** : **REGISTRY CLERK: REF: 10/09/SA**

**SALARY** : R 72 138 – R 83 745. The successful candidate will be required to sign a performance agreement

**CENTRE** : State Attorney: Port Elizabeth  
**REQUIREMENTS** : Grade 12 or equivalent qualification; Relevant experience; Knowledge and/ or experience of working in a legal or government office would be an advantage; Driver's license would be an advantage. Skills and Competencies: Good

**DUTIES** : interpersonal and organizational skills; Computer literacy; Communication skills (verbal and written) Ability to work under pressure and in a team  
 : Mail Administration; Open, sort and distribute daily mail, dispatch mail, draw files, file and trace documents and maintaining files; Managing files in the Archives; Keeping and updating registers both manual and electronically Trace and maintain files; Opening and Registering of cases on the system-Hotkey; Attend to written and telephonic enquiries; Relieve the telecom Operator when necessary; Provide support to the Administration office and to the secretaries and attorneys; General office duties.

**ENQUIRIES APPLICATIONS** : S Radebe ☎ (012) 357 8240  
 : 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.

**CLOSING DATE** : 08 February 2010

**POST 02/23** : **LIBRARY ASSISTANT: REF: 09/319 /LAS**

**SALARY** : R72 138 – R83 745 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Office Of The Chief State Law Adviser: Cape Town  
 : Grade 12 or equivalent qualification; One year working experience in Library; General knowledge of a legal library will be an advantage. Skills and Competencies: Good communication skills (verbal and written); Computer Literacy; Interpersonal relations; Ability to work under pressure; Customer orientation; Research and planning skills.

**DUTIES** : Keep library statistics on a daily basis; Insert replacement pages in the loose-leaf publications and statutes of RSA; Stamp new publications and journals; Bind and index bills; Handle library inquiries; Place publications back on the shelves; Assist with library stock taking.

**ENQUIRIES APPLICATIONS** : Mr G. Masingi ☎ (012) 315 1164  
 : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 08 February 2010

## 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.*

**CLOSING DATE** : 29 January 2010  
**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 Internet <http://www.ruraldevelopment.gov.za>

## OTHER POSTS

**POST 02/24** : **DEPUTY MANAGER: SALARIES REFERENCE: S8/3/2010/4**

**SALARY** : R240 318 per annum (Level 10)  
**CENTRE** : Office of the Chief Registrar of Deeds (Pretoria)  
**REQUIREMENTS** : A BCOMM qualification in financial management or diploma in financial management. \* 3 – 5 years experience in an accounting environment with specific focus on salaries and payroll. \* Completed the PERSAL Introductory course. \* Knowledge of PFMA, Treasury Regulations, budgets, subsistence and transport, salary and payroll, and GAAP Supervision skills and written and verbal communication skills. \* A valid Driver's licence. \* Knowledge of AccPac will be added advantage.

**DUTIES** : \*Maintain records of payroll distributed. \* Ensure reconciliation is done on payrolls and filed. \* Management of remuneration to employees including other Allowance and Deductions. \* Manage tax reconciliation. \*Reduce and clear salary related suspense account balances. \* Approve and authorize transactions on Persal. \* Authorize journals and payment on the Accpac System. \* Reconcile Persal and Accpac reports on all related salary accounts. \* Clear Persal exceptions on Accpac. \* Manage expenditure commitment. \* Ensure Subsistence and transport advances and claims are correct, accurate and complete before payment and update IRP5 on PERSAL. \* Consolidate the projection of the section and contribute to the inputs for annual financial statements. \*Assist auditors with queries and requests for information

**ENQUIRIES** : Ms R Noge Tel: (012) 338 7390  
**APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001.

**FOR ATTENTION** : Refilwe Noge

**POST 02/25** : **PROJECT COORDINATOR (VARIOUS) REFERENCE: S8/3/2010/1**

**SALARY** : R240 318 per annum (Level 10)  
**CENTRE** : Provincial Land Reform Office: Mpumalanga (Ehlanzeni District Office)  
**REQUIREMENTS** : A relevant three/four year qualification and extensive land reform/rural development-related experience. \*Programme management experience and skills including strategic and project management, Human Resource management skills. \* Good co-ordination and planning skills. \* Good

communication skills, especially writing skills. \* Extensive knowledge of the Government land reform programmes especially LRAD, PLAS and Tenure legislation and policy. \* Good group facilitation mediation and networking skills. \* Willingness to travel and work irregular hours. \* Comprehensive computer literacy. \* The ability to manage competing demands in a high-stress environment. \* A valid driver's license is recommended.

**DUTIES**

: \* Manage staff that work on tenure and redistribution (LRAD, PLAS). \* Manage and co-ordinate the team to plan and achieve annual, quarterly and monthly objectives. \* Provide strategic and project management support to the team. \* Provide support of the team in terms of policy, system and procedures regarding LRAD, PLAS and Tenure. \* Liaise with various stakeholder, role players and clients to ensure linkages and sustainability of land reform projects under your management. \* Participate in the provincial management structure. \* Compile and appraise projects related memoranda, reports etc. Peruse legal of agreements signed between parties in land reform projects within the Province

**ENQUIRIES**

**APPLICATIONS**

: Mr SE Gondwe Tel: (013) 755 3499  
: Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001.

**FOR ATTENTION**

: Human Resource Management

**POST 02/26**

: **SENIOR PROVISIONING CLERK REFERENCE: S8/3/2010/3**

**SALARY**

**CENTRE**

**REQUIREMENTS**

: R105 645 per annum (Level 6)  
: Office of the Chief Registrar of Deeds (Pretoria)  
: National Diploma or Degree in Logistics or equivalent qualification plus supply chain management exposure. \*Knowledge of PFMA, BEE, PPPFA. \*Ability to understand the whole process of supply chain management. \*Numeracy and Computer literacy skills, interpersonal and negotiation skills, confidence and integrity. \* Written and verbal communication skills. \*Knowledge of ACCPAC will be an added advantage. \* Ability to work under pressure.

**DUTIES**

: \*Administer different aspects of supply chain management including, sourcing, purchasing, warehousing and distribution. \*Maintaining database of service providers. \*Creation of Purchase Orders. \* Provide any other administrative support in the Supply Chain Management Section

**ENQUIRIES**

**APPLICATIONS**

: Ms R Noge Tel: (012) 338 7390  
: Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001.

**FOR ATTENTION**

: Refilwe Noge

## DEPARTMENT OF SOCIAL DEVELOPMENT

*It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer / promotion/ appointment will promote representivity will receive preference.*

<b><u>APPLICATIONS</u></b>	:	The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
<b><u>FOR ATTENTION</u></b>	:	Ms J Malala
<b><u>CLOSING DATE</u></b>	:	05 February 2010
<b><u>NOTE</u></b>	:	A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. <input type="checkbox"/> It will be required of the successful candidate to undergo an appropriate security clearance. <input type="checkbox"/> An indication in this regard will facilitate the processing of applications. <input type="checkbox"/> Applicants must please note that they will be required to show proof of original qualifications during the selection process. <input type="checkbox"/> Correspondence will be limited to successful candidates only. <input type="checkbox"/> If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. <input type="checkbox"/> It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). <input type="checkbox"/> Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

## OTHER POSTS

<b><u>POST 02/27</u></b>	:	<b><u>MANAGER: SOCIAL WORK POLICY (SERVICE DELIVERY MODEL)</u></b> Directorate: Service Standards
<b><u>SALARY</u></b>	:	R410 262 per annum (This inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised Bachelors Degree in Social Work (or equivalent qualification) PLUS a minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. <input type="checkbox"/> Registration with the South African Council for Social Service Professions. <input type="checkbox"/> Knowledge of relevant legislation and policies. <input type="checkbox"/> Knowledge and understanding of human behaviour and social systems. <input type="checkbox"/> Valid code 08 drivers licence. <input type="checkbox"/> Willingness to travel. Competencies needed: <input type="checkbox"/> Capacity building skills. <input type="checkbox"/> Facilitation skills and presentation skills. <input type="checkbox"/> Analytical and Research skills. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Stakeholder management and networking skills. <input type="checkbox"/> Communication (written, verbal and presentation) skills. <input type="checkbox"/> Policy Analysis and development skills. <input type="checkbox"/> Financial management skills. <input type="checkbox"/> Monitoring and evaluation skills. <input type="checkbox"/> Interpersonal and liaison skills. <input type="checkbox"/> Human Resource management skills. <input type="checkbox"/> Computer literacy. Attributes: <input type="checkbox"/> Ability to work in a team and independently. <input type="checkbox"/> Ability to perform multi task when necessary. <input type="checkbox"/> Innovative and creative. <input type="checkbox"/> Self driven and assertive.
<b><u>DUTIES</u></b>	:	Key Responsibilities: <input type="checkbox"/> Review, manage and monitor the implementation of the Integrated Service Delivery Model. <input type="checkbox"/> Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required. <input type="checkbox"/> Facilitate the development and planning of projects to implement norms and standards for social welfare services. <input type="checkbox"/> Management of a sub unit for effective utilisation of human resources through quality control of the work delivered, performance management and human resource development. <input type="checkbox"/> Liaise / attend meetings with other departments, non-government organisations and other relevant stakeholders to promote delivery of integrated quality social welfare services. <input type="checkbox"/> Facilitate the planning, management and monitoring of financial resources in compliance with the Public Finance Management Act. <input type="checkbox"/> Perform and/or ensure that all the administrative functions required in the unit are performed.
<b><u>NOTE</u></b>	:	Certified copies of proof of registration as a Social Worker with the SACSSP as well as certified copies of certificates of services must accompany your application for employment.
<b><u>ENQUIRIES</u></b>	:	Ms I Sekawana <u>Tel:</u> (012) 312-7352

**POST 02/28** : **PRINCIPAL LIBRARIAN**  
Directorate: Information Management

**SALARY** : R161 970 per annum  
**CENTRE** : HSRC Building, Pretoria  
**REQUIREMENTS** : A recognised Bachelor Degree or equivalent qualification in library and information science PLUS sufficient Experience in library and information management. Working experience of INMAGIC DB/Text, SABINET online and electronic database. Experience in indexing, abstracting, cataloguing and classification of information resources. Knowledge of legislation relevant to the library and information management field. Competencies needed: Communication (verbal, written and liaison) Computer literacy. Excellent online searching skills. Good interpersonal skills. Ability to work independently and as part of a team. Attributes: Accurate Attention to detail Communicative. Friendly. Positive attitude

**DUTIES** : Manage day to day operations of the library Acquisition of library materials in accordance with user needs Online cataloguing and classification of library materials Provide timely and accurate information as and when requested Manage Inter library loan requests Establish links with other libraries and research institutions Develop and implement the library policy and procedure manuals Market and promote library services Coordinate the library committee meetings.

**ENQUIRIES** : Ms D Mathebula Tel No: (012) 312-7175

**POST 02/29** : **FINANCIAL ASSISTANT**  
Chief Directorate Communication

**SALARY** : R122 841 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate recognised three year Bachelor's degree or equivalent qualifications PLUS credible experience in financial management as well as government provisioning and procurement procedures. Competencies needed: Knowledge of the Public Finance Management Act, Treasury Regulations, Provisioning Administration Manual, State Tender Board directives (ST37 & ST36) as well as the Division of Revenue Act. Management skills. Organising and planning skills. Communication (written, verbal and liaison skills. Computer software knowledge and experience. Presentation skills. Exposure to project management and strategic processes will be an added advantage.

**DUTIES** : Effectively controls and monitors the budget, provisioning administration and procurement functions of the Chief Directorate by - Compiling monthly cashflow and expenditure projections for submission to the Directorate: Budgeting Planning and Monitoring. Facilitating the compilation of the zero based budget inputs from senior managers for timeous submission to the Directorate: Budgeting Planning and Monitoring. Providing the projections on personnel expenditure in collaboration with the Directorate: Human Resource Management. Compiling a monthly report on the financial position of the Chief Directorate which reflects the expenditure trends according to the Basic Accounting System (BAS) expenditure reports and the manual expenditure system with projections for the remainder of the financial year, for tabling at the Budget Committee meetings. Maintaining the day to day expenditure records on the manual system according to source documents received. Facilitating the verification of monthly BAS expenditure reports to ensure that discrepancies such as incorrect postings are identified and reported. Facilitating the implementation of an effective asset management system for the Chief Directorate as well as the proper safe guarding thereof. Providing advice to senior managers in respect of all logistical functions in collaboration with the Subdirectorate: Logistics. Liaising with the Directorate: Internal Control in terms of the implementation of departmental policies, procedures, processes and internal control mechanisms in line with the Public Finance Management Act, Treasury Regulations and other related prescripts and guidelines which will affect the Chief Directorate. Facilitating the compilation and co-ordination of inputs from the Chief Directorate to the annual financial statements of the Department. Facilitating the timeous response to audit queries and ensuring that set due dates are met.

Providing assistance with the completion and controlling of payment advices, VAS2's, travel and subsistence advances and claims.  
**ENQUIRIES** : Ms K Matlala Tel: (012) 312-7750  
**POST 02/30** : **SENIOR ADMINISTRATION CLERK**  
 Directorate: Information Management  
**SALARY** : R105 645 per annum  
**CENTRE** : HSRC Building, Pretoria  
**REQUIREMENTS** :  A Senior Certificate (Grade 12) PLUS relevant experience in library and information management.  Knowledge of INMAGIC DB/ Text, SABINET online and the Internet will be an added advantage. Competencies needed:  Ability to read and write  Computer literacy  Good communication skills  Excellent customer care. Attributes:  Accurate  Attention to detail  Communicative.  Friendly.  Positive attitude  
**DUTIES** :  Render library support services.  Assist in providing information to library users.  Lending library materials utilising the Inmagic Database.  Daily handling of newspapers.  Assist in handling inter library loan requests.  Daily shelving and shelf reading according to DDC and in-house alphabetic system.  Manage the usage of the photocopying machine and the audio visual room bookings.  Any other duties assigned by the Principal Librarian.  
**ENQUIRIES** : Ms D Mathebula Tel No: (012) 312-7175

## DEPARTMENT OF TRADE AND INDUSTRY

**CLOSING DATE** : 22 January 2010  
**APPLICATIONS** : To apply for the above position, please go to <http://www.thedti.gov.za> and click on the Careers at the DTI button. Should you experience any problems in submitting your application, please follow the Support link on the Careers site or contact the Recruitment Office on 012 394 1809 for an alternative application method.

## OTHER POSTS

**POST 02/31** : **SENIOR STATE ACCOUNTANT: BUDGET REF. GSSSD/MAN ACC 008**

**SALARY** : R161 970 per annum excluding benefits  
**REQUIREMENTS** : Three years relevant qualification in Finance 1-3 years budget or relevant experience Knowledge of public service budget process An ability to work accurately under pressure and to meet deadlines Good planning and reporting skills Good organizational skills Attention to details Proven working experience of Excel, Ms Word and BAS systems Ability to work independently Proven report writing skills

**DUTIES** : Management of sub-ordinates Capturing and balancing the budget and changes thereto on the computerized financial system Maintaining a schedule of changes to the budget. Perform analytical analysis on the budgets and expenditure. Compiling of Medium Term Expenditure Frame, Roll-overs, Adjustment Estimates and Estimates on National Expenditure Compile submission to National Treasury on issues relating to budget approvals Ad hoc duties within the office of Chief Financial Officer as and when requested by management Provide inputs on directorate budget submissions and management reports Manage and maintain current budget Manage Office of the CFO Help Desk Maintain Help Desk Statistics, and compile management reports on a monthly basis.

**POST 02/32** : **SECURITY ADMINISTRATION OFFICER REF: GSSSD/SECURITY 003**  
 Directorate: Accommodation Management Services

**SALARY** : R130 425 per annum excluding benefits  
**REQUIREMENTS** : Grade 12 certificate or equivalent qualification. A Diploma in Security Management will be an added advantage. Experience in a security management in a government environment and direct experience in the following fields of security: Physical and Information security, access control, key control, office security, security investigations and contingency planning. Knowledge of the MISS, Government Sector Security and other applicable legislation, regulations and directives. Good leadership and managerial skills. Ability to communicate effectively on all levels, report writing and presentation skills. Planning, organizational skills, relationship and conflict management skills. Ability to detect, analytical thinking, sound decision making and motivation skills. Good computer literacy, organization and office management skills. Basic public finance, budgeting and procurement skills.

**DUTIES** : The successful candidate will be required to perform the following duties: Manage and maintain the appropriate security measures/ procedures in line with the dti security and related policies. Conduct physical security appraisals of the dti Campus. Implement the minimum physical security standards in all offices of the dti. Manage and maintain security contracts and service providers. Develop and ensure the implementation of key and access control systems. Conduct risk assessments and review security counter measures. Investigate and report security breaches and complete regular inspections of all security systems. Supervise and develop staff and ensure continuous liaison with other security agencies.

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
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)*

**CLOSING DATE** : 05 February 2010  
**NOTE** : All applications must be submitted on Z83 form obtainable from any Public Service Department, or <http://www.ecdoh.gov.za/uploads/files/110706122520pdf> and must be completed in full accompanied by certified copies of ID, driver's licence (where applicable) and qualifications together with recent Curriculum Vitae, stating the reference number and the post for which being applied and forwarded to the address above. No faxed, e-mailed or late applications will be considered. Applicants may be assessed. The Department reserves the right not to fill the post. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates should avail themselves for the interviews at the specified time and venue as determined by the Department otherwise they will forfeit the opportunity.

**OTHER POSTS**

**POST 02/33** : **DENTIST: GRADE 3 REF NO: P5/TBH/D/003/010**

**SALARY** : Remuneration package: R499 269 per annum (A portion of the package can be structured according to the individual's personal needs)

**CENTRE REQUIREMENTS** : Taylor Bequest Hospital - Matatiele  
 : A bachelor's degree in Dentistry, internship as a dentist, community service as a dentist, 3 years experience in the Public Sector, must be able to work in a rural area, Current Registration with HPCSA, Computer literacy and a valid driver's license.

**DUTIES** : Examine patient's teeth and gums using dental equipment and X-rays. Clean teeth and cavities and provide preventive care. Refer patients to dental specialists for further treatment. Maintain proper use, control and exercise care of government equipment in line with PFMA. Provide expert advice and guidance in purchasing of dental equipment. Promote a work environment conducive to development and learning

**ENQUIRIES APPLICATIONS** : Mr S Mbatha @ 039 737 3107  
 : Tayler Bequest Hospital, Private Bag X 836, Matatiele, 4730 OR Hand delivered at Tayler Bequest Hospital, Matatiele

**POST 02/34** : **CLINICAL SUPPORT MANAGER REF NO P5/TBH/CSMM/001/010**

**SALARY** : Remuneration package: R378 456 per annum (A portion of the package can be structured according to the individual's personal needs)

**CENTRE REQUIREMENTS** : Taylor Bequest Hospital - Matatiele  
 : Must be a Dietician, Pharmacist, Radiographer, Physiotherapist, Occupational health therapist or social worker. Registration with health professional council of South Africa or Pharmacy council. A bachelors degree with a minimum four years experience in relevant field as stated above. Computer literacy and well capacitated in statistics and reporting. A valid code 08 driver's license is essential.

**DUTIES** : Provide leadership to clinical support sub components of the hospital utilizing a multidisciplinary approach in terms of financial, administrative and clinical management and thereby ensuring that efforts are focused on service delivery. Ensure the necessary structures and procedures are in place to deliver a high level of care provided by allied in meeting the needs of both in and out patients, in cost effective and appropriate manner according to the departments quality workload and financial targets. Promote departmental research/audit through the ongoing clinical audit. Participate in clinical workload focusing on patient care, performance management and improvement.

**ENQUIRIES APPLICATIONS** : Mr S Mbatha @ 039 737 3107  
 : Tayler Bequest Hospital, Private Bag X 836, Matatiele, 4730 OR Hand delivered at Tayler Bequest Hospital, Matatiele

<b><u>POST 02/35</u></b>	:	<b><u>DENTAL PRACTITIONER REF NO: MCHC/DP/011/010</u></b>
<b><u>SALARY</u></b>	:	R376 257 per annum
<b><u>CENTRE</u></b>	:	Maluti Sub district Outreach
<b><u>REQUIREMENTS</u></b>	:	An appropriate Degree in Dentistry. Current registration with HPCSA, sound knowledge of relevant legislation and good communication skills.
<b><u>DUTIES</u></b>	:	Tooth extraction, cleaning and filling of teeth and giving dental care. Rendering outreach programme and oral care education.
<b><u>ENQUIRIES</u></b>	:	N Phambukele @ 039 256 0532
<b><u>APPLICATIONS</u></b>	:	Applications should be forwarded to Maluti Health Local Service Area, PO BOX 87, Matatiele, 4730.
<b><u>POST 02/36</u></b>	:	<b><u>OPERATIONAL MANAGER: FEMALE GENERAL WARD REF NO: P5/TBH/OMFW/002/010</u></b>
<b><u>SALARY</u></b>	:	R287 745 per annum
<b><u>REQUIREMENTS</u></b>	:	Registered Degree/Diploma in general nursing and midwifery/ 4 year course with general, psychiatry, community and midwifery nursing. Post basic qualification :Diploma in community nursing ,Diploma /certificate in trauma nursing will be an added advantage. A minimum experience of 5 years of which shall have been in a supervisory capacity. Current registration with the SANC(2009). Overall post registration experience of 7 years. Skill, knowledge, training and competences required: Extensive knowledge of SANC Rules and Regulations and the relevant public service Acts. Knowledge of scientific nursing processes, including research methodologies. Exceptional communication, interpersonal and management skills, understanding and ability to relate to all Human Resource principles relevant to nursing.
<b><u>DUTIES</u></b>	:	Planning implementation and monitoring of quality patient care. Optimal human resource management including principles of code of conduct and labour relations. Initiate quality improvement projects. Ensure cost effective management of resources. To effect solid multi-disciplinary approach to service delivery. To ensure realisation of the transformation process in casualty.
<b><u>ENQUIRIES</u></b>	:	Mr S Mbatha @ 039 737 3107
<b><u>APPLICATIONS</u></b>	:	Taylor Bequest Hospital, Private Bag X 836, Matatiele, 4730 OR Hand delivered at Taylor Bequest Hospital, Matatiele
<b><u>POST 02/37</u></b>	:	<b><u>OPERATIONAL MANAGER 2 POSTS REF NO: NMC/OM/009/010</u></b>
<b><u>SALARY</u></b>	:	R287 745 per annum
<b><u>CENTRE</u></b>	:	Alfred Nzo District - Ntloa & Mzongwana Clinics
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with 1 year duration. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years experience of the period referred to above must be appropriate / recognizable experience after the obtained the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Provide leadership and planning mechanism to the clinic. Ensure provision of appropriate and quality health care services at lower level of care. Implement the Primary Health Care Package. Render administrative support services. Ensure implementation of Patients Rights Charter as well as Batho Pele Principles. Provide clinical support to nursing staff and provide clinical in-service training to subordinates and ensure that they provide optimal nursing services. Implement policies and protocols in the clinic. Ensure optimal use of resources. Implement referral policies and Quality standards. Control expenditure and keep records, facilitate establishment of Governance Structures. Develop a complaint mechanism for the clinic. Prepare clinic budget and control stock levels. Implement Performance Management & Development Systems.
<b><u>ENQUIRIES</u></b>	:	N Phambukele @ 039 256 0532
<b><u>APPLICATIONS</u></b>	:	Applications should be forwarded to Maluti Health Local Service Area, PO BOX 87, Matatiele, 4730.

**POST 02/38** : **PHARMACIST REF NO:NH/P/016/010**

**SALARY** : R240 318 – R283 080 per annum  
**CENTRE** : Nompumelelo Hospital - Peddie  
**REQUIREMENTS** : A 4 year B degree in Pharmacy or equivalent qualification in Pharmacy. Current registration as a Pharmacist (Proof must be provided). Experience in Pharmaceutical services in the Public Sector of at least 5 years post qualification. Knowledge of scope of Pharmacy Practice. In depth knowledge of Good Pharmacy Practice (GPP), good dispensing practice (GDP) and essential drug list (EDL). Knowledge of Anti – Retroviral Therapy. Knowledge of applicable Legislation.

**DUTIES** : Provide quality Pharmaceutical services. Implement Policies, protocols and procedures in line with legislation and good Pharmacy practice. Plan and organize functions to allow for a smooth flow of Pharmaceutical services. Supervise Pharmacy Assistants and ensure that the work is done in accordance with the agreed standards. Responsible for budgeting and ordering of medicines/drugs and the monitoring thereof. Assist management to implement and monitor the projects geared towards effective service delivery. Engage in effective communication and interaction between departments personal and other service providers in order to render a quality service. Maintain a healthy and safe working environment in line with the Occupational Health and Safe Standards.

**ENQUIRIES** : Ms K Livi @ 043 643 6528  
**APPLICATIONS** : Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600

**POST 02/39** : **PROFESSIONAL NURSES GRADE 3 PNA4 4 POSTS REF NO: MCHC/PN/GR3/010/010**

**SALARY** : R195 936 per annum  
**CENTRE** : Maluti Sub-district Outreach  
**REQUIREMENTS** : Current registration with the SANC as a Professional Nurse in General Nursing, Community Nursing & Midwifery. Proof of registration i.e. Annual receipt and license to practice. A minimum of 4 years experience. Ability to work in a multi-disciplinary team.

**DUTIES** : Provide Nursing Care with scope of practice. Implement relevant Legislations; function as a member of a multi-disciplinary team. Provide 24 hr services (shift work), material and physical resources efficiently and effectively. Ensure Batho Pele Principles and Patient's Rights are used all the time.

**ENQUIRIES** : N Phambukele @ 039 256 0532  
**APPLICATIONS** : Applications should be forwarded to Maluti Health Local Service Area, PO BOX 87, Matatiele, 4730.

**POST 02/40** : **QUALITY ASSURANCE OFFICER REF NO: P5/TBH/QAO/004/010**

**SALARY** : R161 970 per annum  
**CENTRE** : Tayler Bequest Hospital Matatiele  
**REQUIREMENTS** : Recognized Degree/Diploma OR equivalent OR STD 10/ grade 12 with five yrs experience in Public Health Sector. Strong leadership and monitoring skills. Computer skills and code 08 driver's licence will be an added advantage. Good analytical skills. Good communication skills. Knowledge of infection control practises. SANC registration will be an added advantage.

**DUTIES** : To monitor Quality standards in the whole hospital. To do monthly reports on quality assurance issues. To produce client satisfaction surveys reports to roll out occupational health training Programmes, orientation and induction programmes for the hospital and clinics. To assists the Occupational Health Manager develop quality improvement plans, strategic plan. Policies and procedure. Ensure that the Hospital and equipments are safe and without risk to the health of staff, patients and visitors. Ensure compliance to the Occupational Health and Safety Act 85 of 1993

**ENQUIRIES** : Mr S Mbatha @ 039 737 3107  
**APPLICATIONS** : Tayler Bequest Hospital, Private Bag X 836, Matatiele, 4730 OR Hand delivered at Tayler Bequest Hospital, Matatiele

**POST 02/41** : **SOCIAL WORKER REF NO: MP/SW/012/010**

**SALARY** : R130 467 – R186 006 per annum (Salary will be determined according to years of experience, therefore service record must be attached with the application)

**CENTRE** : Margery Parks TB Hospital

**REQUIREMENTS** : A grade 12 certificate with registration with SA Council for Social Service Professions. An appropriate degree in Social Services with at least 5 years experience as a Social Worker. Ability to work under pressure and display leadership skills. Knowledge of Performance Management & Development System, quality assurance and Batho Pele Principles. Understanding of needs of patients with TB and HIV/AIDS is strongly recommended. A valid code EB driver's licence will be an added advantage.

**DUTIES** : Assessment, counseling and referral services to patients and relatives where necessary. Work with other professional in the hospital. Perform administrative functions and accountability through effective record keeping relevant to the job. Implementation of Departmental policies at operational level.

**ENQUIRIES** : Mrs C Hopkins @ 049 893 0038

**APPLICATIONS** : Applications must be for forwarded to Camdeboo Sub-district Office, PO BOX 56, Graaff Reinet, 6280

**POST 02/42** : **DIAGNOSTIC RADIOGRAPHER REF NO: EH/DR/014/010**

**SALARY** : R130 425 – R153 636 per annum

**CENTRE** : Elliot Hospital

**REQUIREMENTS** : An appropriate three years National Diploma/Degree in Diagnostic Radiographer PLUS Registration with HPCSA as a Diagnostic Radiographer. Sound knowledge of diagnostic radiography practice and ethos. Sound knowledge of radiation. Knowledge of relevant Health and Safety Acts. Good communication and interpersonal skills.

**DUTIES** : To provide high quality diagnostic radiography services. To provide 24 hour radiographic service. Contribute to overall process in the department. Promote good health practice and ensure optimal care of patients. Perform administrative duties within radiographic services. Participate in quality assurance and quality improvement programmes. Promote Batho Pele principles in the execution for effective service delivery. Inspect and utilise equipment professionally to ensure compliance with safety standards.

**ENQUIRIES** : Mrs Zwelibanzi @ 045 8071100

**APPLICATIONS** : Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600

**POST 02/43** : **HUMAN RESOURCE PRACTITIONER REF NO: EH/HRP/015/010**

**SALARY** : R130 425 per annum

**CENTRE** : Elliot Hospital

**REQUIREMENTS** : Degree or 3 year ND in Human Resources Management or Grade 12 with a minimum of 5 years Human Resources experience. Knowledge of a variety of work procedures regarding Human Resources Management and Development. Excellent PERSAL knowledge. Competence in handling Employee Relations as well as championing Employee Wellness in the institution in accordance with departmental prescripts. Valid driver's licence (not a learner's driver's licence). Knowledge of Batho Pele Principles and Implementation thereof. Good communication and report writing skills. Co-ordinating and networking skills. Computer literacy. Willingness and ability to travel regularly between the institution, Chris Hani CSC and Provincial Office (when necessary)

**DUTIES** : Assist with coordination and controlling task allocated to the HR unit. Render HR support to line managers. Make logistic arrangements for the recruitment and selection processes for potential employees. Verify, Capture, Update and Resolve HR transactions on PERSAL. Prepare and Process Service Benefits. Resolve HR transactional queries. Assist in the implementation of the HRD plan for the institution in line with departmental policy. Assist managers in the formulation of individual development plans for employees. Facilitate performance evaluation of employees. Provide Registry Services.

**ENQUIRIES** : Mrs Zwelibanzi @ 045 8071100

**APPLICATIONS** : Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600

**POST 02/44** : **INVENTORY CLERK REF NO: MP/IC/013/010**

**SALARY** : R105 645 – R124 443 per annum  
**CENTRE** : Margery Parks TB Hospital  
**REQUIREMENTS** : Grade 12 certificate and a minimum of 2-4 years experience in asset management, inventory control and computer literate. Good interpersonal and communication skills. A valid code EB driver's licence will be an added advantage.

**DUTIES** : Record keeping and verification of assets. Reconciliation of Asset register with General Ledger. Tagging of assets. Allocation, grouping and categorizing. Monitor movements, transfer and disposal of movable assets. Condemning and disposal of surplus broken or worn-out equipment and furniture. Do inventory control. Must report to Supply Chain Manager in the District.

**ENQUIRIES** : Mrs C Hopkins @ 049 893 0038  
**APPLICATIONS** : Applications must be for forwarded to Camdeboo Sub-district Office, PO BOX 56, Graaff Reinet, 6280

**POST 02/45** : **PHARMACY ASSISTANT GRADE 1 REF.NO:P5/TBH/AWP/003/010**

**SALARY** : R73 584 per annum  
**CENTRE** : Tayler Bequest Hospital Matatiele  
**REQUIREMENTS** : Grade 12 or equivalent. Experience in a pharmaceutical distribution environment. Inventory control and logistics. Conversant with minimum requirements of warehouse housekeeping. Good coordinating skills. Good interpersonal and communication skills. Ability to work under pressure. Must be self motivated.

**DUTIES** : Pre-packing of bulk medicines. Stock management including bulk ordering/ receipt of stock. Prepare the facility according to SOP accurately. Interpret and apply prep-pack instructions and procedures.

**ENQUIRIES** : Mr S Mbatha @ 039 737 3107  
**APPLICATIONS** : Tayler Bequest Hospital, Private Bag X 836, Matatiele, 4730 OR Hand delivered at Tayler Bequest Hospital, Matatiele

**POST 02/46** : **GENERAL ASSISTANTS 2 POSTS REF NO: P5/ TBH/GA/007/010**  
Stores and Warehouse

**SALARY** : R62 094 per annum  
**CENTRE** : Tayler Bequest Hospital Matatiele  
**REQUIREMENTS** : Basic literacy / ABET, ability to read and write. Commitment and hardworking. Experience in a warehouse or stores will be an added advantage. A code 08 South African driver's licence will be an added advantage. Ability to perform routine tasks and operate cleaning machines.

**DUTIES** : Offload delivered goods from the suppliers. Assist in packing the delivered items to the warehouse and offices. Assist in handling of goods. Record stock expiry dates on stock items. Pack delivered stock in prescribed order. Any other duties related to General Assistant work that may arise.

**ENQUIRIES** : Mr S Mbatha @ 039 737 3107  
**APPLICATIONS** : Tayler Bequest Hospital, Private Bag X 836, Matatiele, 4730 OR Hand delivered at Tayler Bequest Hospital, Matatiele

**POST 02/47** : **PORTERS 2 POSTS REF NO: P5/TBH/POR/005/010**

**SALARY** : R51 936 per annum  
**CENTRE** : Tayler Bequest Hospital Matatiele  
**REQUIREMENTS** : Std 8/ Grade 10. The incumbent should be committed and a hard worker. Strong and healthy. Ability to read and write.

**DUTIES** : Wheel parties to and from the entrance to the wards. Wheel or accompany the patient from the admission area to the ward. Assist nurses to transfer patients from wards to the various service areas e.g. Operating Theatre, Pharmacy, X-Ray, Physio or Occupational Therapy. Assist nurses to transfer corpses from the wards to Mortuary. May be required to assist at the information desk. May be required to equipment or documentation to wards.

**ENQUIRIES** : Mr S Mbatha @ 039 737 3107  
**APPLICATIONS** : Tayler Bequest Hospital, Private Bag X 836, Matatiele, 4730 OR Hand delivered at Tayler Bequest Hospital, Matatiele

**POST 02/48** : **MESSENGER REF NO: P5/TBH/MESS/006/010**

**SALARY** : R51 936 per annum  
**CENTRE** : Tayler Bequest Hospital Matatiele  
**REQUIREMENTS** : Adult Basic Education and Training (ABET) Level 5/Grade 10; One year experience as a messenger. A valid driver's license is essential. Skills and competencies: Basic Communication. Skills: The ability to read and write clearly; Sound interpersonal relations; Ability to liaise with team members and members of the public.

**DUTIES** : Collect and deliver mail to internal and external stakeholders. Distribute mail, faxes, invitations, memos and circulars to various offices. Collect postbag from the Post Office, sort and distribute mail and documents from the various institutional components. Collect and deliver urgent documentation for priority distribution. Distribute internal, departmental and national circulars. Ensure that where applicable, an acknowledgement of receipt is signed parcels, mail and correspondence

**ENQUIRIES** : Mr S Mbatha @ 039 737 3107  
**APPLICATIONS** : Tayler Bequest Hospital, Private Bag X 836, Matatiele, 4730 OR Hand delivered at Tayler Bequest Hospital, Matatiele

**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
- 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 POSTS**

- POST 02/49** : **REGISTRARS: ORAL MEDICINE AND PERIODONTOLOGY 2 POSTS REF NO: 70168161**  
Directorate: Health Support Services

- SALARY** : R 423 846 per annum (all inclusive package)  
**CENTRE** : Wits Oral and Dental Hospital  
**REQUIREMENTS** : Applicants should be registered with the Health Professional Council of South Africa as a dental practitioner. Have at least two years general dental practice experience.  
**DUTIES** : Incumbents will follow a course of study which on successful completion will entitle the graduate to register with the Health Professions Council of South Africa as a specialist in Oral Medicine and Periodontology.  
**ENQUIRIES** : Prof JC Petit, Tel. No: (011) 488 - 4887  
**CLOSING DATE** : 29 January 2010

- POST 02/50** : **DENTIST: PROSTHODONTICS REF NO: 70168162**  
Directorate: Health Support Services

- SALARY** : R423 846, R 436 656 – R 477 462 per annum (all inclusive package)  
**CENTRE** : Wits Oral and Dental Hospital  
**REQUIREMENTS** : Registration with the HPCSA as a Dentist. Seven years experience in dentistry.  
**DUTIES** : Treatment of patients requiring Prosthodontics. Teaching to undergraduate students. Clinical supervision of students. Conduct research in the field of Prosthodontics. Recommendation: Experience in teaching and training of undergraduate students.  
**ENQUIRIES** : Prof. C.P. Owen, Tel. No: (011) 488 - 4866  
**CLOSING DATE** : 29 January 2010

- POST 02/51** : **DENTIST REF NO: 70168163**  
Directorate: Health Support Services

- SALARY** : R344 100 per annum (all inclusive package)  
**CENTRE** : Wits Dental Hospital  
**REQUIREMENTS** : An applicant should be registered with the HPCSA as a Dentist and have completed the Community Service obligations. Two years experience.  
**DUTIES** : Provide a service to the division of MFOS by assisting in theatre. Doing outpatient clinics. Undertaking wards rounds. Doing emergency calls and teaching of undergraduate students. Recommendation: Experience in teaching of undergraduate student in the field MFOS  
**ENQUIRIES** : Prof MA Lownie, Tel no: (011) 717-2130  
**CLOSING DATE** : 29 January 2010

- POST 02/52** : **HOD: GENERAL NURSING AND ANCILLIARY SUBJECTS REF NO: 70168108**  
Directorate: HRD and EWP

- SALARY** : R 296 382 per annum (plus benefits)  
**CENTRE** : Ann Latsky Nursing College

**REQUIREMENTS** : Post basic qualification in Nursing Education. Current be registered with SANC. A minimum of nine (9) years appropriate / recognisable nursing experience after registration as professional nurse with SANC in General Nursing. At least four years of the period referred to above must be appropriate recognisable experience in Nursing Education after registration of the Nursing Education qualification. Only candidates with relevant experience in teaching General Nursing will be considered. Knowledge of: relevant acts, rules, regulations policies. Skills: good communication, report writing, facilitation, interpersonal, presentation, management, analytical, motivation, research, leadership, reviewing. Personal attributes: responsiveness, pro-activeness, professionalism accuracy, flexibility, independent, co-operative, team player, supportive, confidentiality. Computer literacy. Driver's license. Recommendation: a degree / diploma in Nursing Administration or equivalent qualification.

**DUTIES** : Co-ordinate the provision of education and training of learner nurses. Manage clinical learning exposure to learners between College and Clinical areas. Development and ensure implementation of quality assurance programmes. Collaborate with other stakeholders and build a sound relationship within the department. Supervise staff. Oversee the supervision of learners

**ENQUIRIES** : Mrs. E.E. Harms, Tel. No: (011) 644 - 8915  
**CLOSING DATE** : 29 January 2010

**POST 02/53** : **DIETITIAN REF NO: 70168104**  
 Directorate: Allied

**SALARY** : R161 970 -190 791 per annum (plus benefits)  
**CENTRE** : Germiston Hospital  
**REQUIREMENTS** : Candidate must be a qualified dietitian and be currently registered with HPCSA. Have a degree in dietetics or Bachelor Nutrition degree. Between 5 and 10 years experience. The applicant must be able to demonstrate good clinical knowledge of human nutrition and associated therapeutic nutrition intervention.

**DUTIES** : Effectively render optimal, cost effective and evidence based nutritional care in a public setting according to the department's quality and financial targets. To perform and complete administrative functions including report writing. To assist with the development and implementation of departmental strategic, financial and operational plans. To ensure departmental standards are maintained. Participate in the training of the dietetic and elective students. Provide appropriate, relevant and cost effective input in the food service provision of patients. To apply nutritional practices. To perform administrative functions and provide relevant statistics to support the effective smooth running of the Dietetics department. To assist with the ongoing development of clinical guidelines, policies and procedures. Manage the food service unit. Manage the food service unit. Manage ART patients.

**ENQUIRIES** : Dr. J.H.J. Szczygielski, Tel. no: (011) 345.1268  
**CLOSING DATE** : 29 January 2010

**POST 02/54** : **FINANCIAL CLERK REF NO: 70168110**  
 Directorate: Professional Development

**SALARY** : R105 645 per annum (plus benefits)  
**CENTRE** : Lebone College of Emergency Care  
**REQUIREMENTS** : Grade 12 with 2 - 3 years relevant experience. Computer literacy (Word, Excel, & MS Outlook). Good communication skills (written and verbal). Knowledge of SAP, BAS and Persal will be an advantage. Good understanding of PFMA and Treasury Regulations. Budget, expenditure control and finance experience. Knowledge of e- invoicing. Must be able to work under pressure. Valid code 8 driver's license.

**DUTIES** : Reconciliation of suppliers accounts. Clearing of suspense accounts. Correction of misallocation by journalising and compiling all other journals, capturing of invoices / payments in a spreadsheets. General office administration. Compile journals. Prepare payments for goods and services rendered to the College. Salary, Payroll and Tax administration. Assist with training of sub ordinates. BAS/Persal, BAS/Medsas, BAS/SAP and BAS/Baud reconciliations. Receipt reconciliations and Cashier duties. General office administration and any other duties determined by College Management.

**ENQUIRIES** : Ms. S.P. Joubert, Tel. No: (012) 356 - 8004

**CLOSING DATE** : 29 January 2010

**POST 02/55** : **SENIOR ADMINISTRATION CLERK (FACILITY) REF NO 70168105**  
Directorate: Administration

**SALARY** : R 105 645 – 124 443 per annum (plus benefits)

**CENTRE** : Germiston Hospital

**REQUIREMENTS** : Gr. 10/12 or equivalent qualification and between 5 and 10 years relevant experience. Computer literacy. Knowledge of PFMA and OHS Acts. Valid driver's license will be an added advantage.

**DUTIES** : Be part of Facility Management Unit (FMU). Attend meetings for project management, administration and strategic planning. FMU budget and control management of day to day activities of the unit and commission services. Be a liaison between Public Works and Hospital Management. Co-ordinate meetings between Public Works and Hospital Management. Key control and monitoring of capital projects. Be part of Quality assurance. Management of OHS and compiling reports for the unit.

**ENQUIRIES** : Mr. M.N. Gumbi, Tel. no: (011) 345.1285

**CLOSING DATE** : 29 January 2010

**POST 02/56** : **STAFF NURSE SN2 – GRADE 2: 2 POSTS REF NO: 70168106**  
Directorate: Nursing

**SALARY** : R 103 644 -116 649 per annum (plus benefits)

**CENTRE** : Germiston Hospital

**REQUIREMENTS** : Qualification that allows registration with SANC as Staff Nurse (Enrolled Nurse). A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Staff Nurse.

**DUTIES** : To provide nursing care within the scope of practice as delegated by the Professional Nurse. Willingness to work shifts, day and night duties and rotate through clinical departments in hospital. Ability to function effectively under stressful conditions. Identify nursing care needs. Implement nursing programmes e.g. administering medication. Supervising of sub-ordinates. Writing nursing report. Managing and ordering of stock under the direct supervision of a professional nurse. Assisting professional nurse with duties.

**ENQUIRIES** : Ms. W.M. Moatshei, Tel. no: (011) 345.1243

**CLOSING DATE** : 29 January 2010

**GAUTENG TREASURY**

**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** : 29 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 POSTS**

**POST 02/57** : **ASSISTANT MANAGER: MUNICIPAL BUDGETS REF NO: 70168102**  
Directorate: Local Government Resource Management and IGR Budget Management

**SALARY** : R240 318 per annum (plus benefits).

**CENTRE** : Johannesburg

**REQUIREMENTS** : The successful candidates will have a three year tertiary qualification in Accounting /Local Government Finance / Auditing/ Economics plus 1 - 2 years relevant experience of which should be either in local government, provincial treasury or any other relevant organization. Experience/ Knowledge of governmental financial systems, treasury function, public financial management, municipal budget processes and in - depth knowledge of the MFMA and other

legislative framework governing local government. A valid driver's license is essential.

**DUTIES**

: The incumbent will be responsible for; supporting and monitoring the municipalities in ensuring compliance and implementation of the MFMA, assisting and advising municipalities on the preparation and implementation of their annual budgets, adjustment budget IDP and SDBIP, assessing the municipal budgets, monitoring and reporting on the state of expenditure and revenue of municipalities, monitoring and facilitating compliance with norms and standards and fostering intergovernmental relations with all relevant stakeholders.

**ENQUIRIES**

: Setumo Mekgwe, Tel No: (011) 355 8757


**PROVINCIAL ADMINISTRATION: NORTH WEST  
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho. 2735
- CLOSING DATE** : 12 February 2010
- NOTE** : Applications must be accompanied by Z83, certified copy of ID, certificates and comprehensive CV with three (3) contactable referees. Failure to submit the requested documents will result in your application not being considered. Qualifications will be verified. The successful candidates for the above positions will be required to undergo security clearance. NB: It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualification Authority.

**MANAGEMENT ECHELON**

- POST 02/58** : **CHIEF DIRECTOR: POLICY MANAGEMENT REFERENCE: K54243/1**
- SALARY** : R746 181 per annum (all inclusive salary package) (Level 14)
- CENTRE** : Mafikeng
- REQUIREMENTS** : An appropriate degree or equivalent qualification/ knowledge/expertise. Extensive applicable experience in dealing with the subject matter on a senior level of expertise. Computer and analytic skills in problem solving and solution design. Facilitation and verbal/written presentation and communication skills at meetings and in a team context. Proven leadership qualities with strong strategic and operational management thinking.
- DUTIES** : Coordination between the 3 spheres of Governance. Integration of Provincial Planning, Policy and Strategy. Institutionalization of Research and Population processes in the Province. Institutionalisation of provincial support platforms for the capacitating and mentorship to programme and project managers. Monitoring and evaluation of Provincial performances and delivery. The provision of Information and Knowledge Management to support provincial planning, monitoring and evaluation, and giving effect to the constitutional right of access to any information held by the State.
- ENQUIRIES** : Mr Danie Schoeman, Tel. no: 018 388 2696
- POST 02/59** : **DIRECTOR: EXCO SUPPORT REFERENCE: K54243/2**
- SALARY** : R615 663 per annum (all inclusive salary package) (Level 13)
- CENTRE** : Mafikeng
- REQUIREMENTS** : Three-year post matriculation qualification and extensive experience working as an Executive Council Secretariat. Legal qualification will be an added advantage. Report writing and analytical skills. An understanding of the structure of government and support.
- DUTIES** : Manage EXCO Support directorate. Provide secretariat support to EXCO in support to the Director-General. Render support to EXCO Committees. Support EXCO technical committees. Coordinate the submissions and EXCO memoranda from departments. Streamline the EXCO programme in consultation with the Director-General. Develop a secured and effective filing system for EXCO records.
- ENQUIRIES** : Ms ME Nana Magomola, Tel. no: 018 387 3040

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Please for  your application(s) to: Western Cape Education Department Recruitment and Selection Centre, Private Bag X 9183, Cape Town, 8000 Or hand deliver to the WCED CLIENT SERVICES Grand Central Towers, Cape Town, 2<sup>nd</sup> Floor and place in the Post Box marked: Recruitment and Selection Centre. Under no circumstances must applications be handed to employees of the WCED or any other person to hand in applications at the Recruitment and Selection Centre Office.
- CLOSING DATE** : Please submit your application before the closing date of WEDNESDAY, 3 February 2010
- NOTE** : General Information: NB: Please read the instructions carefully before applying: All these vacant posts are Public Service positions and are based at Head Office, Cape Town. The appointments will be subject to security clearance. Furthermore, appointments are subject to personnel suitability checks that include qualifications, previous employment, criminal records and credit verification as well as reference checking, as directed by the Department of Public Service and Administration. Candidates may be subjected to a competency assessment before final decisions are made in respect of the filling of posts. Your application(s) on form Z 83 must be accompanied by a detailed up to date CV with an exposition of your qualifications, training, experience, competencies and previous employment record together with the applicant's identity document number as well as the names and telephone numbers of three persons willing to act as referees. The application form Z 83 is obtainable from any Public Service Department. The application form Z 83 must be signed and dated to ensure your application is a legitimate application. Non-RSA citizens/Permanent resident permit holders must attach a copy of his/her Permanent Resident Permit to his/her application. Communication will be limited to those applicants who would be identified for further selection processes and short-listed candidates must please note that they will be required to submit certified copies of original certificates of qualifications, driver's licence, ID before the interviewing process. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is also expected of short-listed candidates to be available for selection interviews on a date, time and place as determined by the WCED. Candidates will be required to complete a work assignment, Successful candidates will be appointed on a probationary period of 12 months, The WCED reserves the right not to make an appointment to any of the advertised posts. Kindly note that excess personnel will receive preference, if they meet the post requirements, Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their application(s) was/were unsuccessful. Kindly note that copies of supporting documents will not be returned, The advert number, reference number and name of the post applied for must be indicated on your application form. Please note that a separate application must be submitted if you apply for more than one post, Closing date for applications: WEDNESDAY, 3 FEBRUARY 2010 at 16:00. Applications will not be accepted after the closing date. It is the sole responsibility of the applicant to ensure that their application(s) reach the WCED before the closing date. The WCED cannot be held responsible for postal delays. Enquiries to be addressed to the persons indicated at each advertisement. Postal applications should also not be marked for the attention of the person who has been identified to deal with the enquiries of applicants. Late applications that are received as a result of ignoring this rule will not be considered. Important note: Unidentified -, late -, e-mail -, and/or fax applications will not be considered. Failure to submit the requested documents/information will also result in the application/s not being considered. The WCED promotes and applies the principles of Employment Equity and is committed to effective and efficient service delivery. Persons with disabilities are welcome to apply and an indication in this regard on the application for employment form (Z 83) will be appreciated. Candidates with disabilities, that are short-listed, is to provide information on how the selection process can be adapted to suit their needs for purposes of

reasonable accommodation. Kindly indicate disability status to facilitate the process.

#### OTHER POSTS

<b><u>POST 02/60</u></b>	:	<b><u>SAFE SCHOOLS CALL CENTRE CONSULTANT</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R130 425 – R153 636 per annum plus benefits (Salary level 7) Safe Schools Call Centre, Head Office, Cape Town Senior Certificate with 3-5 years appropriate experience; basic counselling or debriefing skills and must be computer literate. Competencies: Knowledge of Microsoft Office (Word, Excel and/or Access and GroupWise); knowledge and experience of the education environment; basic knowledge of school dynamics. Skills: excellent communication skills in at least two of the official languages of the Western Cape Province; good customer service skills; good interpersonal skills; good documentation skills. Personal attributes: Professional telephone manner; active listener and analytical thinker; ability to stay calm in an emergency and under pressure; commitment to ongoing knowledge and skills development; must be able to work in a team and must be polite, reliable and self-motivated.
<b><u>DUTIES</u></b>	:	Key performance areas: Providing a rational safety risk analysis; providing a first line of support to victims of abuse, violence and crime; managing different categories of victims using psychological management plans to prevent post-traumatic stress disorders; assessing the situation and identifying, addressing and facilitating the counselling and referral on concurrent issues, using a multi-modal approach; Plan crisis interventions for different categories of crime; provision of rapid response support with regard to gang presence on school premises, and gang intimidation, threats, shootings and killings; provision of immediate support and advice to schools in instances of vandalism and property damage, physical assault, stabbing and general fighting/ warfare; act as referral agency for all calls registered; provision of an information service to learners, educators, parents, support staff, governing bodies, with regard to issues such as rules, regulations and legislation when it comes to rights, responsibilities/ obligations; rendering support and advice, or referring calls dealing with safety-related phenomena, including HIV/AIDS, substance abuse, trauma, teenage pregnancies, abortion and general queries; serving as a crisis management team when required; Psycho-education of client and relevant family members; collect and analyse data; utilising the Safety Management budget.
<b><u>ENQUIRIES</u></b>	:	Ms N Khan at (021) 467 2970
<b><u>POST 02/61</u></b>	:	<b><u>PROJECT MANAGER ICT (GOVERNANCE)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R192 540 – R232 590 per annum plus benefits (Salary Level 9) Head Office, Cape Town A relevant, recognised 3-year post matric qualification with 3 - 5 years experience in ICT or project management. Competencies: Knowledge: Proven knowledge of: Project Management best practices, theory and methodology; Budgeting and cash flow; Supply Chain Management; E-Government and enterprise ICT programmes/projects; applicable legislation such as the PFMA, Educators Act; Public Service Act and Regulations; SITA Act and Regulations; Access to Information Act; Telecommunications Act; Electronic Communications and Transactions Act etc. Skills: Strong research skills; strong conceptual and formulation skills; exceptional written and verbal communication skills; well-developed project management skills; well-developed innovative problem solving skills; well-developed analytical skills; strategic thinking and planning skills; presentations skills; negotiation skills; sound organising and planning skills; sound interpersonal skills; computer proficiency; training skills. Personal attributes: Ability to manage change and crisis; ability to work and make decisions under rapidly changing and pressurised circumstances; ability to persuade and influence; ability to lead and direct teams of professionals and service provider and be a team player.
<b><u>DUTIES</u></b>	:	Key performance areas: The key result areas for this position are the following: Develop, interpret and apply policy practice and procedure with regard to project management for Information systems and ICT solutions, i.e. provide inputs to Provincial ICT project management policy, framework and standards; ensure

compliance with national and provincial ICT project management policy, framework and standards; develop policy/ guidelines for project management requirements for the Department in compliance with National and provincial ICT project management policy, framework and standards. Plan, organize and control activities of project leaders, system analysts, developers and network technologist in the development and/ or implementation of computer based systems and in the design and/ or implementation of network infrastructure technologies and/ or projects, i.e. Regular, accurate and timely reporting within agreed project management standards; appropriate communication and escalation of project plan, definition, status etc; organize and lead project definition workshops and all related project meetings; provide professional advice and assistance to project leaders and managers in defining projects and creating project plans; where appropriate, develop project definition reports and high-level project plans; ensure focus for resources on project milestones and delivery according to plan; co-ordinate projects and liaise with resources to ensure timely delivery of milestones; participate in the process of programme/project allocation within the E-government and ICT environment.

**ENQUIRIES**

: Mr MJ Siziba at (021) 467-2380

**POST 02/62**

**PROJECT MANAGER ICT (TELECOMS)**

**SALARY**

: R192 540 – R232 590 per annum plus benefits (Salary Level 9)

**CENTRE**

: Directorate: Knowledge Management

**REQUIREMENTS**

: A relevant, recognised 3-year post matric qualification with 3 - 5 years experience in ICT or project management. Competencies: Knowledge: Proven knowledge of: Project Management best practices, theory and methodology; budgeting and cash flow; Supply Chain Management; E-government and enterprise ICT programmes/projects; Applicable legislation; WAN (Wireless Area Network) and LAN (Local Area Network) knowledge. Skills: Strong research skills; strong conceptual and formulation skills; exceptional written and verbal communication skills; well-developed project management skills; innovative problem solving skills; analytical skills; strategic thinking and planning skills; presentations skills; negotiation skills; sound organisational and planning skills; sound interpersonal skills; computer proficiency; training skills. Personal attributes: Ability to manage change and crisis; ability to work and make decisions under rapidly changing and pressurised circumstances; ability to persuade and influence; ability to lead and direct teams of professionals and service providers and be a team player.

**DUTIES**

: Key performance areas: Develop, interpret and apply policy practice and procedure; ensure compliance with national and provincial ICT project management policy, framework and standards; develop policy/ guidelines for project management; plan, organize and control activities of project leaders, system analysts, developers and network technologist in the development and/ or implementation of computer based systems and in the design and/ or implementation of network infrastructure technologies and/ or projects; appropriate communication and escalation of project plan, definition, status etc; organize and lead project workshops; provide professional advice and assistance; develop project definition reports and high-level project plans; ensure focus for resources on project milestones and delivery according to plan; co-ordinate projects; participate in the process of programme/project allocation.

**ENQUIRIES**

: Mr. M.J. Siziba at (021) 467-2380

**POST 02/63**

**INFORMATION ASSISTANT 3 POSTS**

**SALARY**

: R130 425 – R153 636 per annum plus benefits (Salary Level 7)

**CENTRE**

: Head Office, Cape Town

**REQUIREMENTS**

: Senior Certificate plus 3 to 5 years' relevant experience. Competencies: Knowledge: Understanding of the capabilities and limitations of information technology; knowledge of online, databases, Understanding of school administration and management systems; Business management reporting. Experience: Excellent computer skills preferably with experience with database and web based applications; Experience in systems development and implementation; Project Management; Data query, analysis and reporting. Skills: Good oral and written communication skills; strong Analytical and conceptual skills; numeracy; presentation skills; decision-making; computer literacy; problem

solving; research skills; facilitation; communication skills in two of the official languages of the Western Cape Province. Personal attributes: Ability to work under pressure and meet deadlines; responsible; self-motivated/ disciplined; creative; team player; innovative and a strong organizer.

**DUTIES** : Key performance areas: Assist with the development of corporate knowledge management strategy; identifying and developing various techniques to facilitate knowledge and information transfer; knowledge of information management design, development, implementation, ongoing support and maintenance. Monitor and evaluate knowledge and information sharing programmes. Disseminate information about the organisation's knowledge to internal and external clients. Specific duties: Process online and written requests; validate survey data; maintain the network links with system administration officials; design surveys; design and apply verification checks; office administration and management of resources; supervisory duties.

**ENQUIRIES** : Mr A Noordien at (021) 467-9255

**POST 02/64** : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT**  
Directorate: Knowledge Management

**SALARY** : R192 540 – R232 590 per annum plus benefits (Salary level 9).  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : A relevant, recognised 3-year post-matric qualification with 3 to 5 years' record management experience. Competencies: Experience: In order to execute the duties effectively, the person should have the following experience: basic understanding of business systems analysis and process mapping; basic understanding of process data and how information systems are designed; thorough understanding of metadata systems; planning and time management; project management; human capital management; performance management. Knowledge of: The government environment; Information management; Specialist knowledge of records management practices, as determined by the National and Provincial Archives Acts and regulations; The PFMA and National and Provincial Treasury Instructions; Understanding of transaction processing systems, data management systems, management information systems, electronic document management systems, electronic records management systems and data warehouses (Knowledge of ECM solution implementation will be an advantage); The relevant standards and the statutory and regulatory framework within departmental functions; Sense of the demographics of WCED. Skills: Good written and spoken communication skills in at least two of the three official languages of the province; Presentation skills; Good ICT skills or Computer literacy in MS Word and MS Excel. Personal attributes: Ability to work under pressure and meet deadlines; Responsible; Creative; Innovative; Self-motivated/disciplined; Strong organizer; ability to work in a team.

**DUTIES** : Key performance areas: To determine what the current recordkeeping and records management situation is and to ensure that relevant information is available regarding the recordkeeping and records management practices of the WCED. The person would be responsible for the following tasks: information contained in records is managed effectively throughout the office by drafting and implementing a records management policy; that the records management staff understand their responsibilities and acquire the necessary skills to manage records effectively; that information can be identified and retrieved when required by providing well-structured records classification systems and recordkeeping systems; that all records are kept in safe custody; that there is a systematic disposal programme in place; that all micrographic projects are managed according to the requirements of the National Archives and Records Service and good governance; that all audio-visual records are managed according to the requirements of the National Archives; that all electronic records are managed according to the requirements of the National Archives and Records Service and good governance; that there are evaluation criteria in place to monitor compliance with sound records management practices.

**ENQUIRES** : Mr ENS Sylvester at (021) 467 2766

**POST 02/65** : **SECRETARY**

**SALARY** : R87 978 – R103 635 per annum plus benefits (Salary Level 5).  
**CENTRE** : Office of the Deputy Director-General: Institution Development and Coordination.

- REQUIREMENTS** : Senior Certificate or equivalent qualification; Typing as a passed subject or any other training course that will enable the person to perform his/her tasks fully effectively. Recommendation: Being in possession of a secretarial certificate will serve as a recommendation. Personal attributes: A high level of reliability; good interpersonal skills; ability to act with tact and discretion; good grooming and presentation skills. Competencies: Language skills with the ability to communicate well verbally with people at different levels and from different backgrounds; good telephone etiquette; excellent computer skills in MS Word, Excel, PowerPoint, Internet and e-mail facilities; sound organisational skills; basic written communication skills.
- DUTIES** : Key performance areas: Secretarial/receptionist support service: receive telephone calls and refer calls to the correct role-players; record appointments and events in the diary of the manager; type documents for the manager; operate office equipment for example the fax machine and photocopier; Clerical support: liaise with travel agencies to make travel arrangements; arrange meetings and events for the manager and the staff in the unit; process the travel and subsistence claims for the unit; process all invoices; filing and record management; responsible for administrative matters within the office; procurement of stationery, refreshments etc.; Personal support to the manager and ensure efficient and effective support to the Branch Head and his/her office.
- ENQUIRIES** : Ms D Lewis at (021) 467 2908.

#### **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.

#### **OTHER POSTS**

**POST 02/66** : **CHIEF ADMINISTRATION CLERK (PATIENT RECEPTION SERVICES)**

- SALARY** : R130 425 per annum.  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum education qualification: Senior (or equivalent) Certificate with experience in Patient Administration. Inherent requirement of the job: Willingness to work flexi-time/weekends. Competencies (knowledge/skills): Computer literacy: MS Word and Excel. Ability to effectively communicate in at least two official languages of the Western Cape. Knowledge of UPFS and HIS (Eg: Clinicom and Delta 9). Knowledge of Chapter 18 of procedural manual. Analytical and problem-solving skills. Knowledge of HR policies and prescriptions. Knowledge and ability to apply the Disciplinary procedure. Recommendation: Mathematics or Accountancy as a passed subject.

- DUTIES** : Key result areas/outputs: Visit workstations, attend meetings, handle patient enquiries. Perform account investigations, cash inspections as well as controlling of accounts. Safekeeping of valuables. Compile reports and statistics. Training of staff. Manage SPMS. Manage leave of staff. Record-keeping of leave. Handle salary advices. Applying the Disciplinary procedures. Support to management.

- ENQUIRIES** : Mr R James, tel. no. (021) 938-5627  
**APPLICATIONS** : The Chief Director: Tygerberg/Dental Hospitals, Private Bag X3, Tygerberg, 7505  
**FOR ATTENTION** : Ms V Meyer  
**CLOSING DATE** : 5 February 2010

**POST 02/67** : **CHIEF PROVISIONING ADMINISTRATION CLERK (SUPPLY CHAIN MANAGEMENT/MAIN STORES)**

- SALARY** : R130 425 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory, Cape Town  
**REQUIREMENTS** : Grade 12 (or equivalent) Certificate. Working experience and knowledge of materials management system especially Syspro will be highly recommended.

Ability to work under pressure and in a team. Competencies (Knowledge/skills): Basic knowledge of hospital stores: Engineering sundries, Hardware and Haberdashery items, Medical and Surgical items, Stationery items. Computer literate: Microsoft Office and Materials Management Systems. Neat handwriting. Good communication skills both written and verbally in at least two of the three official languages of the Western Cape. Good numeric skills. Recommendation: Working experience in a laboratory.

- DUTIES** : Key result areas/outputs: Render comprehensive service to the unit. Conduct regular meetings with staff/identify problem areas. Ensure budgetary constraints are met. Take Disciplinary action with regards to misconduct. Assisting with stock-taking/planning and organizing. Liaise with departments regarding supplier problems and other queries. Assess training needs for staff. Report writing (SPMS). Provide information or stats as required.
- ENQUIRIES** : Mr D Smit, tel. no. (021) 404-5180
- APPLICATIONS** : The Chief Executive Officer, Groote Schuur Hospital, Private Bag X4, Observatory, Cape Town, 7935
- FOR ATTENTION** : Ms F Safodien
- CLOSING DATE** : 12 February 2010

**DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING**

*In accordance with the Employment Equity plan of the Department of Local Government and Housing it is the intention to achieve equity in the workplace with the filling of this post through the promotion of equal opportunities and fair employment.*

- APPLICATIONS** : The Director: Human Resource Management and Administration, Department of Local Government and Housing, Private Bag X9083, Cape Town, 8000
- FOR ATTENTION** : Ms LG Van Der Merwe
- CLOSING DATE** : 29 January 2010
- NOTE** : Applications must be submitted on a completed, signed Z.83 form, obtainable from any Public Service Department and must be accompanied by a recent updated CV with three referees (not older than three months), copies of all qualifications and identity document as well as driver's license (if required for the post). Failure to submit the requested documents will result in the application not being considered. (Also applicable to internal candidates). Applicants' educational qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The post number and name of the post must be indicated on your application. No faxes, e-mail or late applications will be accepted. PSC's (Personnel Suitability Checks), which includes qualifications, previous employment, criminal records and credit checks will be conducted on applicants as directed by the Department of Public Service and Administration. Candidates may be subjected to the following: (i) competency assessment (ii) security clearance. Any previous government service and reason for leaving must be declared. Correspondence will be limited to short-listed candidates only.

**OTHER POST**

- POST 02/68** : **ASSISTANT DIRECTOR: MUNICIPAL REGIONAL SUPPORT REFERENCE NUMBER: L001/10**  
Component: Municipal Support and Capacity Building

- SALARY** : R192 540 per annum
- CENTRE** : Cape Town
- REQUIREMENTS** : lification Requirement: Applications are invited from persons in possession of an appropriate B. degree (or equivalent qualification) plus appropriate experience • a valid Code B (manual) driver's licence will serve as a further job requirement. knowledge and understanding of legislation and policy frameworks applicable to Local Government • knowledge of the constitutional, institutional and developmental circumstances of municipalities in the Western Cape • knowledge of the five key performance areas of Local Government, monitoring and reporting procedures • knowledge and experience of project management • computer literacy in MS Office and e-mail • the ability to work under pressure • sound interpersonal skills • must be assertive, an analytical thinker and have problem

solving skills •good verbal and written communication skills in at least two of the official languages of the Western Cape.

**DUTIES** : Assist with the development and implementation of the Municipal Support Plan • support municipalities to develop, establish and strengthen municipal systems • enhance the capacity of municipalities in terms of scarce skills • assist with the implementation of the Local Government Strategic Agenda • promote the enhancement of the professionalism and leadership capacity within municipalities • administer and manage the budget allocation to the designated region • support initiatives with all relevant role-players pertaining to institutional and governance stability of municipalities in the designated district.

**ENQUIRIES** : Mr D Jansen at telephone number (021) 483-3161  
**NOTE** : In accordance with the Employment Equity plan of the Department of Local Government and Housing it is the intention to achieve equity in the workplace with the filling of this post through the promotion of equal opportunities and fair employment and invite applications from all race groups.

#### **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 Senior Manager: Human Resource Management, Private Bag X9165, CAPE TOWN 8000 OR hand delivered to: 4 Dorp Street, Tower Block, 2<sup>nd</sup> Floor, Room 2-11.

**FOR ATTENTION** : Mr B Damons  
**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](http://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.

#### **MANAGEMENT ECHELON**

**POST 02/69** : **HEAD: GOVERNANCE AND ASSET MANAGEMENT REF NO: WCPT 01/01/10**  
Provincial Treasury

**SALARY** : An all inclusive package starting at R921 054 per annum (Level 15) (including basic salary (60% 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 individual's personal needs).

**CENTRE** : Cape Town  
**REQUIREMENTS** : Minimum qualification requirements and experience: • Applications invited from experienced, knowledgeable and committed individuals that are qualified as a Registered Chartered Accountant or possess a Masters Degree in Business Administration (MBA) or other relevant qualification. Specific qualifying managerial and experience requirements: •Proven and in depth (6 to 10 years) experience in successfully directing and running accounting, asset and liability management, supply chain and systems management services in large organisations •Demonstrable successful experience in enhancing and delivering on good financial/corporate governance, preferably in public sector organisations •Proven experience and ability to implement and drive risk management systems and principles successfully •Proven ability to manage people successfully and

effect cooperative governance. Knowledge requirements: •Good knowledge of financial governance theory and practice •Extensive knowledge of accounting, both GRAP and GAAP standards •Good knowledge of asset and supply management theory and practice •Global and national factors that impact on financial governance, risk profiles and accounting and asset management standards. Specific competencies and skills required: •Strong leadership and financial management skills •Good verbal and written communication skills •Good team building and people management skills •Strong analytical, conceptual and strategic thinking/thought leadership skills •Ability to translate financial governance, accounting and asset management principles and theory into reality •Good presentation skills •High levels of computer literacy

**DUTIES**

: Key Performance Areas: •Developing and overseeing the deliverance of the provincial accountant general function for the Province and similarly to relay and ensure the implementation of appropriate accounting standards for local government and associated municipal and provincial entities •Ensuring the implementation, communication and reporting on optimum financial and management standards, norms and practices as well as effective risk management practices across the provincial and municipal spheres •Ensuring the effective, efficient and prudent management of immovable (including the built environment and housing), moveable and financial assets across the municipal and provincial spheres •Promoting and delivering Public Private Partnerships and liabilities management in both the provincial and local government •Ensuring effective oversight, enhancement, performance, security and management of interlinked financial systems •Providing administrative, professional and technical guidance both in-house and to clients •Developing and implementing strategy and business plans for the Branch •Overseeing and driving performance management in the Branch •Overall responsibility for financial management of the Branch •Overall responsibility for the full implementation of the PFMA, MFMA, PSA and other labour and financial laws within the Branch.

**ENQUIRIES**

: Dr JC Stegmann ☎ (021) 483-3749.

**CLOSING DATE**

: 19 March 2010

**POST 02/70**

: **SENIOR MANAGER: PUBLIC FINANCE POLICY RESEARCH AND MODELLING REF NO.: WCPT 01/02/10**  
Chief Directorate Public Finance  
Directorate Public Finance Policy Research and Modelling

**SALARY**

: R 615 633 per annum (Level 13) including basic salary (60% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) 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 qualification requirements and experience: • Masters Degree in Economics/Public Finance/Business Administration or Public Policy • 6 Years experience gained in macro and socio-economic research and analysis • 5 Years management experience • Proven knowledge of public sector (national, provincial or local) revenue management and capital markets. Required skills: • Creative and innovative researcher keen on working in an applied economic policy environment • Verbal exchange of highly specialised and complex information requiring difficult explanation as well as tact and diplomacy • Strategic and visionary leader • Ability to apply good people management • Ability to plan and soundly organise • Ability to negotiate and resolute • Ability to work under pressure • Ability to produce good written documents/reports as well as present presentations • Ability to do research and apply econometric skills • Good computer literacy especially. Personal attributes: • Personal commitment to Growing the Western Cape • Self-driven and dynamic • Self-confident, flexible to change and innovative • Ability to work under pressure.

**DUTIES**

: • Enhance the evolving of the overall financing envelope for the Western Cape's Medium Term Expenditure Framework • Research, assess and provide input to key role players into maximising the Western Cape's share (and provinces generally) of nationally raised revenue in respect of provincial equitable share and conditional grant transfers • Research and analyses into the Local Government equitable share and conditional grant transfers from the national and the provincial governments as a key input into the fiscal framework and sustainability assessments of municipalities • Ensure the effective development

and expansion of the own revenue base of the provincial government and of municipalities that is in line with relevant legislation, inclusive of research into alternative options for taxation • Evaluate the evolution of the fiscal governance model in respect of vertical balance and/or imbalance and provincial taxation and borrowing powers, functions and options • Evaluate the range of borrowing and financing instruments in the capital market that are appropriate for both the provincial and local governments and assessing the ability of local and provincial government to access various borrowing and financing instruments • Assess and assist to ensure the effective and efficient management of local and provincial government borrowing to finance capital and infrastructure commitments • Research and development of a revenue estimation model that provides more accurate and robust estimates of own revenue • Research and development of efficiency parameters and ratios that inform least cost analysis • Performance Management of key outputs and deliverables of the component, including staff performance management.

**ENQUIRIES** : Mr HC Malila, ☎ Tel. (021) 483-6673  
**CLOSING DATE** : 29 January 2009

**OTHER POSTS**

**POST 02/71** : **FINANCIAL MANAGEMENT CO-ORDINATORS LOCAL GOVERNMENT (REF NO: WCPT 01/03/10)**  
 Chief Directorate Public Finance  
 Directorate Local Government Finance Group 1 and 2

**SALARY** : All inclusive package of R448 521 (level 12) 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 REQUIREMENTS** : Cape Town  
 Minimum qualification requirements and experience: • Tertiary qualification with majors in either Public Finance/Accounting/Economics • at least 5 years experience in financial management, two of which should be at management level • Knowledge of relevant financial management legislation/policies/directives • The ability to manage a team • Experience at local government level will be an advantage • Valid EB Drivers License. Required skills and competencies: • Good communication skills • Strategic and visionary skills • Analytical skills • Organising and planning skills • Computer literacy and application of MS Office package • Able to assess financial data. Personal attributes: • Self-driven • Self-confident and innovative • Ability to work under pressure

**DUTIES** : To secure sound and sustainable revenue and expenditure budgets and timely financial reporting: • Assessing and advising on application for police services on sub-national government level • Developing frameworks for the transfer of functions between the sub-national spheres of government • Assessing and advising on the transfer of functions between sub-national spheres of government • Gazetting transfers between sub-national spheres of government • Managing adjustments of gazetted transfers between sub-national spheres of government • Monitoring government adjustment budget preparation processes • Assisting, assessing and advising on government revenue and expenditure budgets • Monitoring and reporting on the state of government revenue and expenditure budgets (IYM) • Assisting government in resolving financial problems through intervention mechanisms • Assisting and preparing the Provincial Treasury for the implementation of new legislation and legislative reforms in Government • Ensuring the Provincial Treasury fulfill its role and responsibilities in respect of government revenue and expenditure budgets and timely reporting • Providing technical assistance and training on government financial matters • Staff supervisory functions.

**ENQUIRIES** : Mr G Pause ☎ (021) 483-6126 Mr M Sigabi ☎ (021) 483-4101  
**CLOSING DATE** : 29 January 2010

**POST 02/72** : **ECONOMISTS REF NO: WCPT 01/04/10**  
 Chief Directorate Public Finance  
 Directorate Public Finance Policy Research and Modelling

**SALARY** : All all-inclusive package of R448 521 (level 12) includes basic salary, state's contribution to the Government Employee Pension Fund and a flexible portion. This flexible portion of the package can be structured according to the individual's personal needs.

**CENTRE REQUIREMENTS** : Cape Town  
: The minimum qualification requirement for this position is a Master's Degree in Economics / Public Finance / Business Administration or in relevant Public Policy Management • 6 – 10 Years experience in macro and socio-economic research and analysis, applied intergovernmental (national, provincial and local government) revenue analysis • Proven knowledge of government (national, provincial or local) revenue and expenditure and government financial systems. Required skills: • Creative and innovative researchers keen on working in an applied economic policy environment. • Strong knowledge of economic theory/ statistical theory / taxation and sampling techniques • Knowledge of economic indicators relative to national, provincial and local government • Verbal exchange of highly specialized and complex information requiring difficult explanation as well as tact and diplomacy. • Ability to plan and soundly organize. • Ability to negotiate and resolute. • Ability to work under pressure • Ability to produce good written documents/reports, gather and analyse economic data as well as to present findings • Ability to do research and apply econometric skills • Good computer literacy especially MS Office. Personal attributes: • Personal commitment to growing the Western Cape • Self-driven and dynamic • Self-confident, flexible to change and innovative

**DUTIES** : Determine the overall financing envelope for the Western Cape's • Medium Term Expenditure Framework, resourcing the iKapa PGDS strategy and associate national policies. • Research, assess and provide input to key role players into maximising the Western Cape's share (and provinces generally) of nationally raised revenue in respect of provincial equitable share and conditional grant transfers. • Research and analyses into the Local Government equitable share and conditional grant transfers from the national and the provincial governments as a key input into the fiscal framework and sustainability assessments of municipalities • Ensure the effective development and expansion of the own revenue base of the provincial government and of municipalities that is in line with relevant legislation, inclusive of research into alternative options for taxation. • Evaluating the evolution of the fiscal governance model in respect of vertical balance and/or imbalance and provincial taxation and borrowing powers, functions and options • Evaluating the range of borrowing and financing instruments in the capital market that are appropriate for both the provincial and local governments and assessing the ability of local and provincial government to access various borrowing and financing instruments • Assessing and assisting to ensure the effective and efficient management of local and provincial government borrowing to finance capital and infrastructure commitments. • Research and development of a revenue estimation model that provides more accurate and robust estimates of own revenue for both provincial and local governments • Research and development of efficiency parameters and ratios that inform least cost analysis in government spent.

**ENQUIRIES** : Mr H Malila at ☎ 021 483-6673  
**CLOSING DATE** : 29 January 2010

**POST 02/73** : **ECONOMIST (LOCAL GOVERNMENT) REF NO: WCPT 01/05/10**  
Chief Directorate Public Policy Services  
Directorate Budget Management (Local Government)

**SALARY** : R448 521 per annum (Level 12) Including basic salary, state's contribution to the Government Employees Pension Fund and a flexible portion. The flexible portion of the package can be structured.

**CENTRE REQUIREMENTS** : Cape Town  
: Minimum qualification requirements and experience: • A Master's degree in Economics/Finance/Public Administration or Policy Analysis • 6 - 10 years experience gained in a similar capacity • knowledge and experience in macro and socio-economics • policy making and project/ financial management methodologies • knowledge of government legislations and best practices (ideal) • a valid driver's licence. Required skills: Skilful in computers (MS Word, Excel, PowerPoint, Access – database management and internet), have an aptitude for problem solving, planning and organising, and you are mindful of building solid

relationships, empowering others, using initiative and taking ownership. Excellent numeracy and communication skills, as well as a sound analytical mind will complete your profile.

**DUTIES**

- : • Provide guidance and support to the local government budgetary processes
- provide advice on fiscal and other policy matters to municipalities
- evaluate the responsiveness of Municipal Budgets, Integrated Development Plans, Service Delivery and Budget Implementation Plans, Local Economic Development Plans and Spatial Development Frameworks
- analyse, advise and report on socio-economic indicators through in-year and annual report assessments
- ensure compliance with the implementation of the Municipal Finance Management Act at a provincial and local government level
- actively participate in, and give input on project and financial management
- collect and manage information pertaining to the content of the job.

**ENQUIRIES**

: Mr ML Booysen ☎ (021) 483-3386

**CLOSING DATE**

: 29 January 2010

**POST 02/74**

: **ECONOMIST (PROVINCIAL GOVERNMENT) REF NO: WCPT 01/06/10**

Chief Directorate Public Policy Services

Directorate Budget Management (Provincial Government)

**SALARY**

: R448 521 per annum (Level 12) Including basic salary, state's contribution to the Government Employees Pension Fund and a flexible portion. The flexible portion of the package can be structured.

**CENTRE**

: Cape Town

**REQUIREMENTS**

: Minimum qualification requirements and experience: •A Masters Degree in Economics •6 - 10 years' experience gained in a similar capacity •a clear understanding of economics with proven socio-economic research •knowledge of policy making processes and procedures •exposure to National and Provincial legislation and policies. Required skills: •PC literacy, figure-minded and analytical thinking, excellent communication, presentation and planning skills, as well as an influential and team-oriented approach.

**DUTIES**

: Promoting effective and optimal financial resource allocation with a specific focus on the implications surrounding budget allocations will entail: •reviewing, analyzing and reporting on socio-economic information •compiling and informing the annual budget policy statement and budgets •assessing provincial departments' budgets and plans •recommending financial resource allocation.

**ENQUIRIES**

: Ms M Sheraton ☎ (021) 483 9951

**CLOSING DATE**

: 29 January 2010