



**DATE OF ISSUE: 22 JANUARY 2010**

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 03 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 **22 FEBRUARY 2010**

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## DEPARTMENT OF AGRICULTURE

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

**APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056. Application Enquiries: Tel.: (012) 811 1900/1

**FOR ATTENTION** : URS Response Handling

**CLOSING DATE** : 5 February 2010

**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) and ID-document [Driver's licence where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post.

## OTHER POSTS

**POST 03/01** : **TRANSFORMATION OFFICER 2 POSTS REF 8/2010**  
Directorate: Pretoria

**SALARY** : R161 970 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in possession of a Bachelor's degree, National diploma or a Grade 12 Certificate plus relevant experience and involvement in Transformation programmes and projects. Knowledge of the following legislative framework: White Paper on Transformation of the Public Service, White Paper on Transformation Service Delivery, Employment Equity Act, Labour Relations Act, Skills Development Act, Public Service Regulations and Batho Pele Principles. Knowledge and experience in monitoring and evaluation coupled with strong administrative skills. Good communication skills (verbal and written), Research and analytical skills. The successful candidate should be well versed in transformation and special programmes' issues. eg. disability, employment equity in the work place, youth and children's issues, service delivery and policy and programmes formulation. Computer literacy (certificate[s] must be attached), report writing and presentation skills. A valid driver's licence. The incumbent must be willing to travel and work after hours.

**DUTIES** : The incumbent will be responsible to monitor and evaluate the overall implementation of the Transformation programme, progress and advice on corrective action through the formal structures. Ensure establishment of transformation systems, policies and standards. Provide support in monitoring the transformation programme including the implementation of the Department of Agriculture, Forestry and Fisheries Employment Equity targets. Provide inputs into designing the roll-out process for Transformation projects in conjunction with the Transformation Forum (TF) and Sub-Transformation Forum's (STF's). Organise meetings, workshops, conferences, functions, campaigns, information sessions and road shows.

**ENQUIRIES** : Mr Chris Khonkwane, Tel. 012 319 7122

**NOTE** : Preference will be given to an African, Coloured or Indian female as well as people with disabilities.

**POST 03/02** : **MESSENGER REF 10/2010**  
Directorate: Budgets and Reporting

**SALARY** : R51 936 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession of a Grade 12 Certificate or Abet Certificate with extensive experience. Good writing and reading skills as well as computer literacy (certificate[s] must be attached). Must be able to manage their time in terms of prioritisation to ensure efficiency and timeous completion of his/her tasks in order to meet the daily demands of the Directorate. Ability to liaise with team members and colleagues. A valid driver's licence.

**DUTIES** : The incumbent will be responsible for the day to day messenger functions within the Directorate. Collect and deliver mail, files and documents. Distribute mail internally and externally to various offices. Keep record of all delivered and received mail.

**ENQUIRIES** : Ms Ria Pretorius, Tel. 012 319 6909

**COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

*The vision of the Department of Cooperative Governance and Traditional Affairs is one of having a well co-ordinated system of government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.*

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: contact@pinpointone.co.za or fax to 086 694 9476 or post to PO Box 698 Saxonwold, 2132. Enquiries can be made by telephoning (011) 325 5101
- CLOSING DATE** : 1 February 2010
- NOTE** : Applications must be submitted on form Z83 (application form) obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified copies of qualifications. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application has been unsuccessful and we thank you for the interest shown in our Department. The successful candidate will also be expected to sign an annual performance agreement and declare his/her financial interest within one month of appointment and thereafter on annual basis.
- MANAGEMENT ECHELON**
- POST 03/03** : **SENIOR MANAGER: OFFICE OF THE CHAIRPERSON**  
Governance, Policy and Research Directorate: National House of Traditional Leaderships
- SALARY** : An all inclusive remuneration package of R 615 633 per annum. The package includes a basic salary (60% of package) and a flexible portion that may be structured in terms of specific guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three-year degree or equivalent qualification preferably in Project Management or Public Administration/Management, Extensive experience in administration and public management, Strategic capability and leadership, Programme management and change management skills, Knowledge management skills, Service Delivery Innovation (SDI), Problem solving and analysis skills, People management and empowerment, Client orientation and customer focus. Excellent communication skills, Exceptional interpersonal and management skills, Integrity and discretion in dealing with secret and confidential matters, Good computer literacy, Understanding of the institution of traditional leadership and its protocols. A valid driver's license.
- DUTIES** : Reporting to the Chief Executive Officer of the National House of Traditional Leaders the successful candidate will perform the following duties: Manage the interaction between the Chairpersonship, national departments, Parliament and international organizations, Provide administrative support and manage to the Office of the Chairperson and Deputy Chairperson, Develop and co-ordinate a structured programme of interaction for the Office of the Chairpersonship and the National House of Traditional Leadership (NHTL) and its stakeholders, Assist the Secretary of the House in implementing a system to monitor the implementation of the decisions of the House, Act as the direct contact point for the Office of the Chairpersonship, Assist in writing speeches for the Chairperson and the Deputy Chairperson, and accompany the Chairperson and/or Deputy Chairperson as and when so required.
- ENQUIRIES** : Mr Nathi Mpungose on Tel no. 012 395 4646

## DEPARTMENT OF DEFENCE

- CLOSING DATE** : 15 February 2010 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (i.e. C PERS/DODI 8/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ DD 01 Aug 02 must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83, Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

## OTHER POSTS

- POST 03/04** : **ASSISTANT DIRECTOR: WORK STUDY: USAGE: 585**  
The post is advertised in the DOD and broader Public Service.
- SALARY** : R240 318 per annum  
**CENTRE** : SA Army HQ, Management and Renewal Services, Pretoria.  
**REQUIREMENTS** : National Diploma in Organisation and Work Study/Management Certificate (Work Study). NQF Level 5 Preferable. Proof of formal training in Job Evaluation (EQUATE System). Appropriate experience in the work-study field. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, analytical-, facilitation- and good verbal and written communication skills. Structure Management Policy related documents. Professional, innovative thinking and ability to function independently. Planning projects. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Conduct work-study investigations. Submit complete reports on proposed organisational structures. Conduct job evaluations management by objectives (bmo) the current approved EQUATE Job Evaluation system. Conduct work-study time and method studies.
- ENQUIRIES** : Col A.T. Mann, Tel: (012) 355 1478/ Ms E.T. Nyakhulalini, Tel: (012) 355 1602  
**APPLICATIONS** : Department of Defence & Military Veterans, SA Army HQ, Force structure (Management and Renewal Services), Private Bag X981, Pretoria, 0001.
- NOTE** : The candidates will be expected to do a competency test as part of the selection process.
- POST 03/05** : **CHIEF WORK STUDY OFFICER: USAGE 591**  
The post is advertised in the DOD and broader Public Service.
- SALARY** : R192 540 per annum  
**CENTRE** : SA Army HQ, Management and Renewal Services, Pretoria.  
**REQUIREMENTS** : National Diploma in Organisation and Work Study/Management Certificate (Work Study). NQF Level 5 Preferable. Proof of formal training in Job Evaluation (EQUATE System). Appropriate experience in the work-study field. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, analytical-,

facilitation- and good verbal and written communication skills. Structure Management Policy related documents. Professional, innovative thinking and ability to function independently. Planning projects. Must be able to obtain a confidential security clearance within a year.

**DUTIES** : Conduct work-study investigations. Submit complete reports on proposed organisational structures. Conduct job evaluations management by objectives (bmo) the current approved EQUATE Job Evaluation system. Conduct work-study time and method studies.

**ENQUIRIES APPLICATIONS** : Col A.T. Mann, Tel: (012) 355 1478/ Ms E.T. Nyakhulalini, Tel: (012) 355 1602  
: Department of Defence & Military Veterans, SA Army HQ, Force structure (Management and Renewal Services), Private Bag X981, Pretoria, 0001.

**NOTE** : The candidates will be expected to do a competency test as part of the selection process.

**POST 03/06** : **SENIOR WORK STUDY OFFICER: USAGE: 593**  
The post is advertised in the DOD and broader Public Service.

**SALARY** : R161 970 per annum  
**CENTRE** : SA Army HQ, Management and Renewal Services, Pretoria.  
**REQUIREMENTS** : National Diploma in Organisation and Work Study/Management Certificate (Work Study). NQF Level 5 Preferable. Proof of formal training in Job Evaluation (EQUATE System). Appropriate experience in the work-study field. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, analytical-, facilitation- and good verbal and written communication skills. Structure Management Policy related documents. Professional, innovative thinking and ability to function independently. Planning projects. Must be able to obtain a confidential security clearance within a year.

**DUTIES** : Conduct work-study investigations. Submit complete reports on proposed organisational structures. Conduct job evaluations bmo the current approved EQUATE Job Evaluation system. Conduct work-study time and method studies.

**ENQUIRIES APPLICATIONS** : Col A.T. Mann, Tel: (012) 355 1478/ Ms E.T. Nyakhulalini, Tel: (012) 355 1602  
: Department of Defence & Military Veterans, SA Army HQ. Force structure (Management and Renewal Services), Private Bag X981, Pretoria, 0001.

**NOTE** : The candidates will be expected to do a competency test as part of the selection process.

**POST 03/07** : **WORK STUDY OFFICER 2 POSTS: USAGE 595 & 1376**  
The post is advertised in the DOD and broader Public Service.

**SALARY** : R130 425 per annum  
**CENTRE** : SA Army HQ, Management and Renewal Services, Pretoria.  
**REQUIREMENTS** : National Diploma in Organisation and Work Study/Management Certificate (Work Study). NQF Level 5 Preferable. Proof of formal training in Job Evaluation (EQUATE System). Appropriate experience in the work-study field. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, analytical-, facilitation- and good verbal and written communication skills. Structure Management Policy related documents. Professional, innovative thinking and ability to function independently. Planning projects. Must be able to obtain a confidential security clearance within a year.

**DUTIES** : Conduct work-study investigations. Submit complete reports on proposed organisational structures. Conduct job evaluations bmo the current approved EQUATE Job Evaluation system. Conduct work-study time and method studies.

**ENQUIRIES APPLICATIONS** : Col A.T. Mann, Tel: (012) 355 1478/ Ms E.T. Nyakhulalini, Tel: (012) 355 1602  
: Department of Defence & Military Veterans, SA Army HQ. Force structure (Management and Renewal Services), Private Bag X981, Pretoria, 0001.

**NOTE** : The candidates will be expected to do a competency test as part of the selection process.

**POST 03/08** : **SENIOR ADMINISTRATION CLERK GR III: USAGE 201**  
The post is advertised in the DOD and broader Public Service.

**SALARY** : R105 645 per annum  
**CENTRE** : SA Army HQ, Management and Renewal Services, Pretoria.

- REQUIREMENTS** : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, interpersonal relationships-, good verbal and written communication-, problem solving- and analytical thinking skills. Ability to work independently. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Provide all administration related services. Compile off strength. Handle incoming post to the platoon section. Report queries. Process promotion and leave enquiries. Handle typing and other administration.
- ENQUIRIES APPLICATIONS** : Col A.T. Mann, Tel: (012) 355 1478/ Ms E.T. Nyakhulalini, Tel: (012) 355 1602  
: Department of Defence & Military Veterans, SA Army HQ. Force structure (Management and Renewal Services), Private Bag X981, Pretoria, 0001.
- POST 03/09** : **SENIOR SECRETARY GR III: USAGE 0033**  
The post is advertised in the DOD, broader Public Service and Media.
- SALARY CENTRE REQUIREMENTS** : R105 645 per annum  
: SA Air Force, Air Command, Pretoria.  
: NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer skills, reasoning ability, initiative, inter-personal and language proficiency. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Type routine notes, memorandums, letters and reports. Detailed knowledge of the operation/utilisation of specific software packages. Develop new ideas to change existing methods. Handle S & T claims. Handle petty cash payments. Arrange meetings with senior managers. Compile agendas and take notes during meetings. Order and purchase stationary. Keep the OC's/Director's directory. Scan the newspapers and collect important clippings. Manage the entertainment fund. Organise social functions.
- ENQUIRIES APPLICATIONS** : Mr M.J. Mojadibe, (012) 312-2699.  
: Department of Defence & Military Veterans, SA Air Force, Private Bag X199, Pretoria, 0001.
- POST 03/10** : **SENIOR SECRETARY GR III: USAGE 131**
- SALARY CENTRE REQUIREMENTS** : R105 645 per annum  
: Navy Headquarters, Pretoria.  
: NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of general office administration and security regulations will be a recommendation. Communicate effectively (written & verbal). Intermediate proficiency in the MS Office packages. Ability to provide personal assistant service. Ability to operate an efficient and organised office. Reasoning-, mathematical- and problem solving skills. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Render secretarial functions that include keeping and updating of the Director Naval Personnel's diary. Handle telephone calls. Render PA and support services to Director Naval Personnel (including the drafting of letters and memorandums) and make travel arrangements. Manage general office duties (including accepting files and other documents, file and appropriate stowage of documents and files). Provide a reception/ communication/coordination service office security service;
- ENQUIRIES APPLICATIONS** : WO2 P. Millinger, Tel: (012) 339 4382  
: Department of Defence & Military Veterans, Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to 224 Visagie Street, Pretoria, 0002
- POST 03/11** : **SENIOR SECRETARY GR II: USAGE 0015**  
The post is advertised in the DOD, broader Public Service and Media.
- SALARY CENTRE REQUIREMENTS** : R87 978 per annum  
: SA Air Force, Air Command, Pretoria.  
: NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer skills, reasoning ability, initiative, inter-personal and

language proficiency. Must be able to obtain a confidential security clearance within a year.

**DUTIES** : Type routine notes, memorandums, letters and reports. Detailed knowledge of the operation/utilisation of specific software packages. Develop new ideas to change existing methods. Handle S & T claims. Handle petty cash payments. Arrange meetings with senior managers. Compile agendas and take notes during meetings. Order and purchase stationary. Keep the OC's/Director's directory. Scan the newspapers and collect important clippings. Manage the entertainment fund. Organise social functions.

**ENQUIRIES** : Mr M.J. Mojadibe, (012) 312-2699.  
**APPLICATIONS** : Department of Defence & Military Veterans, SA Air Force, Private Bag X199, Pretoria, 0001.

**POST 03/12** : **SENIOR SECRETARY GR I: USAGE 0082**  
The post is advertised in the DOD, broader Public Service and Media.

**SALARY** : R73 584 per annum  
**CENTRE** : SA Air Force, AFS Lohatla.  
**REQUIREMENTS** : NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer skills, reasoning ability, initiative, inter-personal and language proficiency. Must be able to obtain a confidential security clearance within a year.

**DUTIES** : Type routine notes, memorandums, letters and reports. Detailed knowledge of the operation/utilisation of specific software packages. Develop new ideas to change existing methods. Handle S & T claims. Handle petty cash payments. Arrange meetings with senior managers. Compile agendas and take notes during meetings. Order and purchase stationary. Keep the OC's/Director's directory. Scan the newspapers and collect important clippings. Manage the entertainment fund. Organise social functions.

**ENQUIRIES** : Lt Col Du Toit, (053) 321-2289/2298  
**APPLICATIONS** : Department of Defence & Military Veterans, SA Air Force, Private Bag X3001, Postmasburg, 8420.

**POST 03/13** : **SENIOR SECRETARY GR I: USAGE 0947**  
The post is advertised in the DOD, broader Public Service and Media.

**SALARY** : R73 584 per annum  
**CENTRE** : SA Air Force, SAAF College, Pretoria.  
**REQUIREMENTS** : NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer skills, reasoning ability, initiative, inter-personal and language proficiency. Must be able to obtain a confidential security clearance within a year.

**DUTIES** : Type routine notes, memorandums, letters and reports. Detailed knowledge of the operation/utilisation of specific software packages. Develop new ideas to change existing methods. Handle S & T claims. Handle petty cash payments. Arrange meetings with senior managers. Compile agendas and take notes during meetings. Order and purchase stationary. Keep the OC's/Director's directory. Scan the newspapers and collect important clippings. Manage the entertainment fund. Organise social functions.

**ENQUIRIES** : Capt Pillay, (012) 351-5172.  
**APPLICATIONS** : Department of Defence & Military Veterans, SA Air Force, SAAF College, Private Bag X1008, Thaba Tshwane, 0143.

**POST 03/14** : **SENIOR SECRETARY GR I: USAGE 0233**  
The post is advertised in the DOD, broader Public Service and Media.

**SALARY** : R73 584 per annum  
**CENTRE** : SA Air Force, 21 Squadron, Pretoria.  
**REQUIREMENTS** : NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer skills, reasoning ability, initiative, inter-personal and language proficiency. Must be able to obtain a confidential security clearance within a year.

- DUTIES** : Type routine notes, memorandums, letters and reports. Detailed knowledge of the operation/utilisation of specific software packages. Develop new ideas to change existing methods. Handle S & T claims. Handle petty cash payments. Arrange meetings with senior managers. Compile agendas and take notes during meetings. Order and purchase stationary. Keep the OC's/Director's directory. Scan the newspapers and collect important clippings. Manage the entertainment fund. Organise social functions.
- ENQUIRIES** : Mr F. Tjaro, (012) 672-3248.
- APPLICATIONS** : Department of Defence & Military Veterans, SA Air Force, 21 Squadron, Private Bag X1001, Lyttelton, 0140.
- POST 03/15** : **TYPIST GR I: USAGE 2382**  
The post is advertised in the DOD, broader Public Service and Media.
- SALARY** : R51 936 per annum
- CENTRE** : SA Air Force, Air Force Gym, Pretoria.
- REQUIREMENTS** : NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer skills, reasoning ability, initiative, inter-personal and language proficiency. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Type correspondence. File documentation. Responsible for the confidentiality of al documentation. Attend to telephone and fax enquiries. Dispatch all incoming faxes. Assist with the general human resource and registry administration.
- APPLICATIONS** : Department of Defence & Military Veterans, SA Air Force, Air Force Gym, Private Bag X05, Valhalla, 0137.
- ENQUIRIES** : Maj Oosthuizen, (012) 351-4004.

## DEPARTMENT OF EDUCATION

- APPLICATIONS** : Please forward your application, quoting the reference number to: The Director General, Department of Education, Private Bag X895, Pretoria, 0001 or hand deliver to: Sol Plaatje House, 123 Schoeman street, Pretoria.
- CLOSING DATE** : 17 February 2010 Applications received after the closing date or e-mailed or faxed applications will not be considered
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB: As of 1<sup>st</sup> July 2006, all new appointments in the Public Service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. Interviewed candidates will be subjected to a competency assessment. Correspondence will only be entered into with short-listed applicants

## OTHER POST

- POST 03/16** : **DEPUTY DIRECTOR: REF K54448**  
Branch: social and school enrichment  
Directorate: race and values in education  
Applications are invited from appropriately qualified persons for this middle management position in the Social and School Enrichment Branch of the Department of Education in Pretoria. The position requires a proactive person with vision, leadership skills and proven middle management ability, to ensure the effective strategic support and implementation of Race and Values programmes. The successful candidate will be responsible for the maintenance of policies and programmes relating to values and human rights in the education system.
- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R448 521 per annum  
: Pretoria  
: We seek an individual with an appropriate and recognized Bachelor's degree or an equivalent three-year qualification (a relevant postgraduate qualification will be an added advantage). This should ideally be supported by substantial experience in education and/or human rights, and an understanding of current education policies and trends in values, human rights and citizenship education, both locally and internationally. Strong communication and inter-personal skills, and excellent writing skills are also essential. Candidates should have experience of co-ordinating the development of Learner and Teacher Support Materials and project management. The successful candidate will be expected to conduct research on national and international trends in the field of civic education, human rights and social justice.
- DUTIES** : The successful candidate will be responsible for operational planning, implementing and monitoring of programmes. She/he will also: • Co-ordinate the monitoring and evaluation of policies and strategies to promote human rights and anti-discrimination in education • Support strategies to promote social cohesion through education • Develop strategies for the promotion of human rights and constitutional values in all schools • Render strategic support to provincial departments of education in relation to the implementation of values, human rights and citizenship education programmes • Represent the directorate, both internally and externally and perform any duties to be assigned by the Director • Draft project reports • Develop internal and external partnerships established to further human rights and values in the education system
- ENQUIRIES** : Ms N Sathage Tel 012 312 5038
- NOTE** : Short-listed candidates will be required to make a presentation to the interview panel, as well as to undergo a writing test.

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS

*The National 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 and candidates whose appointment / transfer will promote representivity will receive preference.*

**NOTE** : Applications must be submitted on a Z83 form and should be accompanied by all required certified (in the last 12 months) copies of qualifications, Identity Document, Proof of Citizenship if not RSA Citizen, a comprehensive CV including three (3) contactable reference persons. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment.

## MANAGEMENT ECHELON

**POST 03/17** : **DEPUTY DIRECTOR GENERAL: MARINE AND COASTAL MANAGEMENT**  
**REF NO: AP 502/2010**  
5-Year Contract

**SALARY** : An all-inclusive remuneration package of R921 054 per annum [Level 15]. The inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a 5 year employment contract and sign a performance agreement with the Department.

**CENTRE REQUIREMENTS** : Cape Town  
The position of Deputy-Director General in the Department of Environmental Affairs, Branch: Marine & Coastal Management is available for a person in possession of a graduate qualification with extensive strategic, management and proven leadership skills in a complex Marine & Coastal Management environment. Skills and Competencies: Strategic capabilities and management, Financial Management, Change Management, Service Delivery Innovation, Problem Solving & Analysis; People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty & Integrity.

**DUTIES** : As the leader of the Branch: MCM, the successful candidate will be expected to directly drive the mandate and core business of the Branch i.e. manage the development and sustainable use of the South Africa's marine and coastal resources, as well as to protect the integrity and quality of the country's marine and coastal ecosystems on behalf of the Department; He/she will provide strategic leadership to and manage Marine and Coastal Resources and associated industries in South Africa; Provide efficient co-ordination and management of the following functions; Research, Antarctica & Islands; Integrated Coastal Management; Resource Management [Marine]; Monitoring, Control & Surveillance; Corporate and Strategic Support; The Marine Living Resource Funds [MLRF]; Manage the regulation of the fishing industry and sustainable and equitable development of coastal, inshore, and offshore resources. Apply and promote all principles of Batho Pele. Manage day to day management and operations of the Branch: MCM.

**ENQUIRIES APPLICATIONS** : Ms S Middleton, tel. (012) 402-3564  
Forward applications to the Director-General, Department of Environmental Affairs, Private Bag X2, Cape Town 2012.

**CLOSING DATE** : 01 February 2010

**POST 03/18** : **CHIEF OPERATING OFFICER REF NO: AP 503/2010**  
Five-Year Contract-Renewable based on performance

**SALARY** : R921 054 per annum (all-inclusive salary package) the remuneration package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs.

**CENTRE** : Pretoria

<b><u>REQUIREMENTS</u></b>	:	A recognized three-year degree/diploma in Business Management or Public Administration or an equivalent qualification plus proven extensive senior management experience; A post-graduate qualification and public sector experience will serve as an advantages; Strong strategic planning and leadership skills; Experience and skills in public policy development and implementation; An understanding of the work of Government and the various stakeholders; Good Analytical, innovative, problem solving and interpersonal skills; Human Resources Management experience; Good report writing skills; A high level of Computer literacy; Ability to communicate effectively at all levels; Financial Management skills; A good knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations.
<b><u>DUTIES</u></b>	:	Reporting to, and providing high level strategic support to the Director-General of the Department, the incumbent will be responsible for the overall coordination and management of the strategic functions and operations of the Department; He/she will perform the following key activities; Manage the overall performance of the Department; Oversee the internal coordination of the Department's operations and programmes ;Manage intergovernmental system and public entities ;Oversee the Department's transformation and Empowerment programmes; Overall management of reporting on operational issues to Parliament and the Portfolio Committee; Ensure stakeholder involvement in the development of policy and legislation; Ensure implementation framework for projects that contribute to key Government programmes and that this is aligned to the Department's priorities; Monitor and manage the compliance of the Department and statutory bodies with the PFMA and other relevant legislation; Co-ordinate the cooperative governance institutions ( MINMECs , MINTEC , and CEC),including inputs and reports to the Government clusters and Cabinet system.
<b><u>ENQUIRIES</u></b>	:	Mr D Vukela (012) 310-3795
<b><u>APPLICATIONS</u></b>	:	Forward applications to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria 0001
<b><u>FOR ATTENTION</u></b>	:	Mr JM Kutu
<b><u>CLOSING DATE</u></b>	:	01 February 2010
<b><u>POST 03/19</u></b>	:	<b><u>CHIEF DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: AP 504/2010</u></b> Five year contract–renewable based on performance
<b><u>SALARY</u></b>	:	R 746 181 per annum (An all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A recognized three year degree/diploma in Human Resource Management or an equivalent qualification, plus extensive experience in a senior management position; A relevant postgraduate qualification and an understanding of the Public Service environment will be advantageous. Relevant and extensive work experience in the complete range of Human Resource Management functions; Knowledge and understanding of the Human Resource Management legislation and regulatory framework; proven strategic management and leadership skills. People management skills; Change management skills; Experience and skill in policy development and implementation; Financial management skills, a basic knowledge of the Public Finance Management Act and Treasury Regulations; Good communication skills (verbal and written), good interpersonal, coordination and stakeholder liaison skills.
<b><u>DUTIES</u></b>	:	The successful candidate will provide overall strategic direction and leadership to the Chief Directorate: Human Capital Management and perform the following key functions: Provide an effective and comprehensive strategic Human Resources Management support service to the Department; Ensure the development and implementation of an HR Plan/Strategy for the Department; Ensure the effective implementation and coordination of the Department's transformation priorities (employment equity, gender, disability, youth and children's programmes); Oversee the development and implementation of appropriate Human Resources Management policies and procedures; Develop and implement an effective employee performance management system; Ensure the development and implementation of effective talent recruitment and retention strategies; Manage organizational development processes.
<b><u>ENQUIRIES</u></b>	:	Mr I Abader, Tel: (012) 310-3055
<b><u>APPLICATIONS</u></b>	:	Forward applications to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria 0001
<b><u>FOR ATTENTION</u></b>	:	Mr JM Kutu

**CLOSING DATE** : 01 February 2010

**POST 03/20** : **CHIEF DIRECTOR: BUSINESS PERFORMANCE MANAGEMENT REF NO: AP 505/2010**  
Five year contract-renewable based on performance

**SALARY** : R746 181 per annum (An all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A recognized three-year degree/diploma in Business Management, Public Administration or an equivalent qualification plus extensive experience in a senior management position ;Relevant experience in managing organizational performance; Experience in the implementation of a Performance Management System ; A Working knowledge of the Balance Score-Card will be an added advantage ; Proven strategic management and leadership skills ; Extensive experience in project management ; Experience and skills in public policy development and implementation; Financial management skills; knowledge of the Public Finance Management Act and Treasury Regulations. Good communication skills (verbal and written), Good interpersonal, co-ordination and Stakeholder liaison skills.

**DUTIES** : The successful candidate will provide overall strategic management and leadership to the Chief Directorate: Business Performance Management and perform the following key functions; Support the Director-General and the Chief Operating Officer in performing all functions necessary for the effective and efficient management of the Department ; Lead organisational performance management with the view to realise the Department's strategic objectives; Co-ordinate the processes of the Departmental strategic and business plan development ;Co-ordinate sector policy inputs and support the inter-governmental system and resourcing of the environmental sector (Cabinet and DG cluster meetings); Develop and implement an organisational performance management system, including co-ordinating all reporting within the Department and externally (Presidency reporting, etc); Co-ordinate and support the Minister and Director-General with their oversight role for Public Entities; Supervise the provision of secretariat services to all management meetings, MINMEC, Mintech, Working groups, Public Entities and meetings with the Minister; Oversee general administration and management of processes in the offices of the Director-General, the Chief Operating Officer and Parliamentary Office (Including document management for the department).

**ENQUIRIES** : Mr D Vukela, Tel: (012) 310 3275  
**APPLICATIONS** : Forward applications to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria 0001

**FOR ATTENTION** : Mr JM Kutu  
**CLOSING DATE** : 01 February 2010

**POST 03/21** : **DIRECTOR: EPWP COORDINATION & PROGRAMME EVALUATION REF NO: AP 506/2010**  
Chief Directorate: Social Responsibility Policy and Projects

**SALARY** : R615 633 per annum (an all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's degree in Economic or Social Sciences or Development Studies or a relevant equivalent qualification; Recognized training in Monitoring and Evaluation as well as extensive experience in the M & E field. Appropriate experience in Project Management; Extensive knowledge of the Expanded Public Works Programme (EPWP) and experience in the area of Labour Intensive Programme applications; Knowledge of research methodologies and statistical analysis software such as SPSS; Experience in policy, process and procedure formulation and implementation; Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations; Analytical skills; experience in solving problems; Strategic management and leadership skills; Good coordination skills; The ability to work under pressure; Willingness to travel.

**DUTIES** : The successful candidate will provide overall strategic management and leadership to the Directorate: EPWP Coordination & Programme Evaluation and will perform the following key functions; Manage the development of the monitoring and evaluation systems, tools and procedures for the social responsibility programme of the Department and the Environment and Culture sector of the EPWP; Manage the coordination of the Environment and Culture

sector of the EPWP for the Department; Manage all the issues that relate to EPWP reporting for the social responsibility programme of the Department; Manage the evaluation, including the process of conducting impact assessment studies, of the social responsibility programme of the Department; Manage the budget and overall performance of the Directorate.

**ENQUIRIES** : Mr G Qotywa tel. (012) 310-3127  
**APPLICATIONS** : Forward applications to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria 0001  
**FOR ATTENTION** : Mr J Kutu  
**CLOSING DATE** : 01 February 2010

**POST 03/22** : **DIRECTOR: ADMINISTRATION AND SECRETARIAT SERVICES REF NO: AP 507/2010**

Office of Chief Operating Officer

**SALARY** : R 615 633 per annum (An all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A three year degree/diploma in Business Management, Public Administration or a relevant equivalent qualification ; Extensive relevant experience in the rendering of administrative and executive support services in a similar environment; knowledge of government planning, reporting and M&E processes. Experience in the coordination of secretariat services, as well as some experience in conference organising; Proven management experience; Strategic management and leadership skills; Good organizational and administrative skills; Good experience in project management; Good co-ordination skills; Advanced financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations; Good communication skills (verbal and written), Good interpersonal and stakeholder liaison skills; People Management skills; Ability to work under pressure. Willingness to travel.

**DUTIES** : The successful candidate will be responsible for overall management of the Office of the Chief Operating Officer and will perform the following key functions: Provide high level administrative and executive support to the Chief Operating Officer and the Branch ; Provide secretariat services to MINMECs, MINTECHs and Departmental meetings; Co-ordinate Branch Strategic Planning process; Coordinate Branch Reporting and Performance Management of Chief Directors in the Branch; Develop and maintain an effective correspondence and records management system for the Branch; Assist the COO in monitoring the implementation of executive/top management decisions; Manage staff and other resources in the Office of the COO.

**ENQUIRIES** : Mr JM Kutu tel. (012) 310 3051  
**APPLICATIONS** : Forward applications to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria 0001  
**FOR ATTENTION** : Mr JM Kutu  
**CLOSING DATE** : 01 February 2010

**POST 03/23** : **DIRECTOR: IT BUSINESS SOLUTIONS: REF NO: AP 508/2010**

**SALARY** : R615 633 per annum (an all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A recognized three-year degree/diploma in Information Technology (IT) or a relevant equivalent qualification plus extensive experience in the field of IT at managerial level, with a specific focus on development and implementation of business solutions; proven strategic management and leadership skills; Experience in policy development and implementation; Thorough understanding of and experience in enterprise systems architecture, methodologies, frameworks and technologies currently used in systems development and maintenance. Relevant experience in service level agreement and contract management. Extensive experience in project and programme management; Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations. Good communication skills (verbal and written), Good interpersonal and stakeholder liaison skills.

**DUTIES** : The successful candidate will provide overall strategic management and leadership to the Directorate: IT Business Solutions and will perform the following key functions; Manage the development and implementation of Information Technology (IT) business solutions for the Department; Provide IT related business solutions to the Department; Manage and co-ordinate the

acquisition and maintenance of business applications ; Manage the implementation of strategies regarding systems integration; Analyze the business of Department to identify possible ICT systems. Develop an enterprise systems architecture for the Department. Implement standards and best practices.

**ENQUIRIES** : Mr D Vukela, tel. (012) 310-3275  
**APPLICATIONS** : Forward applications to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria 0001  
**FOR ATTENTION** : Mr JM Kutu  
**CLOSING DATE** : 01 February 2010

**POST 03/24** : **DIRECTOR: IT INFRASTRUCTURE, SERVICE DELIVERY AND SECURITY:**  
**REF NO: AP 509/2010**

**SALARY** : R615 633 per annum (an all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A recognized three-year degree/diploma in Information Technology (IT) or a relevant equivalent qualification and an ITIL certification plus extensive experience in the field of IT at a managerial level; proven strategic management and leadership skills; Relevant experience in contract and service level agreement management; Thorough understanding and experience in WAN, LANs, VPNs, Servers, SANs, Infrastructure and systems security and the implementation of the ITIL processes with a focus on change management and configuration management; Experience in policy development and implementation; Good experience in project management; Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations. Good communication skills (verbal and written), Good interpersonal and stakeholder liaison skills.

**DUTIES** : The successful candidate will provide overall strategic management and leadership to the Directorate: IT Infrastructure, Service Delivery and Security and perform the following key functions; Manage the maintenance of the ICT network and infrastructure that support the IT needs of the Department ; Manage IT contracts and Service Level Agreements with relevant service providers; Implement the ITIL processes; Implement a data archiving and recovery system and a comprehensive IT security system for the Department to protect the integrity of data; Oversee the development and implementation of appropriate IT policies and guidelines; Implement standards and best practices. Develop infrastructure architecture and continuously invest into maintenance and required new technology.

**ENQUIRIES** : Mr K Pillay tel. (012) 310-1854  
**APPLICATIONS** : Forward applications to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria 0001  
**FOR ATTENTION** : Mr JM Kutu  
**CLOSING DATE** : 01 February 2010

#### **OTHER POSTS**

**POST 03/25** : **DEPUTY DIRECTOR: PROVINCIAL TRAINING COORDINATORS 2 POSTS**  
**REF: AP510/2010**

**SALARY** : R 448 521 per annum (all-inclusive remuneration package)  
**CENTRE** : Durban: Kwazulu Natal; Bloemfontein: Free State  
**REQUIREMENTS** : Appropriate B Degree / National Diploma with relevant experience in managing training programmes. Sound knowledge and understanding of relevant legislation, including the Adult Basic Education and Training Act, Skills Development Act, South African Qualifications Authority Act, General Education and Further Education and Training Qualifications Act, Public Finance Management Act. Experience in managing training programmes and undertaking skills audit and development of training plans. Facilitation skills. Project management. Report-writing. Computer literacy (MS Word, Excel, PowerPoint, etc.). Knowledge of the Expanded Public Works Programme. Valid and unendorsed drivers license. Willingness to travel extensively and work beyond normal working hours. The following will serve as strong recommendations; Accredited Skills Development Facilitator Training Certificate and /or Assessor, Moderator Certificate and /or Train of Trainers Certificate. Knowledge of SETAs especially THETA, AgriSETA and CETA and their functions. Good Presentation and Facilitation Skills. Conflict Management and

- people management skills. Innovative and independent Thinker. Results orientated person and eagerness to meet deadlines
- DUTIES** : Manage the planning and implementation of accredited and non- accredited training administered in the DEAT EPWP projects in the Northern Cape province; Manage accredited training providers and ensure compliance to the Memorandum of Agreement; Conduct skills audits and identification of training needs; Prepare skills audit reports and support and manage development of training plans; Oversee logistical preparations for accredited training; Conduct site visits to assess effectiveness of training programmes; Compile monthly and quarterly monitoring and training reports; Liaise with relevant training stakeholders to source additional funding for training; Provide expert advice and support to Project Implementation Managers on training issues.
- ENQUIRIES APPLICATIONS** : Ms N. Giqua, tel. (012) 310-3561
- CLOSING DATE** : To the Director-General, Department of Environmental Affairs and Tourism, Private bag X447, 0001
- POST 03/26** : **DEPUTY DIRECTORS: PROVINCIAL PROJECT MANAGERS 4 POSTS REF: (AP511/2010)**  
Chief Directorate: Social Responsibility Policy and Project Directorate: Project Implementation
- SALARY CENTRE** : R 448 521 per annum (all-inclusive remuneration package)  
Pretoria - Gauteng Province; Bloemfontein - Free State; Nelspruit –Mpumalanga Springbok – Northern Cape
- REQUIREMENTS** : Recognized Bachelor's degree in Natural Science, Development Planning, Commerce or an equivalent three-year qualification plus extensive relevant experience within Project Management ; Relevant experience in community development , business concept development ,feasibility testing ,market research and sustainability testing ; Knowledge of the EPWP, ISRDP and URP, Proven experience in implementation , monitoring and evaluation of Government programmes; Ability to operate project management software as well as MS Office; Analytical and numerical skills ; Good report -writing skills , Interpersonal and problem solving skills; Experience in human resources and financial management . Valid code B driver's license and a willingness to travel.
- DUTIES** : Evaluate business plans and provide assistance to project implementers ,Be responsible for general management of contract document and payments ;Undertake project inspection and quality assurance ; Review progress , financial Audit and completion reports ; Report on projects to the Province and the Department ; Provide ad-hoc support to the Directorate : Implementation and the Chief Directorate : Social Responsibility Policy and Projects ; Oversee the management of staff and other resources in the province .
- ENQUIRIES APPLICATIONS** : A. Moloto , tel. (012) 310-3332
- CLOSING DATE** : To the Director-General, Department of Environmental Affairs and Tourism, Private Bag X447, 0001
- POST 03/27** : **DEPUTY DIRECTOR: ADMINISTRATION IN THE OFFICE OF THE CHIEF DIRECTOR: SOCIAL RESPONSIBILITY POLICY AND PROJECTS REF: AP512/2010**
- SALARY CENTRE** : R 448 521 per annum (all-inclusive remuneration package) (Level 12)  
Pretoria
- REQUIREMENTS** : Three year degree/diploma in the office administration and/or public administration-related fields from a recognized institution; Appropriate experience, which includes project management, financial management, human resources and labour relations issues, logistical and administration issues and meeting procedures; High level of computer literacy and writing skills; Knowledge of legislation with regard to public administration, financial management as well as document management procedures; Leadership, management, strategic, analytical, conceptual, problem solving and communication, interpersonal as well as stakeholder liaison skills
- DUTIES** : Perform strategic management, administration and executive support to the Office of the Chief Director. Co-ordinate the organisation of all the Chief Directorate meetings; Take Minutes in all Chief Directorate meetings as well as overall management of the filling system; Administer and co-ordinate of the Chief

Directorate cross cutting functions and general office management procedures; Liaise with Stakeholder and respond to all enquiries about the social responsibility programme sent to the Chief Director; Provide any form of support required by the Chief Director in the management of the programme.

**ENQUIRIES** : Mr GB Qotywa, tel. (012) 310-3127

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

**CLOSING DATE** : 8 February 2010

**POST 03/28** : **SENIOR PROVISIONING ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT REF: MCM 05/2010**

**SALARY** : R161 970 per annum (All inclusive package of R228 624 per annum)

**CENTRE** : Cape Town

**REQUIREMENTS** : Minimum Applicant must be in possession of a 3 year tertiary qualification in commerce or equivalent NQF 6 majoring in contract or commercial law and working experience in Supply Chain Management or Grade 12 with extensive proven relevant working experience in Contract Management within Supply Chain Management. Sound knowledge and understanding of government procurement systems, contract or commercial law and its application in the purchasing process is required as well as the Preferential Procurement Policy Framework Act, National Treasury Regulations, Supply Chain Management Framework, Contract Management and PFMA, 1999(Act no 1 of 1999). Computer literacy: MS Office (Word, Excel and Power Point), Email, Internet relevant operating system within the Supply Chain Management field. Good Verbal and Written Communication Skills that include compilation of submissions, minutes, memoranda and reports. Sound Financial and Budgeting Skills, Ability to take initiative and maintain good working relations. Supervisory and problem solving skills. Ability to work under pressure, exceptional organizing and planning skills. Added Advantage: Experience in project management and contract management system.

**DUTIES** : Provide leadership for the contracts administration, performance management, risk and compliance including database of awarded contracts. Organize, maintain and electronically track all awarded contracts and related documents. Ensure that database system functions properly; to serve the Supply Chain Management Directorate and the end user components. Monitor supplier performance and make recommendations for improvement where appropriate. Assist in reviewing modifications, extensions and contract closeout documents. Also monitor validity and dates of contract and advise relevant Project Managers within three to four month prior to the termination of the contract. Follow up and provide feed back with regards to complaints or enquiries received from both internal and external clients. Prepare and distribute reports and statistical data to facilitate planning and maintenance of accurate contract records and files. Assist in reviewing and updating of the MLRF SCM policies and procedures on an annual basis. Ensure suppliers meet defined requirements, goals and targets. Establish supplier improvement targets in cost, quality, service delivery and socio-economic contributions in line with the government wide objectives. Seek advice from legal division in matters related to contracts when appropriate. Ensure adherence to PFMA, SCM framework, Treasury Regulations and any other applicable legislation. Supervise all administrative activities including supervision of staff.

**ENQUIRIES** : Mr M Shai Tel. (021) - 402 3392

**APPLICATIONS** : The Deputy Director-General: Marine and Coastal Management, Department of Environmental Affairs and Tourism, Private Bag x 2, Roggebaai, 8012.

**FOR ATTENTION** : Integrated Human Resources Registry

**CLOSING DATE** : 01 February 2010

**POST 03/29** : **SENIOR ACCOUNTING CLERK ACCOUNTS PAYABLE 2 POSTS REF: MCM 03/2010**

**SALARY** : R105 645 per annum (Total package of R 160 283 per annum conditions apply)

**CENTRE** : Cape Town

**REQUIREMENTS** : Minimum: A grade 12 (equivalent NQF 4) with Accounting and Maths as subjects and relevant working experience of at least one year. Knowledge of the PFMA, Treasury Regulations, Batho Pele Principles and Accrual Accounting. Computer Literacy in MS Office, Internet and E-mail (Knowledge of Oracle and GroupWise

will be an added advantage). Excellent communication skills (written and verbal). Ability to work under pressure.

**DUTIES**

: Perform monthly creditors reconciliations and balance sheet accounts relating to creditors. Capturing and validation of suppliers invoices, travel and subsistence allowance advances and claims. Petty Cash disbursements and reconciliation. Assist and liaise with suppliers and employees with regards to queries, travel and subsistence claims and advances, invoices and statements. Assist with year end audit.

**ENQUIRIES**

: Ms V Gobile: Ph (021) 402-3397

**APPLICATIONS**

: The Deputy Director-General: Marine and Coastal Management, Department of Environmental Affairs and Tourism, Private Bag x 2, Roggebaai, 8012.

**FOR ATTENTION**

: HR Registry: Integrated Human Resources

**CLOSING DATE**

: 01 February 2010

**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** : 12 February 2010
- NOTE** : 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 not have been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Disabled applicants are welcome to apply.
- BuaNews (www.buanews.gov.za), a South African government News Service, providing quick and easy access to articles and feature stories aimed at keeping the public informed about the implementation of government's mandate, seeks to employ the services of an experienced Senior Reporter.*

**OTHER POST**

- POST 03/30** : **SENIOR REPORTER**  
 Directorate: News Services
- SALARY** : Commencing salary: R161 970 per annum (excluding benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualification: An appropriate three-year degree or equivalent qualification in Journalism. Experience: Journalism experience in the print medium or in on-line publications, preferably in a mainstream media environment. Job knowledge: Excellent knowledge of current affairs and the South African Government's policies and programmes. Competencies: Excellent writing skills, with the ability to write both news and feature articles, as well as generate own story ideas. The ability to work under pressure and meet deadlines. Excellent interpersonal skills. A valid driver's licence.
- DUTIES** : Attend news events and compile news stories to meet specific deadlines. research and write government news stories and in-depth feature articles for the print and electronic mediums. Write analytical pieces on topical issues. Maintain good contact with government communicators. The successful candidate must be willing to work irregular hours and on some weekends and public holidays.
- ENQUIRIES** : Ms Janine du Plessis, tel. (012) 314 2167

**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 persons whose transfer/promotion/appointment will promote representivity will receive preference.*

- APPLICATIONS** : URS Response Handling, PO Box 11506, Tierpoort, 0056, Application Enquiries: Tel. (012) 811 1900/1,
- CLOSING DATE** : 05 February 2010 (for all posts)
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. If you apply for more than one position in the Department, please submit a separate application form for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a CV, together with certified copies of qualification certificates and your ID/Passport. Applicants must note that further checks will be conducted once he/she is shortlisted and that his/her appointment is subject to positive outcomes on these checks, which include a security clearance and verification of qualification and criminal records. In addition to the above, the applicants must be prepared to travel and work long hours. 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.

**MANAGEMENT ECHELON**

- POST 03/31** : **DIRECTOR-GENERAL: HUMAN SETTLEMENTS REF: DOHS/10/2010**  
(Appointment on a 3 Year Contract)
- SALARY** : All-inclusive remuneration package of R1 203 522 per annum. The package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of specific guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelor's degree or equivalent qualification and a strong understanding of Human Settlement Development issues. In addition the successful candidate should have extensive management experience, exceptional ability to innovative thought, vision and drive and strong leadership abilities. Sound knowledge of the Public Management framework, Strategic Leadership, policy formulation implementation and monitoring as well as a proven track record of leading Change Management initiatives and applying innovative thinking. Knowledge of the Department's mandate and its relationship with International, National, Provincial, Business and other stakeholders. A thorough knowledge of Government's human settlement policy and related programme. Proven high level liaising and communication ability and highly developed negotiations skills.
- DUTIES** : The successful candidate will be the Accounting Officer of the Department. • He/she will provide leadership and high-level strategic direction for the Department. • Provide support to provincial departments and leadership within clusters • Manage the entire budget of the Department and account to the Minister and Parliament on the allocation and utilization of funds • Manage the Department in compliance with the law, prescripts and within the budget • Manage the Department effectively by ensuring that the maximum potential of all staff is achieved • Responsive to the Minister's policy, information and support requirements • Responsible for managing the Department's operational performance and to manage all resources efficiently and effectively. Implementation of the Minimum Information Security Standards (MISS) and the overall accountability for security and strategic management of the Department.
- ENQUIRIES** : Ms Y Mbane Tel: (012) 421 1359
- NOTE** : Shortlisted candidates will be subjected to a competency assessment test. The successful candidate will be required to enter into a performance agreement and to sign an employment contract within 3 months after assumption of duty and disclose all financial interests within 3 months after assumption of duty.

<b><u>POST 03/32</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: CHIEF OF OPERATIONS REF: DOHS/11/2010</u></b>
<b><u>SALARY</u></b>	:	All-inclusive remuneration package of R921 054.00 per annum. The package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of specific guidelines.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Applicants must have an appropriate three-year Bachelor's degree/ National diploma or equivalent qualification plus proven relevant experience. Proven strategic management and planning abilities as well as administrative and organisational skills • Experience in international co-operation and interdepartmental relations • The ability to maintain sound interpersonal relations • Knowledge of administrative procedures applicable to the Public Service • In depth knowledge of the Housing environment pertaining specifically to the development of housing legislation and policies. • He/she must have clear understanding of the political, socio-economic environment and unwavering commitment to customer care • Refined knowledge and understanding of intergovernmental relations • proven skills in both written and verbal communication at a high level will be strong recommendations. • Understanding of broader transformation issues • Knowledge of government finances and the PFMA would be to the applicant's advantage • Ability to work under pressure
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for: • Provision of operational oversight required to ensure overall Organizational strategic direction and performance. • Organisational performance and excellence, through coordination of the strategic and business planning process to ensure internal alignment linkages and integration. • To develop, maintain and leverage international relations in support of the Department's delivery strategy. • To leverage the Department's Housing Institutions to accelerate housing delivery and mobilise funding. • Facilitate coordination at the highest level of the three spheres of Government. • Driving the implementation of the Breaking New Ground Strategy.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms N Letsholonyane Tel: (012) 421 1610 Shortlisted candidates will be subjected to a competency assessment test. The successful candidate will be required to enter into a performance agreement and to sign an employment contract within 3 months after assumption of duty and disclose all financial interests within 3 months after assumption of duty.
<b><u>POST 03/33</u></b>	:	<b><u>CHIEF DIRECTOR: EXECUTIVE SUPPORT REF: DOHS/12/2010</u></b> Office of the Director-General
<b><u>SALARY</u></b>	:	All-inclusive remuneration package of R746 181 per annum. The package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of specific guidelines.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Applicants must have an appropriate three-year Bachelor's degree/ National diploma or equivalent qualification. Proven relevant managerial experience. Good communication skills (verbal and written), and computer literacy are essential requirements. Proven managerial abilities as well as administrative and organisational skills. In addition, applicants must have: • The ability to maintain sound interpersonal relations • Knowledge of administrative procedures, the PFMA and Treasury Regulations applicable to the Public Service • A driver's licence (code 8). Note: Applicants must be prepared to perform sessional duty in Cape Town and work long and irregular hours.
<b><u>DUTIES</u></b>	:	The successful candidate will • Maintain and establish efficient administrative systems on how to co-ordinate work in the Office of the Director-General • Overall management of the Office of the Director-General • Organise and plan meetings and recording the proceedings of some of the meetings as directed • Co-ordinate and expedite follow-up work as may be required • Conduct personal liaison with heads of provincial and national departments on functional matters • Advise the Director-General on pertinent administrative issues • Draft responses to some of the correspondence addressed to the Director-General • Handle the more complicated telephonic enquiries • Develop and implement and manage all engagements in the international programmes of the Ministry and the Department • Manage the developments and implantation of all continental and regional programmes • Manage the development, implementation and monitoring

of the departmental strategic and performance plans • Manage budget of the office of the Director-General. • Advise the managers in the Department on correct and timely responses • Handle cabinet memoranda and correspondence • Develop document tracking system • Co-ordinate administration throughout the Director-General's office • Management of personnel in the Office of the Director-General including performance assessment • Produce quarterly reports • Management of assets of the office of the Director-General.

**ENQUIRIES** : Mr CH Deacon TEL: (012) 421-1377  
**NOTE** : Shortlisted candidates will be subjected to a competency assessment test. The successful candidate will be required to enter into a performance agreement and to sign an employment contract within 3 months after assumption of duty and disclose all financial interests within 3 months after assumption of duty.

**POST 03/34** : **DIRECTOR: STAKEHOLDER ENGAGEMENTS/COLLABORATIONS REF: DOHS/08/2010**

**SALARY** : All-inclusive remuneration package of R615 633 per annum. The package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of specific guidelines.

**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a 3 year construction Business/Economics degree with extensive working experience at management level. A valid code 8 driver's licence. Practical knowledge of the construction/ development sector; Ability to function under pressure; Planning and organising skills; Excellent management and facilitation skills; Project management skills; Sound interpersonal and fund raising skills; Participative; Adaptable; confident; Patient; Strategic management and policy formulation skills.

**DUTIES** : Manage the implementation of the Department's guidelines of collaborating with stakeholders. Manage and co-ordinate departmental projects in collaboration with sector stakeholder. Provide implementation support to provincial and local government programmes and projects. Oversee the activities of the directorate, management of personnel performance, contribution to the annual budget processes, and monitor expenditure.

**ENQUIRIES** : Mr W Jiyana. Tel (012) 421-1780  
**NOTE** : Shortlisted candidates will be subjected to a competency assessment test. The successful candidate will be required to enter into a performance agreement and to sign an employment contract within 3 months after assumption of duty and disclose all financial interests within 3 months after assumption of duty.

**OTHER POSTS**

**POST 03/35** : **DEPUTY DIRECTOR: WOMEN IN HOUSING MOBILISATION REF: DOHS/09/2010**

**SALARY** : R448 521 per annum (all inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelors degree or equivalent qualification in The Social Sciences or Business management. A valid code 8 driver's licence. Policy development and analysis skills; Knowledge of transformation and equity issues; excellent communication (written/verbal) and presentation skills, Monitoring and evaluation skills, Stress management, liaison and coordination and business management skills.

**DUTIES** : Provide support in the development and documenting of guidelines to determine the programme charter for women in housing; Support and coordinate the national women in housing forum; Provide input on women empowerment at forums; Report on access to equity by women groups in socioeconomic benefits of structured BEE deals; and Coordinate and support house build initiatives.

**ENQUIRIES** : Ms Seitsho Rammutla 012 421 1341

**POST 03/36** : **DEPUTY DIRECTOR: ANTI-CORRUPTION ANALYSIS AND MEASURES REF: DOHS/07/2010**

**SALARY** : R448 521 per annum (All inclusive salary package)  
**CENTRE** : Pretoria

<b><u>REQUIREMENTS</u></b>	:	Recognised three year degree/ diploma or equivalent qualification but a combination of education and experience related to the essential duties and responsibilities of the position is required. Technical experience and expertise; strong communication, project management and report writing skills. Understanding of information systems security; general database concepts; document management; hardware and software troubleshooting; electronic mail systems, such GroupWise; Microsoft Office applications; and computer forensic tools, Access Data, Analyst notebook or similar tools. Valid driver's licence. Knowledge of various pieces of key legislation aimed at rooting out Corruption, Public Service Anti-Corruption Strategy and Fraud Prevention Framework. The ability to manage multiple projects, maintain confidentiality and to work extremely well under pressure while maintaining a professional image is critical.
<b><u>DUTIES</u></b>	:	Responsibilities: Include the following, although other duties may be assigned by the Chief Director and the Director: Overall management of the Analytical and Prevention Sub-Directorate Perform data analysis activities using technical expertise and mitigate risk emanating from investigations that fall within Forensic Data Analysis Liaise with PSC on hotline reports, as well as other agencies such as Special Investigating Unit and South African Police Services. Monitor the implementation of the Department of Human Settlements Anti-Corruption Strategy Manage Anti-Corruption Information System for the Department Conduct trend analysis on fraud and corruption in the Department of Human Settlements and advise management on possible interventions Adhere to industry and legislative standards Co-ordinate and conduct Anti-Corruption Awareness workshops Report on corruption and fraud risk in the Department of Human Settlements.
<b><u>ENQUIRIES</u></b>	:	Ms Z Xesibe (012) 421 1641
<b><u>POST 03/37</u></b>	:	<b><u>DEPUTY DIRECTOR: ORGANISATIONAL PERFORMANCE MONITORING REF: DOHS/06/2010</u></b> Job Purpose: To manage the monitoring and evaluation of the performance of the organisation in line with the organisational objectives and performance measures as well as providing necessary support to programmes with regard to organisational performance monitoring.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R448 521 per annum (All inclusive salary package) Pretoria
<b><u>DUTIES</u></b>	:	Applicants must be in a possession of an appropriate recognised Bachelor's degree or equivalent qualification PLUS sufficient management experience in the field of performance monitoring and evaluation. Knowledge of risk management will be an added advantage. At least five years management experience. Knowledge and understanding of the relevant Public Service legislative framework. Broad knowledge of Government development objectives, advanced performance monitoring, project / management, problem solving and analytical skills, negotiation, presentation and facilitation skills, good communication, coordination and liaison skills (verbal and written), strategic capability, financial management and interpersonal skills, extensive computer knowledge and experience, ability to work under pressure and meet deadlines Key Responsibilities: Monitor the execution of business plans in line with the organisational objectives and performance measures. Manage the consolidation and submission of organisational performance reports. Analyse performance reports and submit performance evaluation reports for consideration by the Accounting Officer. Facilitate performance review sessions as and when required. Develop and manage the implementation of Organisational performance monitoring tools, policy and framework. Facilitate capacity building sessions on Organisational performance monitoring Manage unit's resources.
<b><u>ENQUIRIES</u></b>	:	Mr. M. Moerane (012) 421 1363
<b><u>POST 03/38</u></b>	:	<b><u>DEPUTY DIRECTOR: STRATEGIC SUPPORT AND CO-ORDINATION REF: DOHS/05/2010</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R448 521 per annum (All inclusive package) Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of an appropriate recognized Bachelor's degree or equivalent qualification. The following will serve as recommendations: Proven planning and technical ability. Well developed interpersonal, communication and problem solving skills. Well developed co-ordination, project

management and strategic planning skills. Knowledge and/or experience of the housing environment. Innovation and creativity. Intermediate computer skills.

**DUTIES** : Provide planning and performance monitoring technical support and guidance to the Departmental Branches on the utilisation of the Human Settlements planning and performance Monitoring Framework, formats and templates as a strategic support function. Align and validate SMS performance agreements to the strategic and operational plans Collate and Consolidate reports and plans for the Branches. Coordinate Branch review sessions Oversee the capturing of approved Strategic and Performance plans on the portal Follow-up on recommendations on matters pertaining to strategic organisational issues Verify the alignment of individual performance assessment reports against programme/sub-programme reports Manage the resources of the Strategic Coordination and Support Unit

**ENQUIRIES** : Mr. M. Lelosa (012) 421 1686

**POST 03/39** : **DEPUTY DIRECTOR: MONITORING REF: DOHS/04/2010**

**SALARY** : R378 456 per annum (all inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applications are awaited from persons who are in possession of a three year degree or equivalent qualification in Social Sciences/ Statistics/ Demography. Experience in Monitoring and Evaluation Knowledge of Monitoring and Evaluation systems and processes. Strong strategic capability and leadership, interpersonal, financial and people management skills. A valid drivers' license. Information management skills. Knowledge of statistical analysis packages SPSS, SAS etc. Advanced knowledge of Excel package, Programme evaluation, database management, research and strong report writing skills as well as knowledge of Government's housing policies and programmes.

**DUTIES** : Manage the monitoring of the implementation and performance of the National Housing Policies and programmes against set targets and approved guidelines. Manage the implementation of the monitoring and evaluation strategy on all three tiers of Government strategy. Manage the monitoring of occupancy audits, Manage the tracking of construction processes against set norms and standards. Manage the sub-directorate.

**ENQUIRIES** : Ms Martie vd Berg (012) 421 1773

**POST 03/40** : **CHIEF PLANNER: MONITORING 2 POSTS REF: DOHS/03/2010**

**SALARY** : R217 482 per annum.  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a three year degree or equivalent qualification in Social Sciences/ Statistics/ Demography. A valid drivers' license. The following will be an added advantage: Good interpersonal, planning, organizing and co-ordination skills. Knowledge of Monitoring and Evaluation Systems and Processes. Information Management skills, Knowledge of Statistics Analysis Packages SPSS, SAS etc. Advanced knowledge of Excel package, programme evaluation, database management, research and strong report writing skills as well as knowledge of Government's housing policies and programmes.

**DUTIES** : Monitor the planning, implementation and performance of National Housing Policies and Programmes against set targets and approved guidelines. Implement the monitoring strategy, Monitor occupancy audits. Track construction processes against set norms and standards.

**ENQUIRIES** : Ms M van den Berg. Tel: 012 421 1773

**INDEPENDENT COMPLAINTS DIRECTORATE**

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

**CLOSING DATE** : 05 February 2010  
**NOTE** : Applications should be submitted on a Z83 form obtainable from any Public Service Department, accompanied by a comprehensive CV, certified copies of qualifications, ID and driver's licence. Faxed applications will not be considered. If you have not been contacted within 3 months of the closing date of this advert, please accept that your application was unsuccessful, as communication will be made with the short-listed candidates only.

**MANAGEMENT ECHELON**

**POST 03/41** : **CHIEF FINANCIAL OFFICER REF: Q9/2010/04**

**SALARY** : Level 14 - An inclusive salary package of R746 181 per annum. The remuneration package consists of the basic salary. The government's contribution to Government Employee Pension Fund and the flexible portion which may be Structured in terms of the rules for the structuring of the flexible portion which may include a 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and Medical assistance. This appointment is subject to the signing of an employment contract, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interest in accordance with the prescribed regulations.

**CENTRE REQUIREMENTS** : Pretoria  
 : The candidate must be in possession of CA/Post – graduate Degree in Financial Management or Accounting (with articles). Minimum of five years management experience. Advanced financial analytical skills. Extensive knowledge of financial prescripts of the Public Service. Project management and quick thinking skills. Proven management skills.

**DUTIES** : The candidate must have knowledge, skills, training and competencies of the following: Establish and maintain appropriate systems and policies to ensure effective and efficient management of resources. Support the Executive Director and senior managers in the execution of their functions in terms of Public Finance Management Act, 1999 and the Treasury Regulations. Oversee the budgetary process within the Department, exercise budgetary control at strategic level and early warning arrangements. Oversee the preparation and submission of the annual financial statements and liaison with the Auditor General in this regard. Formulate creative solutions to enhance cost effectiveness and the efficiency in the delivery of the services and the administration of the Department. Facilitate the implementation of national norms and standards where applicable. Advise the Executive Director pertaining the matters that have strategic and financial implications. Liaise with the relevant role-players in the financial environment regarding transverse financial management/administration by collaborating in the development of training programmes or by providing direct training in financial matters to the officials of the Department. Manage the financial, assets and provisioning administration functions of the Department.

**ENQUIRIES APPLICATIONS** : Mr Molefe Matsomela @ (012) 423 1403  
 : Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or ICD House 388 Andries Street Pretoria 0001, or Old Mercedes Benz Building 47 Schoeman Street Pretoria 0001

**FOR ATTENTION NOTE** : Mr VD Sibanyoni  
 : Shortlisted candidates will be subjected to a competency assessment as well as a personal profile analysis. The successful candidate will be required to undergo security vetting. His/her character should be beyond reproach. Faxed applications will not be considered.

**OTHER POST**

**POST 03/42** : **SENIOR INVESTIGATOR REF: Q9/2010/03**

- SALARY** : R161 970 per annum
- CENTRE** : Johannesburg
- REQUIREMENTS** : To be considered for this position, a candidate must be in possession of a minimum of Standard 10/Grade 12 or equivalent of NQF level 4 qualification, and should at least have three (3) years proven experience in criminal investigations. A diploma/degree (NQF level 5/6), in Law/Policing will serve as an added advantage. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. In addition, the candidates must be competent in report writing skills, as well as verbal and written communication skills. He/She must be computer literate and possess a valid unendorsed Code 08 driver's licence. He/she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He she must be willing to perform standby duties and overtime.
- DUTIES** : His/her duties will entail amongst others, supervision of investigator and/or assistant investigator; receipt, registration and allocation of complaints; attendance of crime scenes and post mortems; collection, safeguard and processing of exhibits at the crime scene; conducting interviews with suspects and witnesses and obtaining affidavits; conducting DVA audits at the various police stations in line with the ICD's monitoring responsibility of the Domestic Violence Act; advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; conducting investigations of complaints of alleged criminality and misconduct against members of the police; conduct searches, seizures and collection of evidence etc; compiling investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.
- ENQUIRIES** : Mr C de Jager
- APPLICATIONS** : Private Bag X25 Johannesburg 2000
- FOR ATTENTION** : Ms F Dlakana
- NOTE** : The successful candidate will have to undergo security vetting, His/Her character should be beyond reproach.

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

*It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.*

- APPLICATIONS** : Applications must be posted to Pinpoint one, P O Box 687, SAXONWOLD, 2132 or delivered to pinpoint one, First floor, Unit 2, Albury Park, Cnr Jan Smuts and Magalieszicht Avenues, Hyde Park, Johannesburg or submitted via e-mail response6@pinpointone.co.za. To verify that your application has been received, please contact Happy Mandlasi at (011) 325-5101. Please note that this number is NOT for general enquiries.
- CLOSING DATE** : Friday, 29 January 2010
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Note: Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers • an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. 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, security vetting, qualification verification and criminal records.

## OTHER POSTS

- POST 03/44** : **PRIVATE SECRETARY REF: 15073/2**  
Office of the Deputy Minister
- SALARY** : R378 456 per annum Level 11. An annual progression up to a maximum salary of R445 803 per annum is possible, subject to satisfactory performance.
- CENTRE REQUIREMENTS** : Centurion  
An appropriate recognized tertiary qualification or equivalent qualification. At least 3 year's relevant experience at a senior management level. Willingness to work outside normal office hours and travel on missions/assignments. A valid driver's licence. Strong organisational and administrative skills. Good communication (written and verbal) skills. Sound Interpersonal skills. Computer literate with excellent typing skills. Ability to work under pressure. Ability to do basic research and analyse documents.
- DUTIES** : Co-ordinate, manage and ensure that the Deputy Minister's programme and activities are integrated and properly implemented. Handle International travel arrangements. Accompany the Deputy Minister on national and international missions. Processing of claims and follow up. Responsible for office and living accommodation. Provide executive support to meetings/official engagement attended by the Deputy Minister and in implementing and managing of special projects. Respond to queries and concerns relating to protocol. Provide support in dealing with matters relating to international obligations, Follow up on queries directed to the Office of the Deputy Minister, General office correspondence and documentation management. Deputise for the Office of Executive Head when requested to do so.
- ENQUIRIES** : Mr RR Reddy (012) 641 6101
- POST 03/45** : **ASSISTANT ADMINISTRATIVE SECRETARY REF: 15073/3**
- SALARY** : R192 540 per annum (Level 9). An annual progression up to a maximum salary of R232 590 per annum is possible, subject to satisfactory performance.
- CENTRE REQUIREMENTS** : Centurion  
An appropriate three year degree or equivalent qualification. Administration and organisational skills. Previous experience in a political office-bearer's office will be added advantage. Electronic document tracking experience. In depth

knowledge of documents and records management, assets management and Cabinet operation and related matters. General knowledge of Human Resource and Financial management and related matters. Excellent communication and writing skills. Very good computer skills (MS Word and Excel). Good analytical skills. Good time management and prioritisation tasks. Flexible and self-managed. Ability to work under-pressure and take initiative and work independently.

**DUTIES** : Develop, implement and maintain an effective document management system. Manage submissions and Cabinet Memoranda. Determine appropriate mechanisms to ensure an efficient work flow. Manage the procurement of supplies and arrange travel accommodation on behalf of the Deputy Minister. Liaise with external and internal role players on matters relating to the portfolio of the Deputy Minister and prepare acknowledgment and draft responses. Oversee the appropriate distribution and referral of all Cabinet related matters whilst Cabinet is in Pretoria, in collaboration with the Cape Town office staff. Assist with logistics, eg timeous capturing on LOGIS. Assist with the maintenance of a manual budget system to monitor expenses.

**ENQUIRIES** : Mr RR Reddy (012)641 6101

**POST 03/46** : **REGISTRY CLERK REF: 15073/4**

**SALARY** : R87 978 per annum Level 5. An annual progression up to a maximum salary of R103 635 per annum is possible, subject to satisfactory performance.

**CENTRE REQUIREMENTS** : Centurion  
Senior certificate with experience in an administrative environment. A valid Code 8 driver's license. Good interpersonal and communication (verbal and written) skills. Computer literacy is essential. Good planning and organization skills. Telephone etiquette, document tracking and Administrative practices.

**DUTIES** : Maintain the document management system. Control all incoming and outgoing mail, correspondence and faxes. Document control including filing, retrieving of documents and disposal of documents. Collect and distribute correspondence, and mail to various places, Operate and maintain office assets.

**ENQUIRIES** : Mr RR Reddy (012)641 6101

## 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** : 5 February 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 03/47** : **MANAGER: SUPPLY CHAIN MANAGEMENT REF: S8/3/2010/39**

**SALARY** : R448 521 per annum Level 12 (All inclusive package to be structured in accordance with the rules for MMS)

**CENTRE** : Shared Service Center: Western Cape: Mowbray

**REQUIREMENTS** : \* An appropriate three – year degree or equivalent qualification in Public Administration, Supply Chain Management or related field. \* 3 – 5 years experience in the field of supply chain management, logistical support and facilities management and the management of human resources and finances. \* Extensive knowledge of the Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act and the Framework for Supply Chain Management (SCM). \* Sound knowledge of Broad – Based Black Economic Empowerment Act (BBBEE Act) and the BBBEE Codes of Good Practice. \* A good understanding of the various elements of SCM, including demand, acquisition, logistics and asset management and disposal. \* Working knowledge of the relevant transversal systems (LOGIS and BAS). \* Good verbal and writing skills including computer skills (MS Word, Excel and PowerPoint). \* Excellent interpersonal, communication, planning and organizing skills.

**DUTIES** : \* Manage an effective and efficient SCM system in the Shared Service Centre, in accordance with the Framework for SCM, the relevant Treasury Regulations as well as SCM Practice Notes issued by the National Treasury. \* Assist in the review and development of relevant policies and standard operating procedures. \* Identifying non-compliance issues; assessing the cost-efficiency of the procurement processes and deviations from normal procurement procedures and reporting. \* Assist the Senior Manager in developing sourcing / procurement strategy. \* Oversee the establishment and maintenance of the office Supplier Database. \* Administer all contracts and Service Level Agreements, including the performance of service providers. \* Assume responsibility for reporting on matters relating to procurement, logistics, facilities management and SCM performance. \* Manage all state assets and office facilities. \* Develop, implement and advise on Supply Chain Risk Controls and Fraud Prevention. \* Attend to all audit queries on SCM functions within the timeframes of the Auditor – General. \* Serve as a member of various Bid Committees. \* Manage secretariat functions and provide advisory services to the Bid Adjudication Committee. \* Manage and co-ordinate all related activities including year-end procedures. \* Manage the financial and human resources of the sub – directorate, including performance and evaluation of staff

**APPLICATIONS** : 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, Shared Service Centre, Western Cape, Private Bag X 10, Mowbray, 7705

**POST 03/48** : **CONTROL SURVEY TECHNICIAN GRADE 1 & 2 / CONTROL INDUSTRIAL TECHNICIAN REF: S8/3/2010/31**

**SALARY** : The salary will be between R242 127 per annum to R399 618 per annum, based on the number of year's post qualification experience in accordance with the OSD for Surveys Technicians

**CENTRE REQUIREMENTS** : Office Of The Surveyor General: Mmabatho  
National Diploma in Surveying or Cartography. \* Compulsory registration with PLATO as a Survey Technician / Surveyor. \*A valid driver's license. \* At least eight to twenty four years appropriate / recognisable experience in an area after obtaining the relevant qualification.

**DUTIES** : \* Manage, supervise and perform technical Survey activities. \* Maintain survey operational effectiveness. \* Financial management. \* Manage change and diversity as well as the sub-directorate: Technical Support Services. \* Manage the maintenance of cadastral records and information supply thereof. \* Manage cadastral mapping, data processing, noting, scanning and information technology support. \* Manage and attend to cadastral document archiving. \* Manage personnel performance and development. \* Monitor and control the workflow of the sub-directorate

**APPLICATIONS** : 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 03/49** : **DEPUTY MANAGER: MANAGEMENT ADVISORY SUPPORT SERVICE REF: S8/3/2010/24**  
Directorate: Management Advisor Support Service

**SALARY** : R240 318 per annum Level 10  
**CENTRE** : Pretoria  
**REQUIREMENTS** : \* National Diploma in Management Services/ Organisation and Work Study or a relevant National Diploma/Bachelor's Degree plus a Certificate in Management Services/ Organisation and Work Study. \* Proof of formal training in job evaluation (EQUATE System) and a minimum of 2 years experience as a Senior Work Study Officer. \* Proven knowledge and experience in Work Study, Organisational Design, Organisation Development, Job Evaluation, Business Process Management and Project Management. \* Working knowledge in Change Management Processes and Strategic Planning. \* Skills required in Client Orientation, Conflict Management skills, Problem- Solving skills, good Communication and Interpersonal skills, Report writing skills, Presentation and facilitation skills, Influencing/ negotiation skills, Analytical skills, Project Management skills, Computer literacy (Ms Word, Ms Excel, VISIO, ORGPLUS) and Performance Management. \* A valid driver's license. \* Willingness to travel.

**DUTIES** : \* Provide business process management services. \* Provide organisation design and establishment services. \* Provide change management services. \* Provide job evaluation services. \* Provide general supervision of subordinates. \* Develop job profiles/ descriptions. \* Facilitate the implementation of organisational design and development strategies. \* Oversee and manage Work Study teams

**APPLICATIONS** : 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 03/50** : **SURVEY TECHNICIAN/CHIEF INDUSTRIAL TECHNICIANS (VARIOUS)**

**SALARY** : The salary will be between R170 154 per annum to R183 300 per annum, based on the number of year's post qualification experience in accordance with the OSD for Survey Technicians

**CENTRE** : Office of the Surveyor General: Mmabatho (Reference: S8/3/2010/29),  
Office of the Surveyor General: Polokwane (Reference: S8/3/2010/30)

<b><u>REQUIREMENTS</u></b>	:	National Diploma in Surveying or Cartography. * Compulsory registration with PLATO as Survey Technician / Surveyor. * A valid driver's license. * At least four to six years appropriate / recognisable experience in an area after obtaining the relevant qualification.
<b><u>DUTIES</u></b>	:	Maintain survey operational effectiveness. * Survey design and analysis effectiveness. * To supervise a technical section of the Surveyor-General in terms of the relevant Acts and Regulations and strictly in line with all government, departmental and office procedures, regulations and policies. * Conduct normal production work. * Assist with the development and training of staff as well as be responsible for evaluating their performance in terms of the existing departmental Personnel Performance Management System. * Be part of the divisional management team responsible for day to day decision making
<b><u>APPLICATIONS</u></b>	:	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
<b><u>NOTE</u></b>	:	African females and males are encouraged to apply
<b><u>POST 03/51</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER REF: S8/3/2010/32</u></b> Office of the Surveyor General
<b><u>SALARY</u></b>	:	R161 970 per annum Level 8
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Degree/National Diploma with 2 years extensive experience. * Knowledge of Public Finance Management Act, Treasury Regulations, Finance, Supply Chain Management, Transport and Human Resource legislation. * Good written and verbal communication skills.* Proven supervisory experience. * Computer literacy. * Analytical and report writing. * Knowledge of and experience in PASTEL, LOGIS, BAS and Persal system will be an added advantage.
<b><u>DUTIES</u></b>	:	Overall responsibility for the administrative functions and responsible for finance, procurement, registry, assets management, transport and human resource management. * Manage and refine office systems. * Supervise and manage performance of other administrative staff in the office. * Prepare and manage reports. * Ensure interactive interfacing with other offices of the Department
<b><u>APPLICATIONS</u></b>	:	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
<b><u>FOR ATTENTION</u></b>	:	Human Resource Management
<b><u>POST 03/52</u></b>	:	<b><u>SENIOR INDUSTRIAL TECHNICIAN</u></b> Please indicate which province you are applying for. This is a re-advertisement and previous applicants are encouraged to re-apply, preference will be given to African Male and African Female candidates
<b><u>SALARY</u></b>	:	The salary will be between R148 818 per annum to R228 132 per annum, based on the number of year's post qualification experience in accordance with the OSD for Senior Survey Technicians
<b><u>CENTRE</u></b>	:	Office Of The Surveyor General: Polokwane (Reference: S8/3/2010/33), Office Of The Surveyor General: Kwazulu Natal (Reference: S8/3/2010/34)
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Surveying or Cartography, supported by proven appropriate experience. * Compulsory registration with PLATO as Survey Technician / Surveyor. * A valid driver's license. * Four years post qualification survey experience. * At least between 4-6 years appropriate / recognisable experience in an area after obtaining the relevant qualification.
<b><u>DUTIES</u></b>	:	* Provide technical survey services and support. * Research and development on technical survey technology or new survey techniques to improve expertise. * Liaise with relevant bodies / councils on survey related matters. * Compile, maintain, archive, examine, scrutinise office records and documents. * Supply office information. * Capture, maintain and supply digital data. * Assist with the development and training of staff
<b><u>APPLICATIONS</u></b>	:	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
<b><u>FOR ATTENTION</u></b>	:	Human Resource Management

**POST 03/53** : **PRINCIPAL SURVEY OFFICER: REF S8/3/2010/37**  
Office of the Surveyor General

**SALARY** : R130 425 per annum Level 7  
**CENTRE** : Kwazulu Natal  
**REQUIREMENTS** : Applicants must have: ▪ A Grate 12 certificate or equivalent. \* A Survey Officer's Certificate. \* At least three years' Cadastral experience in a Surveyor- General's office environment after obtaining the certificate. \* Being computer literate and have knowledge of GIS will be advantageous.

**DUTIES** : \* The successful candidate will: ▪ Maintain and amend Cadastral records and documents already approved. \* Disseminate Cadastral information to the public. \* Technically examine surveyed documents for approval in terms of the Land Survey Act No. 8 of 1997, the Sectional Titles Act No 95 of 1986 and the regulations framed there under. \* Capture, maintain and supply digital data to clients. \* Compile and maintain relevant office and personal production records. \* Be involved in training of junior staff members. \* Be responsible for self-development and training

**APPLICATIONS** : 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  
**NOTE** : Affirmative Action applies to this post and Black males will be preferred. Persons with disabilities are encouraged to application

**POST 03/54** : **PRINCIPAL HUMAN CAPITAL OFFICER: REF: S8/3/2010/38**

**SALARY** : R130 425 per annum Level 7  
**CENTRE** : Shared Service Center: Western Cape: Mowbray  
**REQUIREMENTS** : A National Senior Certificate plus 3 years practical experience related to the duties within the Human Resources environment. \* Hands-on knowledge of Human Resource Administration dealing with Appointments, Transfers, Promotions, Conditions of Service and Service Benefits as well as Termination of Service. \* Experience in dealing with Temporary Incapacity leave (TIL) and Pension Administration. \* Experience in and knowledge of the PERSAL functions. \* Successful completion of any other PERSAL Training course in addition to the PERSAL Introductory Course. \* Supervisory experience. \* Proven written and verbal communication skills. \* Computer Literacy. \* Good interpersonal relations. \* In-depth knowledge of the relevant prescripts and legislation.

**DUTIES** : Render professional human resource administrative services and advise line functionaries, Managers and staff within the region. \* Promote human resource management and improve service delivery. \* Process prescriptive and directive-intensive human resource administrative matters such as appointments, retentions, performance management, termination of services, conditions of service and service benefits. \* Provide human resource management information support (eg. PERSAL)

**APPLICATIONS** : 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, Shared Service Centre, Western Cape, Private Bag X 10, Mowbray, 7705

**POST 03/55** : **SENIOR SURVEY OFFICER: REF S8/3/2010/37**  
Office of the Surveyor General

**SALARY** : R105 645 per annum Level 6  
**CENTRE** : Kwazulu Natal  
**REQUIREMENTS** : Applicants must have: ▪ A Grate 12 certificate or equivalent. \* A Survey Officer's Certificate. \* At least two years' Cadastral experience in a Surveyor-General's office environment after obtaining the certificate. Being computer literate and have knowledge of GIS will be advantageous.

**DUTIES** : \* The successful incumbent will assist with: \* The maintenance and amendment of cadastral records and documents. \* The dissemination of cadastral information to the public. \* Archiving of Cadastral documents. \* The capturing, maintenance and supply of digital data to clients. \* Capturing and compilation of the spatial map. \* The compilation and maintenance of relevant office records. \* The

compilation of personal production records. \* Be involved in self-development and training  
**APPLICATIONS** : 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  
**NOTE** : Persons with disabilities are most welcome to apply. Everyone is however encouraged to apply  
**POST 03/56** : **SECRETARY: REF S8/3/2010/23**  
 Chief Directorate: National Geo Spatial Information Mowbray  
**SALARY** : R105 645 per annum Level 6  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Applicants must have: a National Senior Certificate/Grade 12/Matric. \* A secretarial or office management qualification. \* At least three years experience as a secretary. \* Excellent telephone etiquette. \* Computer technology skills, in particular word processing and spreadsheet.  
**DUTIES** : \* The incumbent will be the secretary to the Director: Spatial Information and Professional Support, and: manage the diary of the Director and schedule meetings. \* Take minutes at meetings. \* File documents and correspondence. \* Provide a visitor reception. \* Procurement clerk. \* Asset management. \* Travel management and bookings. \* Type documents  
**APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: The Shared Service Centre, Private Bag X 10, Mowbray, 7750  
**FOR ATTENTION** : Human Resource Management  
**POST 03/57** : **SENIOR ADMINISTRATION CLERK: EXECUTIVE SERVICES: REF S8/3/2010/21**  
 Office of the Chief Land Claims Commissioner  
**SALARY** : R105 645 per annum Level 6  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A National Senior Certificate or equivalent qualification. \* Understanding of Min/DG tasks and Parliamentary Questions. \* Knowledge of administrative procedures e.g. routing of submissions. \* 1 to 2 years relevant experience. \* Computer literacy in Ms Word and Excel. \* Good interpersonal and communication skills. \* Ability to work under pressure.  
**DUTIES** : \* Receive Minister/DG task files from Registry. \* Register Minister/DG task files and refer them to Regional Offices. \* Recording and filing of in - coming and out - going documents. \* Scan and or fax documents and instructions to the relevant officials instructing them on the relevant due dates and time frames. \* Send reminders and make follow-up requests for outstanding responses. \* Receive inputs by e-mail and make necessary hardcopies. \* Request additional information as and when required. \* Prepare, coordinate and assist with editing submission and forward it to supervisor. \* Compile letters and make copies of letters sending the original to the enquirer (When required contact inquirer to obtain additional information). \* Prepare weekly, monthly and quarterly reports  
**APPLICATIONS** : 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 03/58** : **TELECOM OPERATOR: REF S8/3/2010/36**  
 Office of the Surveyor General: Eastern Cape  
**SALARY** : R87 978 per annum Level 5  
**CENTRE** : East London  
**REQUIREMENTS** : A National Senior Certificate or equivalent qualification plus proven appropriate experience of preferably one year in relation to the duties. \* Good telephone etiquette, inter-personal relations and organizational skills. \* Good written and verbal communication skills. \* Ability to perform under pressure and adhere to strict timeframes. \* Ability to take initiative and work independently. \* Ability to identify and handle confidential matters. \* Ability to organize and prioritize work. \* Computer literacy, particularly PABX, Ms Word, Ms Excel, Ms PowerPoint, Ms

Outlook (e-mail) and Internet coupled with sound typing skills. \* Be action orientated and have the ability to organise an office environment, have good interpersonal / human relations skills and possess the ability to communicate freely and easily with other employees, the general public and various other clients.

**DUTIES** : Render switchboard operation services. \* Reception and fax services. \* Answer internal and incoming telephone calls. \* Report switchboard faults to Supervisor and service provider. Coordinate the installation of new telephone lines and indoor extensions. \* Issue/close pin codes. \* Process telephone accounts. \* Maintain the office telephone directory. \* Record all incoming and outgoing faxes and distribute to the relevant officials. \* Provide hospitable reception to the Surveyor-General's visitors, including receiving as well as accurately and timeously relaying received messages to the relevant officials. \* Render other administrative duties as may be required

**APPLICATIONS** : 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 03/59** : **ACCOUNTING CLERK**

**SALARY** : R87 978 per annum Level 5

**CENTRE** : Office of the Surveyor General: Mmabatho (Reference: S8/3/2010/25)

Office of the Surveyor General: East London (Reference: S8/3/2010/26)

**REQUIREMENTS** : A National Senior Certificate or equivalent qualification with experience in Finance, especially within Public Sector. \* Workable knowledge of Public Finance Management Act (PFMA) and Treasury Regulations will be an advantage. \* Knowledge of Basic Accounting System (BAS) and Pastel. \* Good interpersonal relations, customer service and organising skills. \* Computer literacy especially in MS Word, MS Excel and MS Outlook. Proven ability to work under pressure and have knowledge of government financial administration with specific reference to cashier and banking duties.

**DUTIES** : \* Cashier duties (receive state monies and issue receipts). \* Capture receipts on Pastel. \* Safe keeping of state money. \* Prepare banking records of all cash and cheques received for depositing. \* Capture BAS receipts. \* Check remittance and cheques. \* Assist with additional tasks as required by supervisor

**APPLICATIONS** : 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 03/60** : **MESSENGER**

**SALARY** : R62 094 per annum Level 3

**CENTRE** : Office of the Surveyor General: Mmabatho (Reference: S8/3/2010/27)

Office of the Surveyor General: East London (Reference: S8/3/2010/28)

**REQUIREMENTS** : Applicants must be in possession of a Grade 10 (Standard 8) Certificate and a valid code 8 driver's license. Relevant experience will be an advantage.

**DUTIES** : Perform messenger tasks of a routine and simplistic nature. \* Collect and deliver post, parcels, files, books and other type of official documents and articles internally as well as to the Deeds Office and other Government Institutions. \* Assist with preparation and archiving of files. \* Prepare parcels and mail for mailing. \* Make photocopies when required. \* Drive the GG vehicle when required

**APPLICATIONS** : 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

**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>	:	19 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 03/61</u></b>	:	<b><u>DEPUTY DIRECTOR: SECTOR EDUCATION AND TRAINING</u></b> Directorate: Sector Education and Training
<b><u>SALARY</u></b>	:	R378 456 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 REQUIREMENTS</u></b>	:	Pretoria An appropriate recognised Bachelor's degree or equivalent qualification PLUS credible relevant experience in the field of human resource development. <input type="checkbox"/> Competencies needed: <input type="checkbox"/> Policy development skills. <input type="checkbox"/> Strategic planning programme and project management skills. <input type="checkbox"/> Proven managerial and leadership skills. <input type="checkbox"/> Communication (written and verbal) and interpersonal skills. <input type="checkbox"/> Negotiation, liaison and organising skills. <input type="checkbox"/> Financial management skills. <input type="checkbox"/> Knowledge of/experience in SETA's, SAQA processes and curriculum development skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Monitoring and evaluation skills. Attributes: <input type="checkbox"/> Accurate. <input type="checkbox"/> Compliant. <input type="checkbox"/> Ability to work independently and as part of a team. <input type="checkbox"/> Systematic.
<b><u>DUTIES</u></b>	:	Develop and monitor the implementation of a Human Resource Development Strategy for the Social Development Sector. <input type="checkbox"/> Facilitate and monitor the implementation of capacity building programmes for Social Service Professions for the Social Development Sector. <input type="checkbox"/> Facilitate the development of curriculum and accredited capacity building programmes for the Social Development Sector. <input type="checkbox"/> Monitor the implementation of Learnerships for the Social Development Sector. <input type="checkbox"/> Participate in stakeholder activities. <input type="checkbox"/> Establish partnerships and co-operations with relevant academic institutions and possible donors. <input type="checkbox"/> Ensure the department's participation in broader skills development processes for the Public Service. <input type="checkbox"/> Co-ordinate Expressions of interest to HWSETA as and when required. <input type="checkbox"/> Manage human and financial resources.
<b><u>ENQUIRIES</u></b>	:	Mr R van Loggerenberg Tel no: (012) 312-7674
<b><u>POST 03/62</u></b>	:	<b><u>PROJECT MANAGER</u></b> Directorate: Systems Development
<b><u>SALARY</u></b>	:	R378 456 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 REQUIREMENTS</u></b>	:	Pretoria An appropriate Bachelors Degree (or equivalent qualification) PLUS credible experience in project management. <input type="checkbox"/> A National Diploma/Degree in Information Technology will be an added advantage. <input type="checkbox"/> Ability to work under pressure.

		<ul style="list-style-type: none"> <li>□ Knowledge of the system development life cycle. Competencies needed:</li> <li>□ Project management skills.</li> <li>□ Financial management skills.</li> <li>□ Resource management skills.</li> <li>□ Presentation skills.</li> <li>□ Negotiation skills.</li> <li>□ Planning and organising skills.</li> <li>□ Strategic planning skills.</li> <li>□ Computer literacy.</li> <li>□ Communication (written and verbal) skills.</li> <li>□ Time management skills.</li> <li>Change Management.</li> </ul>
<b><u>DUTIES</u></b>	:	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> <li>□ Develop executable IT project plans.</li> <li>□ Establish a departmental information technology Project Management Office.</li> <li>□ Manage projects information technology deliverables in collaboration with the quality assurance unit.</li> <li>□ Facilitate the entering and maintenance of co-operation agreements.</li> <li>□ Manage the information technology project cycle and reporting.</li> <li>□ Manage the project team dynamics.</li> <li>□ Act as departmental information technology project intermediary.</li> <li>□ Manage deliverables of management information system project (MISP).</li> </ul> <p>Coordinate and facilitate Change within the Department on the newly or soon to be implemented changes as a result of new technologies being implemented</p>
<b><u>ENQUIRIES</u></b>	:	Ms P Moabelo Tel no: (012) 312-7108
<b><u>POST 03/63</u></b>	:	<b><u>ASSISTANT DIRECTOR: SOCIAL RELIEF</u></b> Directorate: Social Relief
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R192 540 per annum Pretoria</p> <ul style="list-style-type: none"> <li>□ An appropriate Bachelors Degree (or equivalent qualification) PLUS sufficient experience in the field of administration or management and/ or a Senior Certificate (Grade 12) PLUS extensive experience in the field of administration and management. Willingness to travel.</li> <li>□ Knowledge of the Public Sector Financial Management Act and related framework and policies supporting the provision of Social Relief of Distress. Understanding of the Emergency Relief Disbursement policy. Competencies needed:</li> <li>□ Communication (written and verbal) skills.</li> <li>□ Financial management skills.</li> <li>□ Conflict resolution skills.</li> <li>□ Project management skills.</li> <li>□ Change management skills.</li> <li>□ Planning and organising skills.</li> <li>□ Supervisory skills.</li> <li>□ Numeric skills.</li> <li>□ Problem solving skills.</li> <li>□ Interpersonal and liaison skills.</li> <li>□ Computer literacy.</li> <li>□ Accuracy.</li> </ul> <p>Attributes:</p> <ul style="list-style-type: none"> <li>□ Ability to function independently and to work under pressure.</li> <li>□ Ability to analyse business cases and the implementation plans in accordance with existing policy guidelines.</li> </ul>
<b><u>DUTIES</u></b>	:	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> <li>□ Provide assistance to gather relevant information from various stakeholders to make inputs on the development of the policy on Social Relief of Distress.</li> <li>□ Liaise with provinces on Social Relief of Distress issues.</li> <li>□ Conduct field visits to ensure that policy directives of the department are implemented.</li> <li>□ Monitor the Emergency Relief Fund.</li> <li>□ Liaise with organisations on Emergency Relief issues.</li> <li>□ Keep records of all issues of Social Relief of Distress and Emergency Relief Fund.</li> <li>□ Participate in various disaster management forums to gather information on related events.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Mr J Molifi Tel no: (012) 312-7624
<b><u>POST 03/64</u></b>	:	<b><u>FINANCIAL ASSISTANT</u></b> Chief Directorate Communication
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R161 970 per annum Pretoria</p> <p>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:</p> <ul style="list-style-type: none"> <li>□ Knowledge of the Public Finance Management Act, Treasury Regulations, Provisioning Administration Manual, State Tender Board directives (ST37 &amp; ST36) as well as the Division of Revenue Act.</li> <li>□ Management skills.</li> <li>□ Organising and planning skills.</li> <li>□ Communication (written, verbal and liaison skills).</li> <li>□ Computer software knowledge and experience.</li> <li>□ Presentation skills.</li> </ul> <p>□ Exposure to project management and strategic processes will be an added advantage.</p>
<b><u>DUTIES</u></b>	:	<p>Effectively controls and monitors the budget, provisioning administration and procurement functions of the Chief Directorate by -</p> <ul style="list-style-type: none"> <li>□ Compiling monthly cashflow and expenditure projections for submission to the Directorate: Budgeting Planning and Monitoring.</li> <li>□ Facilitating the compilation of the zero based budget</li> </ul>

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 Subdirector: 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

**DEPARTMENT OF TRADE AND INDUSTRY**

- APPLICATIONS** : To apply or view full details for the above positions please go to: <http://www.thedti.gov.za> Click on the 'Careers at the dti' button Should you experience any problems in submitting your application please follow the Support on the link Careers site or contact the Recruitment Office on (012) 394 3056 for an alternative Application forms
- FOR ATTENTION** : Central Recruitment Office
- CLOSING DATE** : 01 February 2009
- NOTE** : Should you experience any difficulties in registering your CV, please contact any of the following employees in the Recruitment Office for assistance or send an e-mail to [Recruitment@thedti.gov.za](mailto:Recruitment@thedti.gov.za) for someone to call you back. Please do not send your CV to this e-mail address as it will not be considered.

**OTHER POST**

- POST 03/65** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: GSSSD/FIN ACC 003**  
Group Systems and Support Services Division (GSSSD)

- SALARY** : R240 318 per annum
- REQUIREMENTS** : Ensure effective and efficient management of departmental payrolls Monthly and annual reconciliation of tax and other deductions Maintain code structure on PERSAL Control use of and access to PERSAL profiles Monthly BAS/PERSAL reconciliation Exercise control over travel and subsistence claims, cell phone claims and advances Attend and respond immediately to audit queries, and ensure the implementation of control measures to prevent over/under payments and possible fraud areas Handle and manage enquiries in a quick and efficient manner Participate in the development and implementation of departmental policies, guidelines and procedures Provide inputs for monthly and quarterly reports as required Compile the year-end audit working papers and related financial statements of the Department as required Monthly reconciliation of all related accounts, and the follow up of outstanding amounts Provide advice, guidance, assistance and training to line managers and other relevant clients on a regular basis Personnel and office administration
- DUTIES** : A relevant three-year tertiary qualification with Accounting, coupled with at least three years relevant experience in a salaries/payroll environment Extensive knowledge of the PFMA, Treasury Regulations, Tax Act and other relevant experience Extensive financial supervision and or management experience Conversant with financial systems, e.g. the Basic Accounting System (BAS) and PERSAL is a prerequisite Computer literacy in MS Word, MS Excel, MS PowerPoint etc is a prerequisite Excellent communication skills, both written and verbal Good planning, organizing and motivational skills and to work independently Ability to analyze problem areas and to initiate corrective measures Experience as to establish and maintain appropriate systems and policies Internal control and resource management The incumbent must be able to work under pressure and adhere to due dates as required

**THE PRESIDENCY**

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

**APPLICATIONS** : The Presidency, Private Bag X 1000, Pretoria, 0001. OR hand delivered to Union Buildings, East Wing Entrance, Government Avenue.

**FOR ATTENTION** : Ms M Makgae

**CLOSING DATE** : 29 January 2010

**NOTE** : Applications must be submitted on Z83 form accompanied by certified copies of qualifications as well as a comprehensive CV and an ID copy to be considered. It is the responsibility of the applications to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). Confirmation of final appointment will be subject to a positive security clearance. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will be considered.

**OTHER POST**

**POST 03/66** : **CHIEF ACCOUNTING CLERK**  
Unit: Finance

**SALARY** : R130 425 per annum level 7

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in possession of a Grade 12 Certificate with Accounting (as a passed subject in Grade 12 or alternatively in a post school qualification) plus extensive experience in a Government financial environment. Knowledge and understanding of the Public Finance Management Act, 1999, (Act No. 1 of 1999), Treasury Regulations. Computer literate in MS Office programmes (Word and Excel). Good interpersonal and communication skills. Experience in the Basic Accounting System (BAS), Safetyweb and knowledge of Logis.

**DUTIES** : The incumbent will be expected to ensure that all payment transactions are correctly captured and authorized on BAS and LOGIS. Follow-up of all outstanding invoices and queries on a regular basis. Ensure that all miscellaneous payments are settled within the thirty (30) day payment period as per Treasury Regulations. Ensure clearance of the suspense account and reporting thereof on a monthly basis. Ensure that the Telkom and cellphone accounts are paid on time. Clearing of Telkom exceptions on a monthly basis. Manage and facilitate the petty cash office and petty cash accounts. Ensure that SCM payments are thoroughly checked and authorized on BAS and Logis. Ensure that credit transfer payments are thoroughly checked and authorized before 10h00 daily. Ensure that quality checks on all payment documents are conducted. Ensure adherence to service delivery standards. Ensure that the paid financial documents (batches and journals) are safeguarded. Ensure adherence to all internal controls and financial prescripts. Supervision of subordinates.

**ENQUIRIES** : Ms N Mekhoe – 012 300 5901

**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.

**MANAGEMENT ECHELON**

- POST 03/67** : **HEAD CLINICAL UNIT: (PSYCHIATRY) REF NO: 70168224**  
Directorate: Medical Psychiatry
- SALARY** : R892 287 per annum (All inclusive package)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Seven years experience after registration with the HPCSA as a Medical Specialist. Other skills / requirements sound knowledge of management of resources experience in teaching of the discipline to post and undergraduates.
- DUTIES** : Render a comprehensive clinical service to patients in the discipline Perform clinical duties and co-ordinate the service in the relevant discipline. Manage all aspects of the department and ensure compliance with policies and protocols. Develop and implement clinical audit systems. Guide and monitor the performance of junior professional staff. Monitor core time and overtime performance of junior colleagues. Monitor core time and overtime performance of junior staff. Perform overtime duties as required by the department. Control and monitor the department's expenditure
- ENQUIRIES** : Dr. B. J. Wojtowicz, Tel. No: (011) 411-3508/3614
- CLOSING DATE** : 05 February 2010

**OTHER POSTS**

- POST 03/68** : **MANAGER: MEDICAL SERVICES REF NO: 70168266**  
Directorate: Clinical Services
- SALARY** : R506 757 per annum (all inclusive)
- CENTRE** : Dr. George Mukhari Hospital
- REQUIREMENTS** : MBChB or equivalent. Registration with the HPCSA as a Medical Practitioner. A minimum of 8 years appropriate experience after registration with the HPCSA as a Medical Practitioner. Good understanding of health service delivery as enshrined in the National Health Act. Good understanding of Public Finance Management and Hospital Supply Chain Management as enshrined in the Public Finance Management Act and Treasury Regulations. Good understanding of Human Resource Management as enshrined in the Public Service Act and Regulations. Qualifications in at least two of the following will serve as an advantage: Health Service Management, Research, Epidemiology, Biostatistics or Public Health.
- DUTIES** : Report to the Director: Clinical Services; Coordinate clinical business units and all services rendered on the basis of service level agreements; Develop and implement operational plans; Ensure the coordination of all activities necessary for quality and effective patient care; Assist clinical heads of departments in development and implementation of clinical audits and risk management strategies and to manage business units; Ensure adherence to the relevant health and public service legislation including Batho-Pele Principles and Patients' Right Charter; Manage all resources, including human resources, to ensure value for money; Undertake any other duty as directed by the Clinical Director.
- ENQUIRIES** : Dr. P Shembe, Tel No: (012) 529-3692
- CLOSING DATE** : 08 February 2010

**POST 03/69** : **DEPUTY DIRECTOR: OCCUPATIONAL HYGIENE SPECIALIST REF NO: 70168262**  
 Directorate: Health Care Waste and Occupational Hygiene Risk Management

**SALARY** : R448 521 per annum (All inclusive remuneration package of which a portion could be structured according to the individuals need)

**CENTRE** : Central Office – Johannesburg

**REQUIREMENTS** : An appropriate 4 years Bachelor's degree or equivalent in the fields of Occupational Hygiene or Occupational Safety. Registration with SAIOH; Code EB licence (Code 8) RECOMMENDATIONS: B.Tech Environmental Health; Project Management and Computer skills; Ability to develop Policies and SOPs; Presentation and negotiation skills; In-depth knowledge on OHS and Disaster Management Legislation; 5 years OHS experience – 3 years as Supervisor; National Diploma in Safety Management / SAMTRAC; Internal Auditor OHSAS 18001 & 9000; Certificate in HIRAC; Financial Management skills.

**DUTIES** : Application and management of appropriate legislation that impact on Occupational Hygiene and Safety in all Gauteng Health and Social Development facilities / Institutions. Manage the Departmental OHS Policy. Provide Occupational Hygiene and Safety Services to all facilities as required by appropriate legislation. Implement the DPSA Employee Health and Wellness Strategic Framework. Provide guidance on disaster and emergency readiness of Facilities within the Department. Manage all requests from SCOPA, Auditor General, Cabinet, GAS, DoL and Management. Produce SHERQ reports, hygiene surveillance, conduct cost analysis, introduce and manage appropriate interventions on a risk priority basis. Manage all relevant complaints. Maintain and manage established systems for Occupational Hygiene and Safety. Supervision of HIRAC on HBAs and other hazards. Manage the Occupational Hygiene Unit and equipment. Implementation of OHSAS 18001 at Departmental Facilities. Monitoring and evaluation of emergency readiness at facilities. Management of all generic functions of the Sub-Directorate which include HR, finance, strategic planning equipment and procurement. Comprehensive liaison with in- and external stakeholders including Labour Unions. Facilitate appropriate research, manage and apply the outcome thereof.

**ENQUIRIES** : Mr. P. J. Brits, Tel No: (012) 303 9202/ 0827742919

**CLOSING DATE** : 08 February 2010

**POST 03/70** : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: 70168238**  
 Directorate: Pharmacy

**SALARY** : R430 206 per annum (plus benefits)

**CENTRE** : Tshwane District Hospital

**REQUIREMENTS** : Bachelor of Pharmacy Degree or Diploma Registration certificate with South African Pharmacy Council(SAPC)Seven(7)years experience after registration with SAPC as a Pharmacist. Knowledge, Skills, Extensive knowledge of pharmaceutical services, approaches ,policies and procedures in depth knowledge and experience in supervision of pharmaceutical services, knowledge and understanding of the legislative prescripts governing the public service, good pharmacy practice and control of medicine, computer literacy, excellent communication skills(verbal and written)excellent team building, problem solving and leadership skills. knowledge and skills in managing quality improvement programmes.

**DUTIES** : Key Performance Areas: Manage pharmacy and execute all duties, functions, and professional responsibilities within applicable Legislation. Manage and be responsible for the allocation budget for the pharmaceuticals, and implement financial management system For the pharmacy. Maintain the optimum utilisation of Human Resource in the pharmacy through the delegation ;authorisation and supervision of works. Be responsible for the procurement, control and security of stock and equipment and ensure proper procedures for ordering, checking, storage and control of all Pharmaceutical products used in the Hospital Develop, implement and monitor standards. Operating procedures and policies for all facets of the pharmaceutical services in accordance with the applicable legislation and good pharmacy practice. Ensure sound staff relations by the implementation of good labour relations practices in terms of laid down legislation and correct grievance procedures. Be a member of the management team and attend various meetings. Provide professional expert direction and guidance to

Medical, Nursing and Paramedical staff on the availability, selection, procurement, distribution and usage of medicine.

**ENQUIRIES** : Dr M Mosoane, Tel No: (012) 354 – 5960/1  
**CLOSING DATE** : 05 February 2010

**POST 03/71** : **REGISTRAR REF NO: 70168215**  
 Directorate: Radiation Oncology

**SALARY** : R 423 846 per annum (plus benefits)  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : MB CHB or equivalent degree. Registration with the HPCSA as a Medical Officer. Experience in Oncology will be an advantage.

**DUTIES** : Actively involved with work-up and management of patients. Involvement in multidisciplinary clinics. Team orientated, well-developed work ethic and compassionate towards patient care. Previous Control a Clinical care unit. Prepare and supervise implementation of clinical guidelines and protocols. Plans and directs regular clinical audits. Supervise and advises junior doctors in patients care.

**ENQUIRIES** : Dr A Hoceped, Tel No: (012) 354-1184  
**CLOSING DATE** : 05 February 2010

**POST 03/72** : **MEDICAL OFFICER 4 POSTS GRADE 1 – 3 ORTHOPAEDICS – 70168267**  
**OBSTETRIC & GYNAECOLOGY – 70168268 ANAESTHESIA – 70168269**  
**INTERNAL MEDICINE - 70168270**

**SALARY** : R376 257 – R506 757 per annum (plus benefits)  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : Qualifications: MBChB; Registration with HPCSA; 5 years working experience (Grade 2) 10 years working experience (Grade 3); Post graduate diploma in the appropriate field will serve as an added advantage. Communication and interpersonal skills.

**DUTIES** : Perform clinical duties and patient care. Be involved in supervision of subordinates. Actively participate in the academic programme of the hospital. Work as part of a multidisciplinary team to provide effective patient care. Should be able to perform commuted overtime as per departmental requirement. Perform duties assigned by the Clinical Manager. Ensure adherence to the hospital quality assurance and other hospital policies. Assist in the development of protocols. On the job training and Continuous Professional Development. Ensure adherence to Batho Pele Principles and Patient's Right Charter.

**ENQUIRIES** : Dr. O. B. Modise, Tel. No: (012) 717 – 9302  
**CLOSING DATE** : 08 February 2010

**POST 03/73** : **PHARMACIST GRADE II REF NO: 70168237**  
 Directorate: Pharmacy

**SALARY** : R 349 263 per annum (plus benefits)  
**CENTRE** : Tshwane District Hospital  
**REQUIREMENTS** : National Diploma/Degree in pharmacy, plus current registration as a pharmacist with the SAPC. At least five(5)years post registration experience as a pharmacist. knowledge, skills and competencies required: sound knowledge of legislation applicable to pharmacy practices, supervisory, team building, conflict management and analytical skills, appropriate clinical and theoretical knowledge, professional concern for excellence, sound interpersonal, communication, planning and organizing skills, sound knowledge of Human Resource Management and staff relation legislation.

**DUTIES** : Key performance areas: Provide high quality pharmacy service to patients and health professionals within all applicable legislation. Maintain accurate and appropriate records in line with legal requirement, Engage in effective communication with department and service providers to ensure high quality service rendered. Maintain proper use and care of all resources and ensure optima usage, perform standby duties and overtime, Deputise the Pharmacy Manager.

**ENQUIRIES** : Dr M Mosoane, Tel No: (012) 354 – 5960/1  
**CLOSING DATE** : 05 February 2010

**POST 03/74** : **PHARMACIST GRADE 1 REF NO: 70168261**  
 Directorate: Emergency Medical Services

**SALARY** : R302 319 per annum (OSD Total package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Degree or equivalent qualification in Pharmacy, current registration with the South African Pharmacy Council as Pharmacist. Ability to work independently, computer literacy and driver's license.

**DUTIES** : Keep surveillance on medicine consumption in Gauteng EMS. Coordinate the implementation and adherence to GPP (Good Pharmacy Practice), GMP (Good Manufacturing Practice) and SOPs (Standard Operating Procedures). Monitor and evaluate the quality of service (Quality Assurance). Gather and analyze relevant statistical data for forward planning. Financial and stock management for the department. Produce relevant reports. Plan and coordinate all aspects of procurement and receipt of pharmaceutical products for EMS. Plan and coordinate the storage of stock. Plan and coordinate the distribution of stock to the Paramedics. Concomitant pharmacy work in the Charlotte Maxeke Johannesburg Academic Hospital with a view to participating in the pharmacy for the re-structured Emergency Department.

**ENQUIRIES** : Dr L Goldstein, Tel No: 082 4599 181  
**CLOSING DATE** : 08 February 2010

**POST 03/75** : **ASSISTANT NURSING MANAGER: (AREA) REF NO 70168221**  
 Directorate: Nursing

**SALARY** : R 287 745 per annum (plus benefits)  
**CENTRE** : Charles Hurwitz TB Hospital  
**REQUIREMENTS** : Registration as Professional Nurse plus a post basic Nursing Qualifications. A Minimum of 10 years experience in Nursing after registration as a professional Nurse. 6 years of period referred to above must be appreciated recognized experience. At least 3 years referred to the above must be experience at management level. Computer Literacy.

**DUTIES** : Patient care, Support, Advise .Information to Health care users. Development of constructive working relationship with nursing and other stakeholders. Coordinate Nursing Care plan .Manage and monitor proper utilization of human, financial and physical resources. In charge of personnel, equipment, stores, budget and Labour Relations. Communicate with subordinates and supervisors. Communicate with external customers. Management of Performance Management Development System.

**ENQUIRIES** : Ms. E.N. Mahlangu: Tel No :( 011) 983 7142  
**CLOSING DATE** : 05 February 2010

**POST 03/76** : **ASSISTANT MANAGER NURSING (AREA) REF NO: 70168271**  
 Directorate: Nursing

**SALARY** : R 287 745 per annum (plus benefits)  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : Registration with SANC as a professional nurse. Diploma/Degree in Nursing Administration. Post basic registration in Trauma, ICU or Theatre technique will be an added advantage. 8 Years experience as a professional nurse. Current SANC receipt. Good communication, report writing facilitation coordination, problem solving, leadership, analytical and negotiation skills. Three years experience as a unit manager.

**DUTIES** : Manage of effective and efficient quality patient care. Initiate and participate in health promotions. Establish and maintain constructive relationships. Analyse, formulate and implement nursing guidelines, practice standards and procedures. Monitor and ensure proper utilisation of financial, Physical and Human resource.

**ENQUIRIES** : Ms. D.L Magano, Tel. No. (012) 717 9301  
**CLOSING DATE** : 08 February 2010

**POST 03/77** : **OPERATIONAL MANAGER: THEATRE (PNB 3) REF NO: 70168272**  
 Directorate: Nursing

**SALARY** : R287 745 per annum (plus benefits)  
**CENTRE** : Jubilee District Hospital

**REQUIREMENTS** : Registration with SANC as a professional nurse. Diploma in operating theatre as a speciality. Diploma/Degree in nursing management will be an added advantage. Nine years experience as a professional nurse. Five years experience in theatre after obtaining the post based qualifications

**DUTIES** : Manage the provisioning of an effecting and efficient quality care. Coordinate and monitor the implementation of nursing care plan and evaluation. Provide health information to health care users. Maintain constructive working relationship. Analyse formulate and implement of nursing guidelines, practice standards and procedures. Manage proper utilisation of Human, Financial and physical resources.

**ENQUIRIES** : Ms. T.N Ngwenya, Tel. No. (012) 717 9398  
**CLOSING DATE** : 08 February 2010

**POST 03/78** : **OPERATIONAL MANAGER: NIGHT SUPERVISOR 2 POSTS REF NO 70168222**  
 Directorate: Nursing

**SALARY** : R 263 328 per annum (plus benefits)  
**CENTRE** : Charles Hurwitz TB Hospital  
**REQUIREMENTS** : Registration as Professional Nurse with SANC. Minimum of ten years experience plus qualifications 2 years experience in TB hospital (Compulsory).

**DUTIES** : In charge of personnel, equipment, stores, budget and Labour Relations Report writing and memos. Manage and monitor proper utilization of human, financial and physical resources .Coordinate Develop and maintain constructive working relationships with nursing and other stakeholders.

**ENQUIRIES** : Ms. E.N. Mahlangu Tel No: (011) 983-7142  
**CLOSING DATE** : 05 February 2010

**POST 03/79** : **CONTROL CLINICAL TECHNOLOGIST: CRITICAL CARE REF NO: 70168218**  
 Directorate: Clinical Service

**SALARY** : R 240 318 per annum (plus benefits)  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : B Tech degree in Clinical Technology (Critical Care). HPCSA registration as clinical Technologist (Critical Care). At least 5 years post qualification clinical experience. Extensive supervisory and managerial experience.

**DUTIES** : Clinical service rendering including after hours. Management of clinical technology service concerned. Supervision of clinical technologists. Theoretical and practical training of student clinical technologist. Set service and quality standards. Control expenditure and consumable stork.

**ENQUIRIES** : Prof JP Pretorius, Tel No: (012) 354-2107  
**CLOSING DATE** : 05 February 2010

**POST 03/80** : **CONTROL CLINICAL TECHNOLOGIST: NEPHROLOGY REF NO: 70168219**  
 Directorate: Clinical Service

**SALARY** : R 240 318 per annum (plus benefits)  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : B Tech degree in Clinical Technology (Nephrology). HPCSA registration as clinical Technologist (Nephrology). At least 5 years post qualification clinical experience. Extensive supervisory and managerial experience.

**DUTIES** : Clinical service rendering including after hours. Management of clinical technology service concerned. Supervision of clinical technologists. Theoretical and practical training of student clinical technologist. Set service and quality standards. Control expenditure and consumable stork.

**ENQUIRIES** : Dr AP van der Walt, Tel No: (012) 354-2336  
**CLOSING DATE** : 05 February 2010

**POST 03/81** : **OPERATIONAL MANAGER: HAST REF NO: 70168225**  
 Directorate: Nursing

**SALARY** : R 227 148 per annum (plus benefits)  
**CENTRE** : Leratong Hospital  
**REQUIREMENTS** : Basic nursing qualification under S.A.N.C. R425 or equivalent 7 years experience as professional nurse. Experience in HAST programme. Knowledge and understanding of financial Management prescripts i.e. P.F.M.A. Health act etc.

**DUTIES** : Supervision and ensuring the provision of effective and efficient management of HAST programme (CCMT site, TB focal point, PMCTC and Step down unit). Ensure collaboration and down referral to district services.

**ENQUIRIES** : Mrs. M. Khoza, Tel. No: (011) 411 – 3834/3506

**CLOSING DATE** : 05 February 2010

**POST 03/82** : **CHIEF HEALTH CARE WASTE OFFICER REF NO: 70168263**  
Directorate: Health Care Waste and Occupational Hygiene Risk Management

**SALARY** : R161 970 per annum (plus benefits)

**CENTRE** : Central Office – Johannesburg

**REQUIREMENTS** : An appropriate 4 years Bachelor's degree or equivalent in the fields of Environmental Health or equivalent with a specialty in Occupational Health or Waste Management. Code EB (Code 8) driver's licence. Recommendations: Project management and computer skills; Presentation and negotiation skills; In-depth knowledge of appropriate legislations; At least 3 years appropriate experience in the Health Care Waste and Occupational Hygiene Risk; Ability to Manage legislation and risk mitigation. Registration with the Professional Body such as the HPCSA or SAIOH.

**DUTIES** : Audit and report on treatment plants and final disposal areas of contracted Service Providers; Special Project Management in Gauteng e.g. awareness campaigns etc.; Implementation of policies, Identification and management of training needs and programmes; Assist with the management of all contracts; Assist in the co-ordination of the HCWM roll-out to all Gauteng Health and Social Development facilities and subsequent management of the new system thereafter; Auditing of all HCF on a monthly / annual basis to ensure legal compliance; Communicate to all role players about improved HCWM through regular meeting awareness and marketing projects; Assist in ensuring the minimization of HCRW which include appropriate segregation, Collection and disposal through random inspections and verification procedures; Assist and participate in the co-ordination of Regional HCW for meetings at Provincial and District levels; Facilitate appropriate research and assist with the management and application thereof.

**ENQUIRIES** : Mr. P. J. Brits, Tel No: (012) 3039202/ 0827742919

**CLOSING DATE** : 08 February 2010

**POST 03/83** : **CLINICAL TECHNOLOGIST: CRITICAL CARE REF NO: 70168216**  
Directorate: Clinical Service

**SALARY** : R 161 970 per annum (plus benefits)

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : National Diploma or B Tech degree in Clinical Technology (Critical Care). HPCSA registration as clinical Technologist (Critical Care).

**DUTIES** : Clinical service rendering. Assist with practical of clinical technology students. Rendering of after hour emergency service.

**ENQUIRIES** : Dr AP van der Walt, Tel No: (012) 354-2336

**CLOSING DATE** : 05 February 2010

**POST 03/84** : **CLINICAL TECHNOLOGIST: NEPHROLOGY REF NO: 70168217**  
Directorate: Clinical Service

**SALARY** : R 161 970 per annum (plus benefits)

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : National Diploma or B Tech degree in Clinical Technology (Nephrology). HPCSA registration as clinical Technologist (Critical Care).

**DUTIES** : Clinical service rendering. Assist with practical of clinical technology students. Rendering of after hour emergency service

**ENQUIRIES** : Dr AP van der Walt, Tel No: (012) 354-2336

**CLOSING DATE** : 05 February 2010

**POST 03/85** : **CHIEF ENVIRONMENTAL HEALTH OFFICER 2 POSTS REF NO: 70168265**  
Directorate: Public Health

**SALARY** : R161 970 per annum (plus benefits)

**CENTRE** : O.R. Tambo International Airports

**REQUIREMENTS** : B. Tech degree in Environmental Health, Registration with Health Professional Council of South Africa, Valid driver's license. Recommendations: Three years experience as a senior EHP in port health Services Computer literacy. Knowledge of Batho Pele Principles.

**DUTIES** : To assist the Assistant Director in supervising, inspection of international aircraft from malaria endemic countries, Enforce food stuffs, Cosmetics and disinfectant Act, International Health Regulations and all other relevant National Legislations, Actively participating in the prevention of Communicable Diseases entering South Africa, ensures that water and food samples are collected and analyzed, ensures safety of in-flight meals served on international and domestic flights, Compile weekly, monthly and quarterly report, do inspection of imported consignment, Ensure proper vector control to prevent vector borne diseases. Must be prepared to work shifts and night duty.

**ENQUIRIES** : Dr. E. Kaye-Petersen (011) 355 3238  
**CLOSING DATE** : 08 February 2010

**POST 03/86** : **CHIEF RADIOGRAPHER REF NO: 70168214**  
 Directorate: Nuclear Medicine

**SALARY** : R 161 970 per annum  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : B. Rad (Hons) Nuclear Medicine or equivalent tertiary qualification in Nuclear Medicine. Registration with the HPCSA as a Nuclear Medicine Radiographer. Previous experience in a Nuclear Medicine facility offering a comprehensive service, including hotlab procedures, PET/CT scanner, and management experience is recommended.

**DUTIES** : Clinical service rendering and supervision. Participation in organizing, planning and implementation of department policies/ procedures (management). Administrative duties in all relevant areas. Supervision of pre- graduate and post graduate students and inputs in clinical training. Participate in CPD programs.

**ENQUIRIES** : Ms NG Mahlangu, Tel No: (012) 354-1684  
**CLOSING DATE** : 05 February 2010

**POST 03/87** : **SOCIAL WORKER GRADE II ARV CLINIC REF NO 70168240**

**SALARY** : R160 455 per annum (plus benefits)  
**CENTRE** : Tshwane District Hospital  
**REQUIREMENTS** : An appropriate recognised Bachelors degree in social work, registration with South African Council for Social Services Profession (SACSSP) a minimum of 10 years experience in social work after registration as a social worker after registration as a social worker with SACSSP, knowledge and understanding of HIV/AIDS and other related legislation policies and practices, ability to collaborate with internal stakeholders and must be willing to assist at the main hospital.

**DUTIES** : To offer therapeutic support to patients and other families/significant others by means of supportive counseling, victim empowerment, disclosure counselling, couple counselling, crisis intervention and encourage family treatment programmes. Assist at the Casualty department of the main hospital according to need. Establish and maintain empowerment and support groups, co-ordinate events, build a referral network and be able to link and refer patients and their families to community resources. Provide supervision to lay counsellors, effective administration and record keeping.

**ENQUIRIES** : Dr H M Mosoane, Tel No: (012) 354-5960/1  
**CLOSING DATE** : 05 February 2010

**POST 03/88** : **PROFESSIONAL NURSE GRADE 1 REF NO 70168223**  
 Directorate: Nursing

**SALARY** : R 130 119 per annum (plus benefits)  
**CENTRE** : Charles Hurwitz TB Hospital  
**REQUIREMENTS** : Basic qualification (i.e. diploma /degree in nursing) .Registration with the SANC as Pas Professional Nurse.

**DUTIES** : In charge of personnel, equipment, stores .budget and Labour Relations, report writing and memos. Manage and monitor proper utilization of human, financial and physical resources .Coordinate nursing care plans. Develop and maintain constructive working relationships with nursing and other stakeholders.

**ENQUIRIES** : Ms. E.N. Mahlangu Tel No: (011) 983-7142  
**CLOSING DATE** : 05 February 2010

**POST 03/89** : **QUALIFIED POST BASIC PHARMACIST ASSISTANT ARV REF NO: 70168236**  
Directorate: Pharmacy

**SALARY** : R 122 490 per annum (plus benefits)  
**CENTRE** : Tshwane District Hospital  
**REQUIREMENTS** : Registration with SA Pharmacy Council as Qualified Post Basic Pharmacist's Assistant, more than five years post qualification after registration with SACP.

**DUTIES** : Participate in the development, provision and maintenance of a cost effective pharmaceutical services. Ensure quality provision of pharmaceutical care and adherence to current practices of good pharmacy practice. Work indirect supervision of a pharmacist at clinics. Reading of prescript, preparation of prescription, labelling and dispensing to patients. Ordering and storage of medicine in accordance with pharmacy regulation. Participate in-service training. Monitor team work perform any legitimate task requested for provision of pharmaceutical services.

**ENQUIRIES** : Mr A Akinfemiwal, (012) 354 - 5861  
**CLOSING DATE** : 05 February 2010

**POST 03/90** : **QUALIFIED POST BASIC PHARMACIST'S ASSISTANT 3 POSTS REF NO: 70168239**  
Directorate: Pharmacy

**SALARY** : R 108 732 per annum (plus benefits)  
**CENTRE** : Tshwane District Hospital  
**REQUIREMENTS** : Registration with SA Pharmacy Council as Qualified Post Basic Pharmacist's Assistant.

**DUTIES** : Participate in the development, provision and maintenance of a cost effective pharmaceutical services. Ensure quality provision of pharmaceutical care and adherence to current practices of good pharmacy practice. Work indirect supervision of a pharmacist at clinics. Reading of prescripts, preparation of prescription, labeling and dispensing to patients. Ordering and storage of medicine in accordance with pharmacy regulation. Participate in in-service training. Monitor team work. Perform any legitimate task requested for provision of pharmaceutical services.

**ENQUIRIES** : Mr A Akinfemiwal, Tel No: (012) 354 - 5861  
**CLOSING DATE** : 05 February 2010

**POST 03/91** : **SCANNER OPERATORS 10 POSTS REF NO: 70168264**  
Directorate: Public Health

**SALARY** : R73 584 per annum (plus benefits)  
**CENTRE** : Lanseria and O.R. Tambo International Airports  
**REQUIREMENTS** : Grade 12 certificate, Ability to use a computer, Good command of English. Recommendations: Knowledge of Batho Pele Principles

**DUTIES** : Operate thermal scanners, Communicate with passengers, Control of the queue of international passengers, Escort passengers with high temperature to Port Health Clinic, General Administrative duties, Data capturing.

**ENQUIRIES** : Dr. E. Kaye-Petersen, Tel No: (011) 355 3238  
**CLOSING DATE** : 08 February 2010

**POST 03/92** : **STUDENTS CLINICAL TECHNOLOGIST REF NO: 70168213**  
Directorates: Critical Care X2, Nephrology X2, Reproductive Biology X1, and Cardiology X1

**SALARY** : R 62 094 per annum (plus benefits)  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : National diploma in Clinical Technology. HPCSA registration as clinical Technologist. Registered B tech in critical Care, Nephrology, Cardiology or Reproductive Biology.

**DUTIES** : Clinical service rendering and supervision. Participation in organizing, planning and implementation of department policies/ procedures (management).

**ENQUIRIES**  
**CLOSING DATE**

Administrative duties in all relevant areas. Supervision of pre- graduate and post graduate students and inputs in clinical training. Participate in CPD programs.  
: Dr AP Van der Walt, Tel No: (012) 354-2336  
: 05 February 2010

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

**APPLICATIONS** : All applications should be forwarded to: The Human Resource Department  
Estcourt Provincial Hospital P/Bag X7058 Estcourt 3310

**CLOSING DATE** : 29 January 2010

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

**OTHER POST**

**POST 03/93** : **PHARMACIST REF NO: PH/EST 01/2010**

**SALARY** : GRD 1 R302 319, GRD 2 R349 263, GRD 3 R381 900 per annum Level 7  
**CENTRE** : Estcourt Hospital Benefits: Housing allowance, 13<sup>th</sup> cheque, medical aid Optional, plus 12% Rural

**REQUERMENTS** : National Diploma / Degree in Pharmacy: Plus Current registration as a Pharmacist with SAPC Certified copy of annual fees renewal registration (2009/2010) with SAPC Grade 1: Requires appropriate experience and registration with SAPC as a Pharmacist Grade 2: Registration certificate plus 5 years experience after registration with SAPC. Grade 3: Registration certificate plus 13 years experience after registration with SAPC. Knowledge, Skills, Training and Competences Required Sound Knowledge of legislation applicable to Pharmacy practices Supervisory ,team building, conflict management and analytical skills Appropriate clinical and theoretical knowledge Professional concern for excellence Sound interpersonal, communication, planning and organizing skills Sound knowledge of Human Resource Management and staff relations legislation

**DUTIES** : Key Performance Areas: Provide high quality pharmacy service patients and health professionals within all applicable legislation Maintain accurate and appropriate records in line with legal requirements Engage in effective communication with departments and service providers to ensure high quality service is rendered Maintain proper use and care of all resources and ensure optima usage Perform standby and overtime duties Deputize the Pharmacy Manager.

**ENQUIRIES** : Mrs. R. Bhikraj Tel: 036-3427138

**PROVINCIAL GOVERNMENT: WESTERN CAPE  
DEPARTMENT OF HEALTH**

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

**NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Shortlisted candidates with disabilities are to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation.

**MANAGEMENT ECHELON**

**POST 03/94** : **HEAD: CLINICAL UNIT (PRINCIPAL SPECIALIST: OBSTETRICS AND GYNAECOLOGY)**

**SALARY** : Remuneration package: R 892 287 per annum (a portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist Gynaecologist and Obstetrician in the subspecialty of Gynaecological Oncology. Registration as a subspecialist Gynaecological Oncologist. Experience in specialised tertiary Gynaecological Oncology patient care including advanced surgery. Registration with a professional Council: Registration with the HPCSA as a Specialist Gynaecologist and Obstetrician in the subspecialty of Gynaecological Oncology. Experience: A minimum of 7 years appropriate experience as Medical Specialist after registration with the HPCSA as a Specialist Gynaecologist and Obstetrician. Competencies: Knowledge/skills: Proven record of strong leadership abilities. Proven ability to conduct and supervise research activities. Adequate managerial skills. Good communication as well as analytical and problem solving skills. Appropriate experience in supervision and training of staff and students at under-graduate and post-graduate levels including Gynaecological Oncology. Research and publications in peer reviewed scientific journals. Skilled in specialised tertiary Gynaecological patient care including advanced surgery. Computer literacy. Ability to work in a team. Ability to work overtime. Community involvement. Experience as an examiner at under-graduate and post-graduate level. Recommendation: Doctoral degree or currently studying towards a doctoral degree.

**DUTIES** : Key result areas/outputs: Assist with and assume responsibility for the effective administration of a Clinical/Academic Department. Provide effective and efficient patient care at specialist and sub-specialist level. Participate and guide academic activities at under-graduate and post-graduate level. Participate in research activities. Provide guidance and supervision to junior colleagues and registrars. Participate in outreach activities to lower levels of care.

**ENQUIRIES** : Prof TF Kruger tel. no. (021) 938-4431

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

**FOR ATTENTION** : Ms C Versfeld

**CLOSING DATE** : 12 February 2010

**OTHER POST**

**POST 03/95** : **MEDICAL SPECIALIST: INTERNAL MEDICINE GRADE 1 TO 3**  
Chief Directorate: Metro District Health Services

**SALARY** : Grade 1: R491 892 per annum  
Grade 2: R554 109 per annum  
Grade 3: R624 198 per annum (A portion of the package can be structured according to the individual's personal needs). Commuted overtime is payable.

**CENTRE** : Victoria Hospital, Wynberg

**REQUIREMENTS** : Applicants must be registered with the Health Professions Council of South Africa and CMSA as a Specialist in Internal Medicine or in the process of being registered within 3 months of the placement of this advert. Registration with a

professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist or registrable for the grade 1 within 3 months. Experience: Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA as a Medical Specialist. Grade 3: A minimum of 10 years' appropriate experience after registration with the HPCSA as a Medical Specialist. Grade 1 to 3: Appropriate experience of managing medical conditions (inpatients/ outpatients and high care /intensive care conditions) presenting at a Regional (level 2) level. Inherent requirements of the job: Sound clinical skills and experience in the broad range of specialist internal medicine problems appropriate to a level 2 specialist referral unit. Willingness to render an after hour service in accordance with the commuted overtime contract. Willingness to be active in the outreach program in the Southern Sub-District. Competencies (knowledge/skills): Competence with insertion of central lines and the use of thrombolytics. Competence with practical procedures relating to IPPV and any other skills e.g. endoscopy, bronchoscopy and Echo/US will be considered valuable. The ability to communicate in at least two of the three official languages of the Western Cape. Sound clinical skills in the broad range of specialist internal medicine problems appropriate to a level 2 specialist referral unit. Knowledge and experience of working within local cost restrained environment. Strong personnel management and communication skills and the ability to function as a co-operative part of a multi-disciplinary team.

- DUTIES** : Key result areas/outputs: Supervise the inpatient care delivered by Registrars and Interns admitted to the Department of Medicine. Provide a consultation service to patients under the care of the other Departments on request. Manage patients in the High Care Unit when required. Actively involved in all MOPD clinics weekly. Outreach functions to Southern Sub-district. To be actively involved in all the teaching of under- and post-graduate students from UCT Department of Medicine. Actively involved in the academic proceedings of the Hospital and Department. To be available on a rostered basis for after hour callout as needed and to conduct post-intake ward rounds on the weekends.
- ENQUIRIES** : Dr D Stokes, tel. no. (021) 799-1120/1201
- APPLICATIONS** : The Chief Director: Metro District Health Services, 8 Riebeek Street, 2<sup>nd</sup> Floor, Southern Life Building, Cape Town, 8000.
- FOR ATTENTION** : Mr A Oor
- CLOSING DATE** : 5 February 2010

#### **DEPARTMENT OF THE PREMIER**

***In accordance with the Employment Equity plan of the Department of the Premier, it is the intention to achieve equity in the workplace with the filling of these posts through the promotion of equal opportunities and fair employment.***

- APPLICATIONS** : Ayanda Mbanga Response Management, PO Box 833, Greenpoint, 8051 or hand delivered to PGWC Response Management Job Application Box, 4 Dorp Street, Foyer Entrance, Ground Floor, Cape Town (for attention Ms J Johnstone). Please note that hand delivered applications must be placed in a sealed envelope for the attention of Ayanda Mbanga Response Management. Registered mail must not be sent to the hand delivery address.
- CLOSING DATE** : 15 February 2010
- NOTE** : Applications must be completed on form Z83 (obtainable from any government department), accompanied by a comprehensive CV, certified copies of qualifications and ID. Appointment is subject to the undergoing of a competency test and security clearance. Appointments are subject to personnel suitability checks as prescribed by DPSA. Short-listed candidates must be available for interviews and testing at date and time determined by the Department. The Department of the Premier is an equal opportunity, affirmative action employer and reserves the right not to make an appointment. Disabled persons are encouraged to apply. No late applications will be accepted or considered. A separate application form must be completed if applying for more than one post. The reference number and full name of the post must be indicated clearly on the application form. If you have not received a response from this Department within three months after the closing date, consider your application as unsuccessful.

#### **MANAGEMENT ECHELON**

- POST 03/96** : **DIRECTOR: DGITO: EDUCATION, CULTURAL AFFAIRS AND SPORT POST 1 REF NO: PREM/SMS 001-10**

**DIRECTOR: DGITO: HEATH AND SOCIAL DEVELOPMENT POST 2 REF NO: PREM/SMS 002-10**

Branch: Centre for E-Innovation

Chief Directorate: GITO Management Services

<b><u>SALARY</u></b>	:	R615 633 per annum (all inclusive salary package) Level 13
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised 3-year degree/diploma (or equivalent NQF aligned qualification) with extensive, appropriate management experience in an IT enabled environment. Competency Profile: Expert knowledge of information and communication technologies (ICT) as enabling tools for development / ICT training, systems and security / infrastructure and networks / business and systems analysis / architecture and frameworks • Knowledge of modern systems of governance and administration • Knowledge of the latest advances in public management theory and practice • Knowledge of the policies of the government of the day • Knowledge of global, regional and local political, economic and social affairs impacting on the Provincial Government of the Western Cape • Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector • Knowledge of inter-governmental relations • Knowledge of communication, public participation and public education • Knowledge of human resource and financial management processes. Skills: A high level in-house advisory skills and the ability to render advice and guidance in an objective yet dedicated manner • Strong interpretive and formulation skills • Good leadership skills with specific reference to the ability to display thought leadership in complex applications, to handle conflict and to lead and direct teams of professionals and service providers • Team building and strong interpersonal skills and excellent communication skills as well as the ability to persuade and influence • Outstanding planning, organising and people management skills • Expert computer literacy skills • A highly developed interpretive and conceptualisation / formulation ability • The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances.
<b><u>DUTIES</u></b>	:	Providing inputs to the development of provincial e-government and ICT policy and strategy • Promoting effective management of information and technology as a strategic resource • Manage the Departmental GITO Council(s) • Managing relevant enterprise information and technical architectures for each Department in alignment with provincial strategies and architecture • Developing and maintaining departmental master systems plans • Implementing e-Government / ICT strategies • Planning and managing the implementation of solutions, systems and infrastructure within department(s) • Ensuring proper certification of planned ICT solutions • Managing departmental contracts and service level agreements • Managing the Directorate's strategic and business planning processes • Managing the Directorate's human, financial, physical information and statutory resources.
<b><u>ENQUIRIES</u></b>	:	Mr A de Freitas, Tel.no: 021 483 5887

**OTHER POSTS**

<b><u>POST 03/97</u></b>	:	<b><u>SERVICES MANAGER: DGITO: EDUCATION, CULTURAL AFFAIRS AND SPORT POST 1 REF NO: PREM/CEI 001-10</u></b> <b><u>SERVICES MANAGER: DGITO: HEATH AND SOCIAL DEVELOPMENT POST 2 REF NO: PREM/CEI 002-10</u></b> Chief Directorate: GITO Management Services
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<b><u>SALARY</u></b>	:	R378 456 per annum (all inclusive salary package) Level 11
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised 3-year degree/diploma (or equivalent NQF aligned qualification and training and/or applicable courses) plus at least 5 years' management experience in an ICT environment • A valid Code 08 driver's licence • A willingness to travel • The willingness to work outside of normal hours according to service delivery needs. Competency Profile: Line, strategic, Human Resources, Financial and Project Management • Strong planning and organising skills • A strong ICT background specifically in the Public Sector areas • Supervisory skills • The ICT infrastructure, security and policies • Decision making, problem and conflict solving abilities • Policy and strategy formulation and development.

**DUTIES**

: Managing a team of professionals and service providers, directly or indirectly, that have to perform and deliver services in accordance with the approved requirements and prioritised needs relating to client services such as: quality control, ensuring that expenditures remain within budget, capacity management and planning to meet business demands • Liaising with client departments • Managing the following client services: Decision Support Systems, Help-Desk and Change Management, Business and Systems Analysis, WEB Support, Desktop Applications, ICT User Training, ICT Advisory Services, ICT/MSP, Business Continuity Planning • Providing inputs regarding the development and planning of provincial ICT policy and strategy • Acting as e-Government champion and co-ordinating all aspects of e-Government service delivery and operational support • Developing and managing appropriate departmental service level agreements and contracts • Provide inputs into the budget and fiscal process • Participating in the Chief Directorate's and own component's strategic planning process • Continuous performance evaluation as per pre-determined standards and objectives • Regular reporting on component activities • Monitoring and ensuring compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the component • Participating in the recruitment plan and staff processes • Motivating, training and guiding staff within the component, to achieve and maintain excellence in service delivery • Managing, evaluating and rewarding staff performance • Involvement in human resource plan, service delivery improvement programme and information resources plan • Promoting component discipline and sound labour relations • Participating in the budget process at Chief Directorate and component level • Preparing the Annual and Adjustment Budgets for the component • Direct responsibility for the efficient, economic and effective control and management of the component's budget and expenditure • Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the component • Reporting to the Sub-programme Manager on all aspects of the component's finances • Responsibility for the management, maintenance and safekeeping of the component's assets • Ensuring that full and proper records of the financial affairs of the component are kept in accordance with any prescribed norms and standards.

**ENQUIRIES**

: Ms EO De Bruyn, Tel.no: 021 483 483-3816