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

PUBLIC SERVICE VACANCY CIRCULAR NO 39 OF 2011

1. Introduction

- 1.2 The aim of this Circular is not only to distribute advertisements of vacancies to departments and employees throughout the Public Service, but also to facilitate the deployment of employees who are in excess.
- 1.3 As regards the latter issue, National Departments/Provincial Administrations and Government Components are called upon to give serious consideration during the filling of vacancies to the absorption of employees who have been declared in excess if they apply.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) **must be forwarded** to the National Department/Provincial Administration/Government Component in which the vacancy/vacancies exist(s).
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post, must direct their enquiries to the National Department/Provincial Administration/Government Component where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 Applications should be forwarded in time to the advertising department since applications received after the applicable closing date will not be accepted.
- 2.5 Considering the aim of this Circular (see paragraph 1.1 above), advertisements contained herein are meant for the **attention/perusal of serving employees** only. Persons not employed in the Public Service may thus not apply for the vacancies advertised in this Circular, except if the relevant department has extended the scope of its recruitment initiative to persons not employed in the Public Service, in which case the relevant vacancy will have been advertised through other means such as the media. (Clarity in this regard can be obtained from the relevant advertising National Department/Provincial Administration /Government Component).

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

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

4 Directions to National Departments/Provincial Administrations/Government Components in which vacancies exist

- 4.1 Where vacancies have been identified to promote representativeness, the measures contained in Chapter 1, Part III. D2 of the Public Service Regulations, 2001 must be complied with. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 4.2 Candidates must be assessed and selected in accordance with the relevant measures contained in Chapter 1, Part VII. D of the Public Service Regulations, 2001.

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DEPARTMENT OF AGRICULTURE, FORESTRY & FISHERIES

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: URS Response Handling, Tel. 012-811-1900.
- FOR ATTENTION** : URS Response Handling
- CLOSING DATE** : 14 October 2011
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department or on the internet at www.gov.za/documents and 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]. The Department does not accept applications via fax or email. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. In accordance with the National Vetting Strategy for the Public Service all nominated candidates will undergo personnel suitability check to verify their suitability in terms of RSA citizenship, criminal records, previous employment, educational verification and credit check. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the post(s).

OTHER POSTS

- POST 39/01** : **AGRICULTURAL MANAGEMENT ADVISOR REF NO: 397/2011**
Directorate: Agricultural Inputs Control
- SALARY** : R 434 505 per annum (all inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Veterinary Science (B.VSc. / B.VMCh.) degree. Demonstrate high-level analytical skills, expertise and experience in the interpretation of the Fertilisers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947) and scientific information with particular emphasis on safety, efficacy and quality control preferably in the context of a regulatory environment. Experience in a pharmaceutical/regulatory environment. Candidates must demonstrate a capacity in representing an organisation, including well-developed liaison, negotiation and communication skills. Must have sound computer skills in MS Office software (Word and Excel). Demonstrate a high standard of written communication and ability to prepare and present complex reports. A valid driver's licence.
- DUTIES** : The incumbent will be responsible for evaluating and reviewing applications for the registration of stock remedies with particular emphasis on safety, efficacy and quality. Prepare and present evaluation reports. Assist in the management of evaluations and reviews by contributing to the screening process, evaluation of pharmacology and quality control data, including advice to team members, the Registrar of the Fertilisers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 and other staff on technical and professional matters. Assist in the development of new policies, programmes and processes relating to the registration of stock remedies, including the preparation of guidelines, manuals and scientific and technical reports on the regulation and use of stock remedies. Research and work independently, managing a portfolio of tasks to meet deadlines. Represent the Directorate on technical and professional matters including liaison with industry, Government agencies and other areas of the Directorate on matters associated with stock remedies. Provide advice to industry, Government and other stakeholders as required.
- NOTE** : Candidates will be subjected to a skills/knowledge test.

ENQUIRIES : Dr B. Ntshabele, Tel. 012 319 7304.

POST 39/02 : **SCIENTIST PRODUCTION GRADE A (OSD) REF NO: 402/2011**
Directorate: Plant Health

SALARY : R 363 192 per annum (all inclusive package)
CENTRE : Pretoria
REQUIREMENTS :

Applicants must be in possession of a B.Sc. Honours degree with Plant Pathology as a major subject (you are required to furnish a credit certificate and/or statement of results) with three years post-qualification experience in conducting pests risk analysis for invertebrate pests as well as viral, viroid, bacterial, phytoplasmic and fungal pests or in a field related to the area of study. Professional registration with the South African Council for Natural Scientific Professions (SACNASP). Extensive knowledge and understanding of viral, viroid, bacterial, phytoplasmic and fungal pest, taxonomy, biology and pest mitigation/control programmes. Knowledge of the International Plant Protection Convention (IPPC) and its International Standards for Phytosanitary Measures (ISPMs), ISPM 2 and ISPM 11 as well as the World Trade Organisation Agreement on the Application of Sanitary and Phytosanitary Measures (WTO-SPS Agreement) as well as relevant legislation such as the Agricultural Pests Act, 1983 (Act 36 of 1983) and its application. Knowledge of the South Africa-Sanitary and Phytosanitary Measures (SA-SPS) import and export regulatory systems will be a recommendation. Management experience regarding personnel. Good interpersonal relations as a member of a team responsible for international and national liaison. Good communication (verbal and written) and liaison skills. Analytical, scientific and organisational skills. Ability to multi-task and work well under pressure. Computer literacy in MS Office software. A valid Code EB driver's licence.

DUTIES : The incumbent will be responsible for conducting Pest Risk Analysis (pest listing, pest risk assessment and pest risk management) in the scientific field of Plant Pathology. Interpret, evaluate and implement International Standards for Phytosanitary Measures of the IPPC and Phytosanitary legislation/policies as well as relevant recommendations, including the Agricultural Pests Act, 1983. Lead the Phytosanitary risk assessments, drafting of Phytosanitary import requirement recommendations and provide advice on import interceptions. Evaluate and make recommendations on ISPM's, as drafted by the IPPC. Conduct presentations at relevant forums. Provision of effective communication (verbal and written).

ENQUIRIES : Ms R. Mahlakoana, Tel. 012 319 6325.

POST 39/03 : **SCIENTIST PRODUCTION GRADE A (OSD) REF NO: 403/2011**
Directorate: Plant Health

SALARY : R 363 192 per annum (all inclusive package)
CENTRE : Pretoria
REQUIREMENTS :

Applicants must be in possession of a B.Sc. Honours degree with Entomology, Nematology and/or Plant Protection as a major subject(s) (you are required to furnish a credit certificate and/or statement of results) with 3 years post-qualification experience in conducting pests risk analysis for invertebrate pests or in a field related to the area of studies. Professional registration with the South African Council for Natural Scientific Professions (SACNASP). Extensive knowledge and understanding of viral, viroid, bacterial, phytoplasmic and fungal pests as well as taxonomy, biology and pest mitigation/control programmes. Knowledge of the International Plant Protection Convention (IPPC) and its International Standards for Phytosanitary Measures (ISPMs), ISPM 2 and ISPM 11 as well as the World Trade Organisation Agreement on the application of Sanitary and Phytosanitary Measures (WTO-SPS Agreement) as well as relevant legislation such as the Agricultural Pests Act, 1983 (Act 36 of 1983) and its application. Knowledge of the South Africa-Sanitary and Phytosanitary Measures (SA-SPS) import and export regulatory systems will be a recommendation. Management experience regarding personnel. Good interpersonal relations as a member of a team responsible for international and national liaison. Good communication (verbal and written) and liaison skills. Analytical, scientific and organisational skills. Ability to multi-task and work well under pressure. Computer literacy in MS Office software. A valid Code EB driver's licence.

DUTIES : The incumbent will be responsible for conducting Pest Risk Analysis (pest listing, pest risk assessment and pest risk management) in the scientific field of Entomology and

Nematology. Interpret, evaluate and implement International Standards for Phytosanitary Measures of the IPPC and Phytosanitary legislation/policies as well as relevant recommendations, including the Agricultural Pests Act, 1983. Lead the Phytosanitary risk assessments, drafting of Phytosanitary import requirement recommendations and provide advice on import interceptions. Evaluate and make recommendations on ISPM's, as drafted by the IPPC. Conduct presentations at relevant forums. Provision of effective communication (verbal and written).

ENQUIRIES :

Ms R. Mahlakoana, Tel. 012 319 6325.

POST 39/04 :

SCIENTIST PRODUCTION GRADE A (OSD) REF NO: 404/2011

Directorate: Plant Health

SALARY :

R 363 192 per annum (all inclusive package)

CENTRE :

Pretoria

REQUIREMENTS :

Applicants must be in possession of a B.Sc. Honours degree with Entomology, Nematology, and/or Plant Protection as a major subject(s) (you are required to furnish a credit certificate and/or statement of results) with 3 years post-qualification experience in conducting pest risk analysis for invertebrate pests or in a field related to the area of studies. Professional registration with the South African Council for Natural Scientific Professions (SACNASP). Extensive knowledge and understanding of invertebrate taxonomy, epidemiology, biology and pest mitigation/control programmes. Knowledge of the International Plant Protection Convention (IPPC) and its International Standards for Phytosanitary Measures (ISPMs), ISPM 2 and ISPM 11 as well as the World Trade Organisation Agreement on the application of Sanitary and Phytosanitary Measures (WTO-SPS Agreement) and relevant legislation such as the Agricultural Pests Act, 1983 (Act 36 of 1983) and its application. Knowledge of the South Africa-Sanitary and Phytosanitary Measures (SA-SPS) import and export regulatory systems will be a recommendation. Management experience regarding personnel. Good interpersonal relations as a member of a team responsible for international and national liaison. Good communication (verbal and written) and liaison skills. Analytical, scientific and organisational skills. Ability to multi-task and work well under pressure. Computer literacy in MS Office software. A valid Code EB driver's licence.

DUTIES :

The incumbent will be responsible for conducting Pest Risk Analysis (pest listing, pest risk assessment and pest risk management) in the scientific field of Entomology and Nematology. Interpret, evaluate and implement International Standards for Phytosanitary Measures of the IPPC and Phytosanitary legislation/policies as well as relevant recommendations, including the Agricultural Pests Act, 1983. Provide Phytosanitary risk assessments, drafting of Phytosanitary import requirement recommendations and provide advice on import interceptions. Evaluate and make recommendations on ISPM's, as drafted by the IPPC. Conduct presentations at relevant forums. Provision of effective communication (verbal and written).

ENQUIRIES :

Ms R. Mahlakoana, Tel. 012 319 6325.

POST 39/05 :

RESOURCE AUDITOR 3 POSTS REF NO: 390/2011

Directorate: Land Use and Soil Management

SALARY :

R 221 058 per annum

CENTRE :

Bloemfontein, Polokwane and Pretoria

REQUIREMENTS :

Applicants must be in possession of a four-year qualification in the field of Natural Resource Utilisation, Resource Conservation or Agriculture. Post-qualification experience in natural resource management. Good knowledge of the sustainable use of agricultural resources as well as environmental legislation that are related to the Conservation of Agricultural Resources Act, 1983 (Act 43 of 1983) (CARA). Experience in handling environmental criminal cases. Excellent verbal and written skills in order to communicate with land users regarding compliance with CARA and the Subdivision of Agricultural Land Act, 1970 (Act 70 of 1970) (SALA). Good knowledge on how to rectify degraded resources. Knowledge of project monitoring and evaluation techniques and how to protect high potential agricultural land. Computer literacy in MS Office software. A valid Code B driver's licence and the willingness to travel extensively and be away from home in the execution of duties.

DUTIES :

The incumbent will be expected to promote responsible custodianship of the natural agricultural resources by all land users in co-operation with all relevant role players. Effectively administer applicable legislation through auditing compliance with set

standards and applying resource management practices. Liaise and co-operate with other Departments administering legislation that may impact on sustainable land use. Assist regarding the development and review of norms and standards with regard to sustainable land use. Participate in spatial development reviews of all Municipalities to ensure the objectives of CARA and SALA are accommodated.

ENQUIRIES :

Ms S. Zwane, Tel. 012 319 7567.

POST 38/06 :

ESTATE MANAGER REF NO: 392/2011

Directorate: Forestry Management (Mpumalanga and Limpopo)

SALARY :

R 221 058 per annum

CENTRE :

Hebron Estate

REQUIREMENTS :

Applicants must be in possession of a National diploma/degree in Forestry with extensive experience in Forestry environment on salary level 8. Experience in compiling forestry budget, APO and promotional material. Ability to organise work and timber processing. Experience in design and layout of resource material. Relationship management. Organising capabilities. Broad knowledge of how the Public Service operates, the National Forest Act, 1998 (Act 84 of 1998) (NFA), the National Veld and Forest Fire Act, 1998 (Act 101 of 1998) (NVFFA) and the policies/procedures and approaches followed. Confidentiality. Communication and interpersonal skills. Computer literacy in MS Office software. Team leadership and time management. A valid driver's licence.

DUTIES :

The incumbent will be expected to manage commercial forestry activities in a group of plantations to optimise equitable economic benefit, particularly in commercial forestry. Annual planning of operations. Fire management in plantations. Community involvement in plantation management. Manage treatment plant applications, permits, licences and SABS marks to utilise the forests. Improve efficiency to eliminate losses. Implement effective procedures and methods to improve production. Data collection and recommendation about the conditions of the plantation. Supervise teams' and Constructors' performance and forestry activities. Plan operations as planned in the APO. Monitor teams and execute harvesting and silviculture activities. Perform activities according to present standard PCIS, SABS, OHS, NFA and NVFFA compliance. Treat plants. Fire protection (i) be part of fire protection (ii) be on standby during fire season and in case of fire fighting and perform tasks as given by the Supervisor (iii) report back during fire fighting activities. Administration (i) weekly/monthly reports on forestry activities performed (ii) collecting plantation data for the APO. Perform monthly checks on revenue collected and banking.

ENQUIRIES :

Mr N. Nemukula, Tel. 015 519 3300.

NOTE :

The incumbent of this post will also facilitate the formation of safety representatives, self auditing as well as NFA and NVFFA enforcement.

POST 39/07 :

SENIOR INTERNAL AUDITOR 2 POSTS REF NO: 391/2011

Directorate: Internal Audit

SALARY :

R221 058 per annum

CENTRE :

Pretoria

REQUIREMENTS :

Applicants must be in possession of a National diploma/degree in Internal Auditing. Internal Audit/Audit/Performance Audit experience. Computer literacy in MS Office software and Team Mate or other auditing software. Interpersonal relations, problem solving, project management, conflict management, presentation and report writing skills. Knowledge of the Standards for the Professional Practice of Internal Auditing. Planning and organising skills. Compilation of draft/audit reports. Knowledge of section 45 of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and identification of risks. A valid driver's licence.

DUTIES :

The incumbent will be responsible for identification of risks with the evaluation systems. Develop working papers to ensure evidence of audits are planned, supervised, executed and reported/team mate. Plan assigned audits according to audit plans. Execute audit projects at the offices of the department Ensure that audit working papers adequately support audit findings, conclusions and reports. Draft audit reports and make sure that audit reports are accurate, clear, concise, constructive and timely. Take part in preliminary and closing meetings with clients. Ensure that audit objectives are being met. Make sure that audits are conducted in accordance with the standards set by the Institute of Internal Auditors. Ensure that corrective steps are taken on

recommendations by Directorates (follow-up actions). Ensure adherence of responsibility in terms of section 45 of the PFMA. Handle sub-loss control matters. Ms N. Sithole, Tel. 012 319 7144.

ENQUIRIES

:

POST 39/08

:

CHIEF FOOD SAFETY AND QUALITY ASSURANCE OFFICER REF NO: 399/2011
Directorate: Food Safety and Quality Assurance

SALARY

:

R221 058 per annum

CENTRE

:

Pretoria

REQUIREMENTS

:

Applicants must be in possession of a Bachelor's (B.Sc.) degree in Agriculture with Horticulture or Plant Production as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Experience in Quality Assurance and Food Safety Management Systems, good agricultural practices, post harvest treatment and handling of fresh fruit and flowers. Good communication (verbal and written) skills and good knowledge of the languages in which legislation is published. Knowledge of the Agricultural Products Standard Act, 1990 (Act 119 of 1990). Computer literacy in MS Office software (Word, Excel, PowerPoint, Outlook and Access). Ability to work independently and effectively under pressure. Address meetings and gatherings with related industries. A valid driver's licence and must be prepared to travel.

DUTIES

:

The incumbent will draft, develop, amend, administer and interpret as well as implement subordinate legislation relating to fresh fruit and flowers as promulgated under the Agricultural Products Standard Act, 1990. Communicate and advise all stakeholders with regard to implementation and compliance with Quality and Food Safety Standards. The incumbent will be expected to liaise nationally and internationally in order to develop norms and standards for fresh fruit and flowers. Execute administrative tasks, supervise and offer training to junior staff where necessary.

ENQUIRIES

:

Ms J.M. Wessels, Tel. 012 319 6058.

NOTE

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Candidates will be subjected to a written and oral assessment.

POST 39/09

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CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 396/2011

Directorate: Inspection Services

SALARY

:

R221 058 per annum

CENTRE

:

Stellenbosch

REQUIREMENTS

:

Applicants must be in possession of a National diploma or (B.Sc.) degree with Plant Pathology, Entomology, Botany and/or Plant Production as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Extensive knowledge of and experience in agricultural law enforcement, relevant industries, generic administrative procedures and the supervision of staff as well as the Agricultural Pests Act, 1983 (Act 36 of 1983). Good problem solving, planning, organising, conflict handling, interpersonal relations and communication skills are essential. Candidates must be capable and willing to conduct inspections inter alia in rail trucks, on trucks and ships, in containers, cold storages, etc. He/She must be prepared to travel and work away from home/office at short notice, work irregular hours and overtime. Knowledge of the following international agreements: WTO-SPS and the IPPC. Computer literacy in MS Office software. A valid Code EB driver's licence and the ability to drive.

DUTIES

:

The incumbent will be responsible for enforcing the Agricultural Pests Act, 1983 as well as the provisions of the international conventions such as the IPPC relevant to inspections to ensure that regulated articles, plants and plant products comply with the set Phytosanitary, plant improvement and plant breeders requirements. This includes the independent planning and conducting of inspections and auditing of assignees. Inspections include sampling, testing, conducting surveys and enforcing requirements of control measures. Sometimes required to conduct inspections away from his/her station as well as overnight away from his/her station when necessary. Render service on short notice and after hours at/away from his/her station when necessary. Execution of administrative tasks, supervise and train staff where applicable. Offer regulatory services pertaining to other legislation and international obligations.

ENQUIRIES

:

Mr F. Moller, Tel. 021 809 1634.

- POST 39/10** : **CHIEF ADMINISTRATION CLERK REF NO: 415/2011**
 Directorate: Forestry Management (KwaZulu-Natal)
- SALARY** : R 149 742 per annum
CENTRE : Pietermaritzburg
REQUIREMENTS : Applicants must be in possession of a tertiary qualification with relevant experience in the administration field OR a Grade 12 (Matric) Certificate and extensive experience in the administration field. Good knowledge and understanding of the interpretation and implementation of policies and prescripts regarding finance, HR management, transport, procurement and asset management. Excellent communication (verbal and written) and problem solving skills. Ability to interpret relevant directives. Interpersonal relations, planning and organising skills. Computer literacy in MS Office software.
- DUTIES** : The incumbent will be responsible for effective and efficient line and technical administrative support services that entail liaison with Officials from different Sub-Directorates and/or clients. Invoicing to clients for services rendered. Up-keep the detailed information on clients and stakeholders. Order, safeguard and distribute face value forms. Attend to clients. Prepare Phytosanitary certificates (issuing, record keeping, filing and safekeeping thereof). Financial administration support services that entails controlling the processing of clerical tasks and matters in the field. Process more difficult, advanced and contentious clerical tasks. Compile, administer and manage budgetary processes and expenditure control for the Office. Control the process of record keeping and checking of Official's overtime and subsistence and travel claims. Process receipt and banking of State moneys and petty cash duties. Keep financial registers and maintain financial archive documents. Interpret and execute policies and procedures regarding HR matters within the Office. Transport administration support services that entails Local Transport Officer's responsibilities. Control Departmental vehicles. Facilitate authorisation for Departmental vehicle usage. Booking of air tickets, hired vehicles' airports parking as well as accommodation. Interpret and execute policies and procedures regarding transport matters in the Office. Issue trip authorisations and submission of Departmental log sheets. Procurement and asset management and general administration support services. Supervisory responsibilities.
- ENQUIRIES** : Ms A. Moleko, Tel. 033 392 7700.
- POST 39/11** : **FORESTER REF NO: 427/2011**
 Directorate: Forestry Management (Mpumalanga and Limpopo)
- SALARY** : R149 742 per annum
CENTRE : Sekhukhune District (Lebowakgomo)
REQUIREMENTS : Applicants must be in possession of a National diploma/degree in Natural/Environmental Sciences, Environmental Management, Forestry, Resource Science and/or Nature Conservation. Experience in a Forestry regulatory environment. Fluency in English and the ability to communicate in local languages. Excellent writing, communication, reporting and community dynamics skills. Conflict management, analytical and presentation skills. Knowledge of forests, woodlands, conservation of the environment, the National Forest Act, 1998 (Act 84 of 1998) (NFA), the National Veld and Forest Fire Act, 1998 (Act 101 of 1998) (NVFFA) and other environmental legislation. Computer literacy in MS Office software. A valid driver's licence and the willingness to travel extensively.
- DUTIES** : The incumbent will be responsible for co-ordinating all the forestry regulation activities in the district. Develop strong institutional links with Government Departments, Municipalities, Tribal Authorities, Tenants, FPA's and the public in general and further promote awareness. Manage licensing processes in terms of the NFA. Ensure the NFA and NVFFA compliance monitoring and enforcement. Interact with the Municipalities for the registration of FPA's. Communicate with land owners for licensing and institutional arrangements. Present on the establishment of FPA's. Assist in drawing fire prevention strategies. Interact with Provincial Disaster Management and other Departments for corporate governance. Raise awareness in terms of fires and the protection of trees. Implement the NFA and NVFFA. Implement the National Fire Danger Rating System, National Veld Fire Information System and Protection Strategies in terms of the NFA socio-economic environmental benefits of forests, analytically approach the roles of forests. Perform and manage administrative and related functions.

- ENQUIRIES** : Ms N.A. Mudau, Tel. 015 290 1200.
- POST 39/12** : **FORESTER 2 POSTS REF NO: 428/2011**
Directorate: Forestry Management (Mpumalanga and Limpopo)
- SALARY** : R149 742 per annum
CENTRE : Waterberg District (Lephalale)
REQUIREMENTS : Applicants must be in possession of a National diploma/degree in Natural/Environmental Sciences, Environmental Management, Forestry, Resource Science and/or Nature Conservation. Experience in a Forestry regulatory environment. Fluency in English and the ability to communicate in local languages. Excellent writing, communication, reporting and community dynamics skills. Conflict management, analytical and presentation skills. Knowledge of forests, woodlands, conservation of the environment, the National Forest Act, 1998 (Act 84 of 1998) (NFA), the National Veld and Forest Fire Act, 1998 (Act 101 of 1998) (NVFFA) and other environmental legislation. Computer literacy in MS Office software. A valid driver's licence and the willingness to travel extensively.
- DUTIES** : The incumbent will be responsible for co-ordinating all forestry regulation activities in the district. Develop strong institutional links with Government Departments, Municipalities, Tribal Authorities, Tenants, FPA's and the public in general and further promote awareness. Manage licensing processes in terms of the NFA. Ensure the NFA and NVFFA compliance monitoring and enforcement. Interact with Municipalities for the registration of FPA's. Communicate with land owners for licensing and institutional arrangements. Conduct presentations on the establishment of FPA's. Assist in drawing fire prevention strategies. Interact with Provincial Disaster Management and other Departments for corporate governance. Raise awareness in terms of fires and the protection of trees. Implement the NFA and NVFFA. Implement the National Fire Danger Rating System, National Veld Fire Information System and Protection Strategies in terms of the NFA socio-economic environmental benefits of forests as well as the analytical approach on roles of forests. Perform and manage administrative and related functions.
- ENQUIRIES** : Ms N.A. Mudau, Tel. 015 290 1200.
- POST 39/13** : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN 3 POSTS REF NO: 398/2011**
Directorate: Inspection Services
- SALARY** : R149 742 per annum
CENTRE : Mahamba, Skilpadshek and Beitbridge
REQUIREMENTS : Applicants must be in possession of a National diploma or (B.Sc.) degree in Agriculture or Animal Health with Horticulture, Botany, Plant Protection (Plant Pathology and/or Entomology) and/or Animal Production as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Experience in one of the relevant fields. Knowledge of and experience in the Agricultural Pests Act, 1983 (Act 36 of 1983), the Animal Diseases Act, 1984 (Act 35 of 1984), the Meat Safety Act, 2000 (Act 40 of 2000), the Plant Improvement Act, 1976 (Act 53 of 1976), the Liquor Products Act, 1989 (Act 60 of 1989), the Genetically Modified Organisms Act, 1997 (Act 15 of 1997), the Agricultural Products Standards Act, 1990 (Act 119 of 1990) and the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947) as well as various relevant international guidelines and rules. Good communication skills with special emphasis on conflict management will be required. Basic computer literacy in MS Office software. Candidates must be capable and willing to conduct inspections inter alia on trucks, in containers, etc. He/She must also be prepared to travel and work away from home/office on short notice, work overtime during the week and weekends and work irregular hours (shifts). A valid driver's licence and the ability to drive.
- DUTIES** : The incumbent will be responsible for conducting inspections, sampling and other necessary functions, including punitive measures and administration to exercise import and export control over agricultural products regulated by various relevant international guidelines and obligations. Functions will inter alia also include training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers/Exporters and their agents etc. For this post special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by passengers and cargo. In

addition to inspections, incumbents will also be responsible for detecting unauthorised regulated goods by means of X-ray machines and safekeeping of detector dogs where applicable.

ENQUIRIES : Mr R.E. Maisha, Tel. 012 309 8735.

POST 39/14 : **TRAINING ADVISOR REF NO: 416/2011**
Directorate: Employee Development and Performance Management

SALARY : R149 742 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a degree/diploma in Management of Training or Human Resources Development with sufficient experience in training and development. Computer literacy in MS Office software. Presentation and good interpersonal skills. Ability to work independently and under pressure. Good communication (verbal and written) skills and above average planning and organising skills. Knowledge of the relevant legislation (Skills Development Act, Basic Conditions of Employment Act, National Skills Development Strategy, Employment Equity Act and Labour Relations Act) An understanding of the Public Service Regulations.

DUTIES : The incumbent will be responsible for assisting in monitoring and co-ordinating generic courses. Assist to compile the Workplace Skills Plan. Compile quarterly and annual training reports. Co-ordinate learnerships and Management Development Programmes. Advise employees in all HRD issues. Assist with the day-to-day administration of courses. Take minutes during meetings with stakeholders. Conduct research.

ENQUIRIES : Ms T.T. Makhado, Tel. 012 319 8173.

POST 39/15 : **CHIEF REGISTRY CLERK REF NO: 385/2011**
Directorate: Knowledge and Information Management

SALARY : R149 742 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 (Matric) Certificate with extensive experience in records management. A Records Management Certificate issued by the National Archives and Records Services of South Africa. Extensive knowledge of and experience in Supply Chain Management. Knowledge and interpretation of legislation, policies and statistics. Basic project management skills. Basic problem solving and analytical thinking skills. Computer literacy in MS Office software. Good communication (verbal and written) skills. A valid driver's licence.

DUTIES : The incumbent will be responsible for maintaining the Departmental file plan. Promote through inspections and/or audits that the Department complies with all relevant legislation in terms of the Archives Act and MISS. Obtain disposal authority from National Archives. Administrative support, labour relations, evaluation of Officials and other related human resources management and financial matters. Supervise and manage performance of staff in line with the Departmental performance management system.

ENQUIRIES : Ms P.T. Sehoole, Tel. 012 319 7317.
NOTE : Short-listed candidates will be subjected to a skills/knowledge test.

POST 39/16 : **PERSONAL ASSISTANT REF NO: 420/2011**
Directorate: National Extension Support

SALARY : R149 742 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a tertiary qualification OR a Grade 12 (Matric) Certificate as well as practical experience as an Office Administrator, Secretary or Personal Assistant. Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Typing skills and effective office administrative skills including diary management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and also within a team. Good organisational, co-ordination and planning skills. Knowledge of and experience in document tracking, photocopying, faxing and filing. Practical experience in the administrative processes and procedures including the arrangement of conferences, meetings, diary management, travel arrangements and processing claims. Analytical

and innovative thinking abilities. Willing to undergo a screening to obtain a security clearance. Ability to work under pressure and after normal working hours. A valid driver's licence.

DUTIES : The incumbent will be responsible for providing secretarial and administrative support to the Director: National Extension Support. Establish and undertake information management for the Director's Office. Manage, organise and co-ordinate all activities and tasks of the Director. Make logistical arrangements for internal and external meetings and take minutes at identified meetings. Maintain and manage a filing system and document registry from the Director's Office as well as to develop and maintain a record tracking system. Manage the diary of the Director, correspondence and workflow in the Office as well as the drafting and typing of correspondence/documents which include PowerPoint presentations and excel worksheets. Co-ordinate the Office logistical matters which includes travel and accommodation arrangements as well as the preparation and submission of travel claims for approval and payment. Assist with the procurement of goods and services for the Office.

ENQUIRIES : Ms L. Botsheleng, Tel. 012 319 6957.

POST 39/17 : **SENIOR ADMINISTRATION CLERK GRADE I REF NO: 395/2011**
Directorate: Inspection Services

SALARY : R101 007 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Grade 12 (Matric) Certificate with extensive experience in generic administrative processes, financial, Human Resources, procurement and asset management as well as transport and general administration support and services. Good communication, problem solving, interpersonal relations, planning and organising skills. Computer literacy in MS Office software (Word, Excel and PowerPoint). A valid driver's licence and the ability to drive.

DUTIES : The incumbent will be responsible for executing the following duties: Custodian for the safekeeping of safe keys and other Office duplicates; Secretarial functions such as preparation, compilation and typing of documents, letters and faxes and; Capturing of data on computer. Responsible for the filing of documents within the Office. Handle and distribute incoming and outgoing mail/faxes. Secretariat functions such as organising meetings, minute taking, etc. Assist with the compilation of monthly, quarterly and annual reports. Render relief duties as and when required. Upkeep of the Office training records (needs, info, training programmes and progress reports). Administer the Sub-Directorate's Personal Competency Profiles (identification of training needs). Compile monthly expenditure reports. Record keeping and checking of Official's overtime. Check subsistence and travel claims and keep record thereof. Book air tickets, hired vehicles, airport parking and accommodation. Assist with the upkeep of an asset register for the Office as well as other inventory control functions. Procure goods and services for the Office.

ENQUIRIES : Mr K.E. Phoku, Tel. 012 309 8755.

POST 39/18 : **SENIOR ADMINISTRATION CLERK GRADE I REF NO: 418/2011**
Directorate: Financial Administration

SALARY : R101 007 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Grade 12 (Matric) Certificate. Experience in a Government administrative environment. Proven computer literacy in MS Office software (Word). Knowledge of the PFMA and other financial prescripts. Good communication (verbal and written) skills. Good interpersonal skills, strong sense of responsibility and the ability to work independently.

DUTIES : The incumbent will assist with the administration of losses, theft, damages and claims against the State. Check reports received in respect of losses, theft and damages. Deal with enquiries including interviews. Compile submissions and make recommendations as well as execute decisions. Check reports received in respect of claims and motor vehicles. Compile monthly statistical information and reports. Update information on the Loss Control Register and schedule. Participate in work related meetings, courses, workshops and initiatives when required.

ENQUIRIES : Ms L. Strydom, Tel. 012 319 6860.

- NOTE** : This post was previously advertised with Ref 228/2011. Candidates who Previously applied must re-apply for this post.
- POST 39/19** : **REGISTRY CLERK REF NO: 432/2011**
Directorate: Food Safety and Quality Assurance
- SALARY** : R84 483 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 (Matric) Certificate. Experience in registry services. Experience in the following key competencies: the National Archives and Record Services Act, 1996 (Act 43 of 1996). Knowledge of the National Treasury Regulations. Filing of documents and the ability to use a variety of equipment. Good interpersonal relations and organisational skills. Computer literacy in MS Office software (Word, Excel and Outlook). Ability to work within a team as well as independently. Ability to work under pressure and to identify problematic areas with regards to all duties relating to the post. A valid driver's licence.
- DUTIES** : The incumbent will be responsible for opening and sorting incoming mail and to keep and update registers (remittance, filing system disposal, etc.). Maintain files, open reference files and advise staff with relevant file references. Safe custody and protection of records. Attend to relevant work related queries, distribution of files and circulars. Use a variety of equipment.
- ENQUIRIES** : Ms H. Jansen, Tel. 012 319 7133.

DEPARTMENT OF DEFENCE

- APPLICATIONS** : Department of Defence, Directorate Career Management, Private Bag X137, Pretoria, 0001 or may be hand-delivered to, Poynton Building, Bosman Street 195, Pretoria where it must be placed in wooden box 4 at Reception.
- FOR ATTENTION** : Mr L. Kouta
- CLOSING DATE** : 28 October 2011 (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 POST

- POST 39/20** : **PERSONNEL PRACTITIONER**
The post is advertised in the DOD and broader Public Service.
- SALARY** : R149 742 per annum
- CENTRE** : Chief Directorate HR Management (Directorate Career Management: Career Services), Poyntons Building, Pretoria.
- REQUIREMENTS** : B-Degree (NQF Level 6) (Majors in Psychology/Industrial Psychology/Human Resource Management or Social Work). A course in Library and information science will be an advantage. A military licence is essential. Special requirements (skills needed): Must be computer literate on an advanced level (MS Word, MS Excel and Internet usage). Registration on PERSOL will be an advantage. Must have good social and interpersonal skills and be customer orientated.
- DUTIES** : Maintenance of the Career Resource Centre and support to the Sub Directorate Career Services: ●Assist with research and the preparing and obtaining of career information. ●Promote culture of research and research skills amongst users. ●Keep and update the database of acts, regulations and other prescripts and ensure copies are available for usage. ●Maintain and update library books, magazines and study material. ●Assist with the development and presenting of career planning and career programmes and related activities. ●Assist with individual and group career interventions. ●Provide general administrative support to the Career Services section, including course nomination administration.
- ENQUIRIES** : Mr L. Kouta, Tel no. (012) 392-2513 or Ms S. Stoltz, Tel no. (012) 392 2517.

ECONOMIC DEVELOPMENT DEPARTMENT

- APPLICATIONS** : Economic Development Department, Private Bag X 149, Pretoria, 0001 or Hand deliver to the DTI Campus, Corner Meintjies and Esselen Street, Sunnyside, Pretoria, Uuzaji Building, Block E, Ground Floor
- FOR ATTENTION** : Ms Tenisia Machitela
- CLOSING DATE** : 7 October 2011
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. 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). Successful candidates will be appointed on a probation period of 12 months.
- Important Notice:** Please note that this is a re-advertisement, candidate who previously applied, need not re-apply as their applications will still be considered. The posts below were advertised on public service circular 38, with the closing date of 30 September 2011. The amended closing date is 07 October 2011.

OTHER POSTS

- POST 39/21** : **SENIOR ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: OCFO/011**
- SALARY** : R185 958 per annum, Level 8
- CENTRE** : Pretoria
- REQUIREMENTS** : A senior certificate or equivalent qualification with relevant experience in procurement /logistics: Knowledge: relevant procurement, financial and treasury regulation/legislation/directives. Ability to interpret and execute policy directives and procedures, experience and training on BAS and LOGIS. Valid driver's license.
- DUTIES** : Oversee processing of payments and expediting delivery of orders (travelling). Ensuring efficient and effective process for transactions. Approve/Authorise receipt and invoices on LOGIS. Monitor outstanding orders on 0-9 file. Attend to all enquiries from clients (internal and external). Develop and supervise staff
- ENQUIRIES** : Ms T Machitela (012) 394 5729
- POST 39/22** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: OCFO/012**
- SALARY** : R121 290 per annum, Level 6
- CENTRE** : Pretoria
- REQUIREMENTS** : A senior certificate or equivalent qualification with relevant experience in procurement /logistics: Knowledge: relevant procurement, financial and treasury regulation/legislation/directives. Ability to interpret and execute policy directives and procedures, experience and training on BAS and LOGIS. Skills Computer Literacy, Financial, Problem Solving.
- DUTIES** : Conduct market/industry analysis through sourcing of quotation, approval of procurement advice on LOGIS to generate an order, provide correct & accurate details / information of Service Providers to internal stakeholders, verification of faxed orders, monitor outstanding deliveries on 0-9 file and conduct, weekly/ monthly reconciliations of all commitments/orders issued within the department and ensure timely, effective, efficient and economic acquisition and distribution of goods and services in accordance with SCM policies.
- ENQUIRIES** : Ms T Machitela (012) 394 5729

POST 39/23 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: OCFO/013**

SALARY : R121 290 per annum, Level 6
CENTRE : Pretoria
REQUIREMENTS : A senior certificate or equivalent qualification with relevant experience in procurement /logistics: Knowledge: of PFMA, Treasury Regulations, PPPFA, SCM Framework, BAS and LOGIS. Skills Computer Literacy, Financial, Problem Solving

DUTIES : Conduct market/industry analysis through sourcing of quotation, approval of procurement advice on LOGIS, provide correct & accurate details / information of Service Providers to internal stakeholders, placement of manual orders and Verification of faxed orders., monitor outstanding deliveries on 0-9 file and conduct, weekly/ monthly reconciliations of all commitments/orders issued within the department and ensure timely, effective, efficient and economic acquisition and distribution of goods and services in accordance with SCM policies.

ENQUIRIES : Ms T Machitela (012) 394 5729

POST 39/24 : **ADMINISTRATIVE ASSISTANT: OFFICE OF CHIEF FINANCIAL OFFICER REF NO: OCFO/015**

SALARY : R 121 290 per annum, Level 6
CENTRE : Pretoria
REQUIREMENTS : A senior certificate. A post matric certificate will be advantageous. A minimum of two to three years office administration work experience: Knowledge: Office administration Skills: coordination, planning Filing, typing, diary management and computer literacy.

DUTIES : Typing of documents such as letters, memorandums, submissions, reports and submissions, Maintain confidentiality at all times, Assist with handling of queries, organize meetings and take minutes of meetings, provide logistical support and management of work flow. Perform adhoc tasks as and when requested.

ENQUIRIES : Ms T Machitela (012) 394 5729

POST 39/25 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: OCFO/014**

SALARY : R101 007 per annum, Level 5
CENTRE : Pretoria
REQUIREMENTS : A senior certificate or equivalent qualification with relevant experience in procurement /logistics: Knowledge: relevant procurement, financial and treasury regulation/legislation/directives. Ability to interpret and execute policy directives and procedures, experience and training on BAS and LOGIS

DUTIES : Conduct market/industry analysis through sourcing of quotation, approval of procurement advice on LOGIS, provide correct & accurate details / information of Service Providers to internal stakeholders, placement of manual orders and Verification of faxed orders., monitor outstanding deliveries on 0-9 file and conduct, weekly/ monthly reconciliations of all commitments/orders issued within the department and ensure timely, effective, efficient and economic acquisition and distribution of goods and services in accordance with SCM policies.

ENQUIRIES : Ms T Machitela (012) 394 5729

DEPARTMENT ENVIRONMENTAL AFFAIRS

APPLICATIONS : Department Environmental Affairs Working for Water Programme Private Bag X4390
Cape Town 8000 OR Hand-deliver to 14 Loop Street Cape Town 8000

FOR ATTENTION : Ms T. Petersen

CLOSING DATE : 14 October 2011

OTHER POST

POST 39/26 : **DATA CLERK (SR5) X2 REF AP 6059/2011**

SALARY : R101007 per annum

CENTRE : Eastern Cape

REQUIREMENTS : National Senior Certificate (Grade 12) with relevant experience in a similar field. Proven above average proficiency in MS Office and Windows 2007. Excellent verbal and written communication skills. Proven analytical, systematic and meticulous approach to data capturing. An ability to work with minimum supervision, use own initiative and perform multiple tasks. Willingness to develop a comprehensive understanding and knowledge of field operations.

DUTIES : Key Performance Areas: Provide support to the Data Manager by capturing all non-spatial data for projects managed by the WFW regional offices. Maintain and update the data base. Proactively identify discrepancies in documents. Electronic and hard copy filling of relevant documentation. General administrative support functions.

ENQUIRIES : Mr M. Kawa Tel (043) 701 0331

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.

FOR ATTENTION : Mr S Matshageng

CLOSING DATE : 14 October 2011

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 have not 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 encouraged to apply.

OTHER POST

POST 39/27 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**
 Directorate: Supply Chain Management and Facilities Management

SALARY : Commencing salary: R221 058 per annum (excluding benefits)

CENTRE : Pretoria

REQUIREMENTS : An appropriate 3 year degree or equivalent qualification in Public Management/Administration/Logistics Management/Public Finance and Accounting or Purchasing Management. Excellent writing and communication skills, as well as interpersonal relation skills. Self-driven with good organizational skills. Computer Literacy and presentation skills. Supervisory skills – leadership, planning and organizing. Knowledge of LOGIS, Procurement Integration, BAS. Proven experience in supply chain management environment and Asset Management through Logis. Prepared to travel. Ability to interpret and apply policies. Ability to handle multiple tasks simultaneously and be able to work under pressure

DUTIES : Ensure proper implementation of Preferential Procurement Policy, SCM Framework and BBBEE and provide the required reports on the aspect. Maintain, expand and develop strategies for the utilization of the departmental database. Ensure compliance to policies and regulations. Manage supplier performance. Input into the quarterly and monthly financial meetings. Authorisation of payments on BAS and LOGIS. Manage the key monthly accounts for GCIS. Manage procurement, payment, inventory and warehousing. Compile weekly and monthly reports and submit them to the Head of Section. Respond to all SCM-related inquiries and advise the Head of Section accordingly. Conduct reconciliation of payments daily. Ensure effective implementation of the e-requisition. Management of batches. Manage the duties of the system controller and sub-system controller on logis. Presentation to employees in the department with respect to Supply Chain management.

ENQUIRIES : Mr G Storey, tel. (012) 314 2464
 Ms M Moreroa, tel. (012) 314 2246

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : Direct your application quoting the above relevant reference number to: The Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered applications may be submitted at Reception (Application Box), Civitas Building, Struben Street between Andries and Struben Streets. Place applications in green box at Security. No faxed applications will be considered.
- CLOSING DATE** : 24 October 2011 (Applications received after the closing date will not be considered).
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates including ID and driver's licence if applicable. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference numbers on their applications.

MANAGEMENT ECHELON

- POST 39/28** : **DIRECTOR: MEDICINES EVALUATION AND RESEARCH REF NO: NDOH 139/2011**
- SALARY** : An all inclusive remuneration package of R685 200 per annum including choice of basic salary of 60% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the guidelines of the Senior Management Service.
- CENTRE** : Chief Directorate: Pharmaceutical Trade and Product Regulation. Directorate: Medicines Evaluation and Research. Pretoria.
- REQUIREMENTS** : *A Master's degree in Pharmacy *A post-graduate qualification in Biopharmacy, Clinical Pharmacology or Clinical Pharmacy will be an advantage *At least eight (8) years working experience *At least three (3) years managerial experience *Knowledge and application of the Medicines and Related Substance Control Act 1965 (Act 101 of 1965) *Knowledge and application of the Regulations pertaining to the Act is essential *Experience in the analysis of technical evaluation data submitted for registration of medicines *At least two (2) years experience in the medicines regulatory environment will be an added advantage *Working knowledge of the Public Finance Management Act (PFMA) *Computer literacy and the use of basic processors are essential *Familiarity with ICH and WHO technical guidelines is recommended *Extensive management, organisational and co-ordination skills are essential *Good scientific writing and professional presentation ability and strong organising ability *Human Resource, Labour Relations and Finance Management skills are essential *A high degree of dedication and accurate work skills are required *Innovative thinking, initiative and leadership qualities are essential *Good interpersonal relations *Must be willing to travel and work irregular hours *A valid Code B driver's licence.
- DUTIES** : *Develop and co-ordinate systems for management of all operations of the Directorate *Supervise the assessment and evaluation of applications for the registration of medicines (new chemical entities and generics) *Develop and administer training programmes for staff of the Directorate *Conduct performance management assessments for all staff of the Directorate *Draft policy documents and maintenance of policy and ensure compliance by the applicant *Develop Standard Operating Procedures (SOP's), Regulations and Guidelines for registration of medicines and their updates *Supervise and prepare documentation/submissions to the Pharmaceutical and Analytical Committee and to Council for notification/discussion/recommendation *Attend and participate in Pharmaceutical and Analytical committee meetings and

provide administrative and technical support *Conduct Directorate meetings and direct discussions and implementation of decisions *Allocate and delegate all functions, including EDMS functions to staff of the Directorate *Prepare monthly, quarterly and annual reports for the work done in the Directorate *Perform such other functions as the Chief Director may duly allocate or delegate from time to time.

ENQUIRIES :

Ms M Hela at tel. (012) 395 8066/8003.

POST 39/29 :

DIRECTOR: CLINICAL EVALUATION AND TRIALS REF NO: NDOH 140/2011

Chief Directorate: Pharmaceutical Trade and Product Regulation. Directorate: Clinical Evaluation and Trials

SALARY :

An all inclusive remuneration package of R685 200 per annum including choice of basic salary of 60% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the guidelines of the Senior Management Service.

CENTRE :

Pretoria

REQUIREMENTS :

MBCHB degree or doctorate in Clinical Pharmacy including registration with the relevant Council *A higher degree in Pharmacology or Clinical Pharmacology will be an advantage *At least eight (8) years working experience *At least three (3) years managerial experience *Good understanding of the conduct and control of clinical trials *Sound knowledge of medicine registration with respect to safety and efficacy of medicines *Familiarity with ICH and WHO technical guidelines is recommended *Knowledge of the Public Finance Management Act (PFMA), Public Service Regulations, Labour Relations Act and the Employment Equity Act *Extensive knowledge and application of the Medicines and Related Substances Control Act, 1965 (Act 101 of 1965) *Exposure to the evaluation of applicants for registration of new chemical entities and generic applications *General management, budgeting and financial management skills *Good planning, organisational, supervisory, report writing and presentation skills *Excellent written and verbal communication skills *Good interpersonal relations *Computer literacy *Must be willing to travel and work irregular hours *Valid Code B driver's licence.

DUTIES :

*Develop and co-ordinate systems for management of all operations of the Directorate *Supervise the assessment and evaluation of applications for the registration of medicines (new chemical entities and generics) *Develop and administer training programmes for staff of the Directorate *Record and monitor evaluation timelines *Conduct performance management assessments for all staff of the Directorate *Draft policy documents and maintenance of policy and ensure compliance by the applicant *Develop Standard Operating Procedures (SOP's), Regulations and Guidelines for registration of medicines and their updates *Develop norms and standards *Consult with representatives from industry to advise on administrative and technical issues *Supervise and prepare documentation/ submissions to the Clinical, Clinical Trials and Pharmacovigilance Committees and to Council for notification/discussion/recommendation *Prepare monthly, quarterly and annual reports for the work done in the Directorate *Perform such other functions as the Chief Director may duly allocate or delegate from time to time *Manage special approvals of unregistered medicines and perform clinical evaluations for registration of applications *Compile monthly reports on special approvals, clinical trials and clinical evaluations *General management, financial management, budgeting and human resources management.

ENQUIRIES :

Ms M Hela at tel. (012) 395 8066/8003.

POST 39/30 :

MEDICAL SPECIALIST REF NO: NDOH 146/2011

Chief Directorate: Communicable Diseases

SALARY :

R655 401 per annum (Salary notch/package to be determined according to relevant experience as per the OSD determination-plus competitive benefits. A copy of the applicant's service record must be attached).

CENTRE :

Pretoria

REQUIREMENTS :

MBCHB degree and qualification with specialization in microbiology or epidemiology or equivalent qualification *Registered with the Health Professional Council of South Africa as a specialist *Knowledge of and experience in communicable diseases and their control *Knowledge of epidemiology and research principles *Good communication (written and verbal) and co-ordination skills *Knowledge of monitoring

and evaluation principles *Computer literacy *Must be prepared to travel and work irregular hours *A valid code B driver's licence.

DUTIES : *Provide medical and scientific support for the Directorate and the Department on communicable diseases and their control *Co-ordinate and support the management, control and elimination of malaria *Provide regular updates regarding communicable diseases to the department and provinces/districts *Provide technical advice for the efficient management of communicable disease programmes *Assist in developing and monitoring the implementation of guidelines for prevention and control of communicable diseases within the country and at ports of entry *Facilitate coordination of hospital and community infection control system *Coordinate case management workshops for clinicians, traditional health practitioners, nurses and community health workers *Facilitate local, regional and international collaboration on epidemic prone diseases *Liaise and communicate with stakeholders, including the media on technical issues regarding communicable disease control *Serve on departmental and national committees requiring technical input for the management and control of communicable disease *Assist in formulating regulations/guidelines on port health (preventing the emergence of epidemic prone diseases through the ports).

ENQUIRIES : Dr FG Benson at tel. (012) 395 8094.

OTHER POSTS

POST 39/31 : **DEPUTY DIRECTOR: MEDICINES REGISTRATION REF NO: NDOH 141/2011**
Chief Directorate: Pharmaceutical Trade and Product Regulation. Directorate: Clinical Evaluation and Trials

SALARY : Grade 1: R547 440- R607 566 per annum (plus competitive benefits).
CENTRE : Pretoria
REQUIREMENTS : *A four-year Bachelor's degree in Pharmacy *Registration with a professional body *Minimum of five (5) years working experience *Sound knowledge of medicines evaluation with respect to their safety and efficacy *A post-graduate degree in pharmacy, clinical pharmacy, pharmacoepidemiology or medicine will be an advantage *Exposure in the evaluation of applications for registration of new chemical entities, generic medicines and combined devices *Knowledge and application of the Public Finance Management Act (PFMA), Public Service Regulations, Labour Relations Act and the Employment Equity Act *Extensive knowledge of the application of the Medicines and Related Substances Act, 1965 (Act 101 of 1965) and the Regulations pertaining to the Act *Computer literate *Ability to work independently and under pressure *Good analytical, supervisory, planning, organisational and report writing skills *Good interpersonal relations *Excellent written and verbal communication skills *A valid Code B driver's licence.

DUTIES : *Screen post-registration amendments, triage and allocate to appropriate evaluators in accordance with technical expertise *Safety updates review (SRPINS, USRNS) including minor safety amendments *Liaise with Pharmacovigilance unit and committee for any safety related signals that might impact on package inserts *Liaise with pre-registration unit and expert committee on current scientific thinking regarding safety aspects of registered products *Co-ordinate package insert amendments including safety amendments of both New Chemical Entities, Biologicals and generics *Ensure package inserts on the market comply with latest scientific information *Ensure timely evaluation of post-registration applications through ensuring a healthy balance between workload and appropriate expertise and numbers of evaluators *General management, financial management, budgeting and human resources management *Supervise and train staff on post-registration evaluators *Perform other functions that may arise from time to time *Compile committee documents and Council documents on registered products and execution of recommendations and resolutions thereof *Develop or update policy documents where applicable.

ENQUIRIES : Ms M Hela at tel (012) 395-8066/8126

POST 39/32 : **POST A: ASSISTANT DIRECTOR: DATA MANAGER (REFERENCE NUMBER NDOH 143/2011) POST B: ASSISTANT DIRECTOR: SOCIAL MOBILISATION (REFERENCE NUMBER NDOH 144/2011) POST C: ASSISTANT DIRECTOR: SURVEILLANCE (REFERENCE NUMBER NDOH 145/2011)**

This is a re-advertisement of the posts with reference numbers NDOH 61/2011, NDOH 62/2011, NDOH 63/2011 and PSC 20/23 and closing date 13 June 2011. Candidates who previously applied for these posts must re-apply if they are still interested

- SALARY CENTRE** : R221 058 per annum (plus competitive benefits)
: Chief Directorate: Maternal, Child and Women's Health. Directorate: Child and Youth Health. Pretoria.
- REQUIREMENTS** : POST A: *A three year (3) degree/ diploma/ equivalent NQF 6 certificate in health sciences, epidemiology or related field *At least three (3) years experience in health services *Knowledge of and experience in Expanded Programme on Immunisation (EPI) and the District Health Information System (DHIS) is recommended *Computer skills and knowledge of information management *Good organisational and planning skills *Good interpersonal relations *Good communication skills (written and verbal) *Must be willing to travel and work irregular hours *Valid Code B driver's licence.
POST B: *A three (3) year degree/diploma/ equivalent NQF 6 certificate in health sciences or related field *Three (3) years experience in Health Promotion, Public Awareness campaigns and advertising *A nursing or medical natural sciences background will be a strong advantage *Computer skills *Good organisational and planning skills *Good interpersonal relations *Good communication
POST C: *A three (3) year degree/diploma/ equivalent NQF 6 certificate in a health related field or epidemiology *Three (3) years experience in health sciences, epidemiology or health information systems *Knowledge and understanding of main issues on vaccine preventable diseases and outbreak investigation will be an advantage *Computer skills *Good organisational and planning skills *Good interpersonal relations *Good communication skills (written and verbal) *Must be willing to travel and work irregular hours *Valid Code B driver's licence. skills (written and verbal) *Must be willing to travel and work irregular hours *Valid Code B driver's licence.
- DUTIES** : POST A: *Facilitate the development, implementation and integration of quality information systems to monitor EPI objectives at national and provincial level *Collate, analyse, interpret data and disseminate information and feedback on vaccination coverage, other EPI indicators and priority diseases *Monitor data and information relevant to EPI *Compile regular reports and provide feedback on EPI indicators to relevant stakeholders including EHO and UNICEF.
POST B: *Develop social mobilisation plans *Produce written and graphic EPI promotional material *Liaise closely with internal and external stakeholders *Develop systems, promotional material, media scripts etc. to ensure that the public understands the role of immunisation *Creatively develop systems and organise events to improve the image of EPI and the Department of Health *Produce articles on EPI for scientific journals and lay publications.
POST C: *Liaise with provincial surveillance officers and other internal and external stakeholders *Plan, monitor and co-ordinate the surveillance and outbreak investigation for EPI targeted conditions *Supervise the Measles and AFP Surveillance officers *Monitor the target disease trends and progress towards Polio Eradication and Measles Control against set indicators *Develop training materials, train and support provinces on surveillance for EPI targeted conditions *Analyse data, compile relevant regular reports and provide feedback to stakeholders *Support special committees like the National Polio Expert Committee (NPEC).
- ENQUIRIES** : Mr Johann van den Heever at tel (012) 395-8915.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 & CV must be accompanied by certified copies of qualifications, identity document and driver's license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Shortlisted candidates will be subjected to a personnel vetting process. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position.

OTHER POSTS

POST 39/33 : **ASSISTANT DIRECTOR: LEARNING AND DEVELOPMENT REF NO: 2011/91//MP**

SALARY : R221 058 – R267 036 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office: Mpumalanga

REQUIREMENTS : A three year Bachelor's Degree in Human Resource; Development or equivalent qualifications; Three years relevant experience in HR; Knowledge of the of the National Skills Development Strategy, Legislation impacting on skills development and Regulations on Education and Training bodies and structures that deal with training and development; A Valid drivers' license; Skills and Competencies: Computer literacy; Communication Skills (Oral & Written); Interpersonal & motivating skills; Research and data analysis skills; Project Management skills; Problem solving skills; Planning and Organizing skills

DUTIES : Conduct skills audit to determine skills shortage and priorities in line with Regional strategic priorities; Collate and compile the Regional Workplace Skills Plan and the Annual training Report; Develop skills profile and define skills gap; Ensure linkages among training, performance management plan (i.e. performance development plans); Coordinate Regional internship and learnership programmes; Coordinate training of mentors and PMDS in the Region; Coordinate Adult Basic Education and Training programmes;

ENQUIRIES : Ms D C M Haasbroek ☎ (013) 753 9300/19

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: Application Box, Fourth Floor Room 4.26, 24 Brown Street, Nedbank Centre, Nelspruit.

CLOSING DATE : 17 October 2011

POST 39/34 : **ASSISTANT DIRECTOR: THIRD PARTY FUNDS 2 POSTS REF NO: NC/58/11**
Contact appointment until 30 November 2011, with a view to be extended at the end of the contract
These posts are re-advertisements; candidates who previously applied are encouraged to re-apply

SALARY : R221 058 + 37% = R302 849 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office Kimbeley

REQUIREMENTS : A degree / diploma or equivalent qualification; A minimum of three years relevant experience in a financial accounting / management environment, of which one year must be at junior / middle management level; Knowledge of the Public Finance Management Act (PFMA), National Treasury Regulations; A valid driver's licence. The following will serve as recommendations: Knowledge of the Department of Justice and Constitutional Development and its Third Party functions and services; Experience in Third Party Funds administration at National, Regional or Court level; Experience in

Bank and Cashbook reconciliations; Experience on the Justice Deposit Account System (JDAS), Justice Management Information Systems (JMIS); Advanced spreadsheet skills (may be tested); Knowledge of / experience in recognized Accounting software; Knowledge of the GRAP / GAAP, accrual accounting as well as modified cash and cash accounting; Knowledge of the Departmental Financial Instructions. Skills and Competencies: Planning and organizing skills; Problem solving skills; Ability to work under pressure and meet deadlines; Computer Literacy (MS Office); Communication skills (written and verbal); Assertiveness; Accuracy and attention to detail.

DUTIES : Ensure effective management of staff; Report and liaise with Court / Office Managers on: Outstanding daily and monthly reconciliations; Dormant unclaimed monies; Bank reconciliation exceptions (corrections, outstanding cheques, outstanding deposits, EFT's received not receipted, etc); Unclassified monies; Shortage, losses, maintenance overpayments and R/D cheques, including verification and comparison with Loss Control Officer report status of such; Revenue paid over and revenue not paid over; Invalid bank account signatories; Invalid ICMS TPF users or user functions. Assist with training on EFT decentralization, ICMS TPF implementation; System Manager / Administrator on decentralized Internet Banking; TPS AFS project support and implementation; Check documentation for the write-off irrecoverable deferred fines; Monthly consolidation of all TPF information required by TPF National Office; TPF Audit facilitation; Provide inputs on any improvements in financial systems, processes and procedures; Any other duties as requested.

ENQUIRIES APPLICATIONS : Ms C Cader ☎ (053) 8390000 ext 2031
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Applicants who apply with duplicate copies of certified copies of qualifications, fax or e-mailed applications will be considered

CLOSING DATE : 10 October 2011

POST 39/35 : **COMMUNICATION OFFICER: EVENTS, EXHIBITION AND PUBLIC RELATIONS REF NO: 11/352/PEC**

SALARY : R149 742 – R176 391 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
: A three year degree/diploma in Public Relations/Communication or equivalent qualification; At least one year experience in a communication environment; Sound knowledge of the GCIS corporate identity guidelines for government; Knowledge of the PFMA and government's procurement practices; A valid driver's license; Skills and competencies: Excellent communication (written and verbal) skills; General computer literacy; Project Management skills; Good interpersonal relations; Willingness to work flexible hours; Ability to work independently and under pressure.

DUTIES : Coordinate all Departmental exhibitions; Assist in the coordination of events; Compile annual calendar of events; Ensure availability of Departmental educational material in all relevant organizations; Coordinate the procurement of promotional items.

ENQUIRIES APPLICATIONS : Ms M Modibane ☎ 012 315-1668
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 17 October 2011

POST 39/36 : **STATE ACCOUNTANT 2 POSTS REF NO: 11/324/CFO**
Division: Payroll Services

SALARY : R149 742 – R176 391 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
: Bachelor's Degree or equivalent qualifications in Finance plus more than 3 years experience in a salary environment (Accounts, Debts or PAYE reconciliation, SARS Easy-file and E-filing Systems, accounts, Debts); Knowledge of PERSAL, Basic

Accounting System (BAS), Public Financial Management Act (PFMA) and National Treasury Regulations; Advanced MS Excel will serve as an additional advantage. Skills and Competencies: Computer literacy; Communication(written and verbal) skills; Planning and organizing skills; Strong leadership and management capabilities; Ability to work under pressure and be self-motivated.

DUTIES : Perform monthly, annual Income Tax reconciliation and manual tax re-calculation; Reconcile and clear Salary Suspense and Control accounts; Manage, control and recover staff debts; Manage payments of all S&T claims and advances; Manage administrative duties including the supervision and training of staff; Ensure adherence to all applicable prescripts, procedures and regulations;

ENQUIRIES APPLICATIONS : Ms. E Zeekoei ☎ (012) 315 1436

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

CLOSING DATE : 17 October 2011

POST 39/37 : **MAINTENANCE INVESTIGATOR REF NO: NC/79/11**

SALARY : R149 742-00 – R176 391-00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate Office Barkley West
An applicable legal qualification, paralegal qualification or Grade 12 certificate with five years relevant experience;; Experience in Family Law matters will be an added advantage; Knowledge of the Maintenance Act (Act1990 of 1998); A valid license; Skills and Competencies: Computer Literacy (MS Office); Numeracy skills (written and verbal); Ability to work with the public in a professional and empathetic manner; Develop a thorough understanding of all services procedures; Involve oneself in areas of Family Law; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think innovatively and work in a pressurized environment; Assist the court in conducting of Maintenance enquiries.

DUTIES : Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to maintenance defaulters; Testify in court under the supervision of Maintenance Officers/Maintenance prosecutors; Render administrative support to the office; Outdoor function requiring physical tracing capabilities.

ENQUIRIES APPLICATIONS : Mr J Tope ☎ (053) 8390000 ext 2060

Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Applicants who apply with duplicate copies of certified copies of qualifications, fax or e-mailed applications will be considered

CLOSING DATE : 10 October 2011

POST 39/38 : **MAINTENANCE OFFICER 3 POSTS**
Contract Posts Ending 31 March 2011
These posts are re-advertisements; candidates who previously applied are encouraged to re-apply

SALARY : R115 377 – R540 720 per annum. (Salary to be determined in accordance with experience as OSD determination), The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate’s Office Jan Kempdorp, REF NR: NC/47/11
Magistrate’s Office Galeshewe, REF NR: NC/ 48/11
Magistrate’s Office Calvinia, REF NR: NC/49/11

REQUIREMENTS : LLB or a four (4) year recognized legal qualification; Extensive knowledge of the maintenance system; Proficiency in at least two official languages; A valid code EB driver’s license. Skills and Competencies: Computer literacy (MS Office); Excellent Communication skills (written and verbal);Numeric skills; Ability to, Work with the public in a professional and empathetic manner; Develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think and write clearly; Think innovatively and work

- in a pressurized environment; Facilitate communication between people with maintenance disputes.
- DUTIES** : Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.
- ENQUIRIES APPLICATIONS** : Mr J Tope ☎ (053) 8390000 ext 2060
- Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Applicants who apply with duplicate copies of certified copies of qualifications, fax or e-mailed applications will be considered
- CLOSING DATE** : 10 October 2011
- POST 39/39** : **LEGAL ADMINISTRATION OFFICER REF NO: NC/77/11**
Contract Posts Ending On 31 March 2012
- SALARY** : R115 377 – R540 720 per annum. (Salary to be determined in accordance with experience as OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Kimberley
- LLB or a four (4) year recognized legal qualification; Sound knowledge of the South African Legal System, legal practice and related spheres with specific reference to family law and related litigation; Working knowledge of criminal procedure and practice, court rules (Constitutional, Supreme Court of Appeal, High, Labour, Equality and Magistrates Courts); A valid Code EB Drivers licence; Shortlisted candidates may be required to complete a questionnaire in order to ascertain their compliance with the above post requirements. Skills and Competencies: Computer literacy; Excellent communication skills (written and verbal); Good interpersonal and intercultural relations; Problem solving and analytical; Accuracy and attention to detail; Basic project management.
- DUTIES** : Drafting legal documents and give legal advice to the Department and other organs of the state regarding problems of interpretation, execution of powers and legal matters; Give support services to the courts regarding quasi-judicial functions; Respond to petitions, representations and complaints from civil society and other government departments; Liaise with other departments, DPP and communities on programmes around crime prevention; Prepare memoranda for the appointment of Commissioners of Oath and Appraisers; Recover loss and (of) damage to the State property; Determination of legal Liability; Oversee the smooth functioning of dedicated courts in the region; Facilitate implementation of relevant legislation including the Victims Charter and the Restorative Justice National policy Framework; Initiate, plan, implement and conduct community awareness campaigns on legislations administered by the department.
- ENQUIRIES APPLICATIONS** : Mr J Tope ☎ (053) 8390000 ext 2060
- Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Applicants who apply with duplicate copies of certified copies of qualifications, fax or e-mailed applications will be considered
- CLOSING DATE** : 10 October 2011
- POST 39/40** : **SENIOR ADMINISTRATION CLERK REF NO: NC/79/11**
- SALARY** : R84 483 – R99 516 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office Kimberley
- Grade 12 or equivalent qualification; Administrative experience will be an added advantage; Skills and Competencies: Computer Literacy (MS Office); Accuracy and attention to detail; Verbal and written communication skills; Good interpersonal relations; Problem solving.

DUTIES : Handle routine work at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various administrative duties.

ENQUIRIES APPLICATIONS : Mr R Meza ☎ (053) 839 0000 ext 2057

APPLICATIONS : If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be submitted for each post. Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Applicants who apply with duplicate copies of certified copies of qualifications, fax or e-mailed applications will be considered.

CLOSING DATE : 10 October 2011

POST 39/41 : **DATA CAPTURER REF NO: 11/351/MAS**

SALARY : R84 483 – R99 516 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Office Of The Chief Master, National Office
Grade 12 or equivalent qualification; Relevant experience; Knowledge of Public Service rules and regulations will be an advantage; Minimum typing speed of 35 words per minute; An appropriate word processing course successfully completed; and Short-listed candidates will be required to pass a typing test. Skills and competencies: Computer literacy (MS Office); Fluency in at least two official languages, including English; Communication skills (verbal and written); Ability to deal with matters competently, professionally and tactfully; Accuracy and attention to detail.

DUTIES : Type correspondence documents, answer telephone and take messages Attend to queries; and Perform other duties as may be allocated from time to time; Ensure JYP capturing of procurement process and forwarding requisition manual to the National Office in order to acquire a purchase order; Assist in the switchboard when there is a need; Capture, verify, the update of assets, and supply the relevant information to the asset controller as soon as practicable; Maintenance and attending all matters relating to Telkom.

ENQUIRIES APPLICATIONS : Ms M Moreki ☎(012) 315 1781

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

CLOSING DATE : 10 October 2011

POST 39/42 : **ADMINISTRATION CLERK REF NO: 11/350/CS**

SALARY : R84 483 – R99 516 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
Grade 12 or equivalent qualification, Relevant Experience, Knowledge of National Archives Act), Knowledge of Public Financial Management Act (PFMA) and Treasury Regulations, Knowledge of Procurement and Provisioning, A valid driver's license. Skills and Competencies: Computer skills (MS Office, Excel and Power Point); Communication skills (written & verbal); Interpersonal relations.

DUTIES : Maintain filing and safekeeping of documents; Responsible for rendering effective office administrative support service in the office of the DDG; Ensure proper procurement, receiving and issuing of goods or services; Maintain the asset register for office of the DDG; Assist with the supplies and catering of refreshments for meeting held by the office of the DDG. Day to day maintenance of the office of Court Services; Ensure proper record management and distribution of correspondence of documents.

ENQUIRIES APPLICATIONS : Ms C Patrick ☎ (012) 315-1150

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

CLOSING DATE : 10 October 2011

NOTE : People with disabilities are encouraged to apply

DEPARTMENT OF MINERAL RESOURCES

<u>APPLICATIONS</u>	:	The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Schoeman Street, Sunnyside
<u>CLOSING DATE</u>	:	14 October 2011
<u>FOR ATTENTION</u>	:	Ms M Palare / Mr S Matlakala
<u>NOTE</u>	:	Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Applicants who do not comply with the above-mentioned requirements, as well as application received late will not be considered. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful

OTHER POST

<u>POST 39/43</u>	:	<u>PERSONAL ASSISTANT</u>
<u>SALARY</u>	:	R149 742 per annum, Level 7
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate national diploma/ degree coupled with relevant experience in a secretarial environment. PLUS the following key competencies: <input checked="" type="checkbox"/> Knowledge of • Relevant legislation/policies/prescripts and procedures • Knowledge of Microsoft office applications • Basic knowledge of financial management • <input checked="" type="checkbox"/> Skills • Excellent telephone etiquette • Good people skills • Sound organizational skills, including filing • High level of reliability • Ability to act with tact and discretion • Ability to work under pressure • Minute taking and record keeping <input checked="" type="checkbox"/> Communication: • Ability to communicate with people from all levels and backgrounds • Excellent verbal and writing capabilities • Excellent writing skills <input checked="" type="checkbox"/> Creativity: • Self management and motivation • High level of confidentiality
<u>DUTIES</u>	:	KRA's: • Provide secretarial and administrative support to the manager in terms of telephone calls, logistical arrangements for meetings and workshops, travel arrangements, etc • Manage the Directors diary, type reports, memos and minutes, manage incoming and outgoing correspondence, order stationery and administer S & T claims. • Maintain a proper filing system • Other duties as and when required.
<u>ENQUIRIES</u>	:	Mr Kagiso Menoe Tel: (012) 444 3816

DEPARTMENT OF SCIENCE AND TECHNOLOGY

The main focus of the Department of Science and Technology is on implementing the national research and development strategy. The strategy is implemented through an integrated approach that includes human resource development, knowledge generation, investment in science and technology infrastructure, and the strategic management of the public science and technology system. To assist us in achieving our goals, we wish to appoint dynamic individuals in the following positions in our head Office in Pretoria:

- APPLICATIONS** : To apply go to: <http://www.dst.gov.za>, click on “Careers” then select “Click for the Latest Job Opportunities”. Applicants will then be directed to the available positions. Queries may be directed to help@jonti.co.za or call our helpline on 0861 113 460. You can also apply by sending your Z83, CV and Application Letter to HRHelpdesk@dst.gov.za or by post to Private Bag X894; Pretoria, 0001 or hand deliver it to CSIR Campus, DST Building, 53, Meiring Naude Road, Brummeria
- CLOSING DATE** : 8 October 2011
- NOTE** : Shortlisted candidates will be requested to submit certified copies of all qualifications, identity document, pay slip, if employed and reference report. It is the responsibility of the applicant to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). All qualifications will be verified. Confirmation of final appointment will be subject to a positive security clearance and vetting of qualifications. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only. SMS members (Level 13 to 16) will be subjected to competency-based assessment. On assumption of duty, the incumbent will have to enter into a performance agreement and sign declaration forms.

OTHER POST

- POST 39/44** : **ASSISTANT DIRECTOR: POWER**
Sub-Programme: Hydrogen and Energy
6 Months Contract
- SALARY REQUIREMENTS** : R302 849 per annum (including 37% in lieu of service benefits)
Postgraduate degree in Natural Science, Nuclear Science, Engineering, Technology Management or related field is required. At least 2 years experience in a technology innovation-based environment, particularly from the nuclear energy sector. Experience in power sector technology management will serve as distinct advantage. Above average understanding of the South African energy system, especially the nuclear sector. Well developed understanding of power technologies and the associated value chains. Understanding of Government operations and mandates of the various partners in the National Systems of Innovation. High degree of initiative and ability to work with minimal supervision. Ability to work under tight deadlines. Ability to work with a range of diverse stakeholders and to manage potential conflict. Project and people management skills. Negotiating skills. Economic and financial analysis. Management of legal contracts. Networking and stakeholder management.
- DUTIES** : The Hydrogen and Energy Sub-programme seeks a dynamic individual to support and assist the Hydrogen and Energy – Power Directorate within the Research, Development and Innovation (RDI) Programme in stimulating, developing and supporting RDI programmes that seek to realize a diversified power systems which contributes to economic growth, provides universal access to modern energy services to all South Africans, and ensures environmental protection. The development of this energy secure system will be driven by a globally competitive South African power industry. This includes assisting in the management of the instruments and stakeholders appointed to implement initiatives in nuclear, energy efficiency and demand side management in order to realize the vision of the draft Energy RDI strategy.
- ENQUIRIES** : Ms A Murovhi (012) 843 6536

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.

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms J Malala
- CLOSING DATE** : 14 October 2011
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Applicants must please note that they will be required to show proof of original qualifications during the selection process. Correspondence will be limited to successful candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Shortlisted candidates must be prepared to undergo competency assessment. "The Department of Social Development supports persons with disabilities"

MANAGEMENT ECHELON

- POST 39/45** : **CHIEF DIRECTOR: SPECIAL PROJECTS REF NO: K80520/1**
Branch: Strategy and Governance
Senior Management Service
- SALARY** : R830 502 per annum, This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
- CENTRE REQUIREMENTS** : Pretoria
An appropriate recognised Bachelors Degree in Social Science PLUS relevant senior management experience. Experience in/knowledge of strategic management and policy development. Extensive involvement in development facilitation/management. Knowledge of the Expanded Public Works Programme (EPWP) and its policy imperatives as well as the development context of anti-poverty programmes and related interventions. Competencies needed: Programme and project management skills. Monitoring and evaluation skills. Analytical skills. Financial management skills. People management and empowerment skills. Communication (written verbal and liaison) skills. Strategic capability and leadership skills. Client orientation and customer focus. Service delivery innovation. Computer literacy. Attributes: Ability to work under pressure. Ability to provide strategic direction. Ability to inspire others. Ability to prioritise and manage multiple tasks. Innovative and creative.
- DUTIES** : Key Responsibilities: Manage the integration of special initiatives, especially the EPWP social sector plan into the strategic priorities of the Department. Align the departmental programmes with the government's broader priorities and strategies. Facilitate the Joint Implementation Plans and partnership between participating institutions including line departments and provinces. Establish and manage the institutional arrangements to ensure the mainstreaming and implementation of programmes. Manage the human and financial resources of the Special Project Office.
- POST 39/46** : **DIRECTOR: INSTITUTIONAL CO-ORDINATION AND CAPACITY BUILDING REF NO: K80520/2**
Chief Directorate: Special Projects

SALARY : R685 200 per annum, This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE REQUIREMENTS : Pretoria
: An appropriate Bachelors Degree or equivalent qualification PLUS extensive management experience. Experience in working with provincial and local government as well as community-based organisations will be an added advantage. Practical knowledge of strategic planning and policy development and implementation. Extensive experience in project management. Knowledge of the Expanded Public Works Programme and its policy imperatives. Extensive experience in the management of multi-disciplinary projects. Competencies needed: Financial management skills. People management and empowerment skills. Communication (written, verbal and liaison) skills. Client orientation and customer focus skills. Programme and project management skills. Presentation skills. Strategic planning skills. Computer literacy. Attributes: Ability to work under pressure. Ability to prioritise and manage multiple tasks. Creative and innovative.

DUTIES : Key Responsibilities: Establish and manage the institutional arrangements to ensure the mainstreaming and implementation of programmes. Facilitate the necessary capacity for implementation of programmes. Facilitate joint implementation plans and partnerships with line departments within the social cluster and provinces. Manage the interface of priorities that emanates from the Social Cluster and related mandates. Facilitate the integration of priorities within the IDP and related municipal level programmes.

POST 39/47 : **DIRECTOR: STRATEGY CO-ORDINATION REF NO: K80520/3**
Chief Directorate: Special Projects

SALARY : R685 200 per annum, This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE REQUIREMENTS : Pretoria
: An appropriate Bachelors Degree or equivalent qualification PLUS extensive experience in management and programme development. Experience in working with provincial and local government and community-based organisations will be an added advantage. Practical knowledge of strategic planning and policy development and implementation. Extensive experience in project management. Competencies needed: Financial management skills. People management and empowerment skills. Communication (written, verbal and liaison) skills. Client orientation and customer focus skills. Programme and project management skills. Presentation skills. Strategic planning skills. Computer literacy. Attributes: Ability to work under pressure. Ability to prioritise and manage multiple tasks. Creative and innovative.

DUTIES : Key Responsibilities: Integrate special initiatives, especially the Expanded Public Works Programme social sector plan into departmental strategic priorities. Align the Department's programmes with the government's broader priorities and strategies. Develop mainstreaming frameworks, guidelines and tools. Manage the nation-wide linkages with national departments and relevant stakeholders i.e. religious groups, NGOs, etc. Co-ordinate the research linkages and relationships with other research institutions, including institutions of higher learning.

OTHER POST

POST 39/48 : **PROJECT COORDINATOR REF NO: K80520/4**
Directorate: Institutional Coordination and Capacity Building (

SALARY : R434 505 per annum, This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : Pretoria

REQUIREMENTS

: □An appropriate three-year Bachelors Degree or equivalent qualification PLUS extensive relevant experience in project management. □Knowledge/experience in community development facilitation. □Knowledge of monitoring and evaluation processes and research methodologies. □Knowledge of PMBOK (Project Management Body of Knowledge areas and Processes) will be an added advantage. □Knowledge of the Expanded Public Works Programme, policy imperatives and the development context of anti-poverty programmes and related interventions will be an added advantage. Competencies needed: □Project management skills. □Strategic planning skills. □Policy development and implementation skills. □Monitoring and evaluation skills. □Data analysis skills. □Change management skills. □Quality assurance skills. □Facilitation skills. □Problem solving skills. □Planning and organising skills. □Interpersonal and liaison skills. □Computer literacy. □Communication (written and verbal) skills. □Financial management skills. □Presentation skills. Attributes: □Ability to work under pressure and as part of a team. □Ability to prioritise and manage multiple tasks. □Innovative and creative.

DUTIES

: Key Responsibilities: □Develop implementation plans in line with the deliverables of the Expanded Public Works Programme in consultation with major role-players and stakeholders. □Assist with the development of institutional arrangements for implementing the Expanded Public Works Programme. □Consolidate and analyse quarterly reports on implementation and develop risk mitigation and contingency plans to ensure effective and efficient project delivery. □Assist with the development of mechanisms to mainstream programmes within line functions. □Commission evaluation studies in line with the monitoring and evaluation framework. □Facilitate effective and efficient project integration. □Facilitate effective and efficient project governance in line with government prescripts, best practices and project management methodology. □Provide leadership and manage the financial and human resources of the Special Project Office.

ENQUIRIES

: Mr E Webster Tel: (012) 312-7809/7810

DEPARTMENT OF PERFORMANCE MONITORING AND EVALUATION

- APPLICATIONS** : Applications must be sent to: The Department of Performance Monitoring and Evaluation, attention Ms K Soorju, by mail to Private Bag X944, PRETORIA, 0001 or hand delivered at Union Buildings, Main Entrance, Government Avenue, Pretoria.
- CLOSING DATE** : 14 October 2011 @ 16:30
- NOTE** : The relevant reference number must be quoted on all applications. Applicants must complete a Z83 form. <http://www.dpsa.gov.za/dpsa2g/documents/forms/employ.pdf>), accompanied by a comprehensive CV (maximum 5 pages) and an ID copy. Only shortlisted candidates will be requested to submit certified copies of all qualifications. Confirmation of final appointment will be subject to a positive pre-employment vetting. Correspondence will be limited to short listed candidates only.
- OTHER POST**
- POST 39/49** : **ASSISTANT DIRECTOR: ADMINISTRATION 2 POSTS REF NO: 39/2011**
- SALARY REQUIREMENTS** : R221 055 – R260 389 per annum (Salary level 9) plus benefits
Three year relevant tertiary qualification and at least five years experience in the various disciplines related to financial, human resource and programme/project administration OR a Senior Certificate and least ten years' experience in the various disciplines related to Administration. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential. Valid driver's license. Excellent organisational skills and good interpersonal relations at all levels. Excellent communication skills (written and verbal). Ability to maintain high level of confidentiality. Be able to work under pressure. Committed to high standards of quality control. Financial background and knowledge of PFMA, Treasury regulations and general government supply chain environment essential. Available to work irregular hours and to travel to perform duties away from Pretoria.
- DUTIES** : Rendering of general logistical and programme/project management related support to a Chief Directorate consisting of a large number of staff, who is managing multiple projects. Financial and HR management of the chief directorate, responsible for all logistics planning related to travel and events. Manage incoming and outgoing correspondence. Draft minutes and correspondence and manage workflow record systems. Due to the scope of the work of these units and the multiple partnerships to be maintained, a high level of competency and experience will be required.
- ENQUIRIES** : Ms W Oosthuizen, 012 308 1427

DEPARTMENT OF TRADE AND INDUSTRY

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

CLOSING DATE : 07 October 2011

OTHER POST

POST 39/50 : **PERFORMANCE AUDITOR REF NO: ODG/ AUDIT 029**

SALARY : R185 958 per annum

CENTRE : Pretoria

REQUIREMENTS : Three year National Diploma in Auditing / Accounting, B Com Degree with at least Auditing & Accounting as major subjects. 1-2 years Performance Audit experience, extensive knowledge of performance audit principles, concepts and their application. Certified Internal Auditor (CIA) or Certified Government Auditing Professional (CGAP) qualification or studying towards these qualifications serve as an added advantage. Knowledge and training in the TeamMate auditing tool. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the Institute of Internal Auditors Standards and the Code of ethics and guidelines. Knowledge of Internal Audit Standards and Government Auditing Standards. Analytical thinker. Attention to details. Good communication skills. Conflict management. Good time management. Computer literate. Valid drivers licence.

DUTIES : Planning the Performance Audits. Executing / Conduct Performance Audits. Develop Audit Objectives and Criteria. Drafting of Performance Audit Reports. Provide inputs into the Internal Audit Coverage Plan of the Performance Audit Directorate. Present quality reports to management. Provide inputs and summary documents for the audit committee meetings. Provide weekly feedback and updates on project status. Discuss audit related issues with the audit client for the specific section assigned. Ability to work individual and with a team to build relationships with various role players. Ability to work under pressure.

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH**

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: Central Recruitment Sub-directorate, Eastern Cape Department of Health, Private Bag X 0038, Bisho 5605. No facsimile or e-mail applications will be accepted. Hand delivered applications can be submitted at : 1st floor Room 102 Dukumbana Building, Independence Avenue, Bisho.
- FOR ATTENTION** : Miss K livi
- CLOSING DATE** : 21 October 2011
- NOTE** : Application forms must be submitted on Form Z83, obtainable from any Public Service Office and should be accompanied by a comprehensive CV, certified copies of educational qualifications and identity document. Applicants who do not comply with the abovementioned, as well as late applications, will not be considered. Communication will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to competency assessment. The department reserves the right not to appoint.

OTHER POSTS

- POST 39/51** : **ASSISTANT MANAGER: HR PLANNING & EMPLOYMENT EQUITY REF NO: ADARP/BISHO/10/11**
(Directorate: Hr Planning & Organisational Development)

- SALARY** : R221 058 – R267 036 (Level 09) per annum plus competitive benefits
- CENTRE** : Bisho (Head Office)
- REQUIREMENTS** : Applicants must have an appropriate degree/diploma in HRM, Social Sciences or Public Management with 5 years working experience in general HRM OR Senior Certificate coupled with ten years experience in the HRM environment. Functional experience in HR Information Systems such as PERSAL will serve as an added advantage. An in-depth understating of HR Planning models and Processes, Employment Equity Act, Skills Development Act, Public Service Act, Public Service Regulations, etc). Possession of a valid code 08 (code B) driver's license. Competencies: A clear analyst experience, particularly related to PERSAL, Excel packages, PowerPoint and MS Word. Must be able to draw HR information reports and convert to excel for management use. Be familiar with working with high levels of data and internal systems in relation to HR Planning. Must be able to understand BAS-PERSAL interface. Ability to compile statistics, analyse prevailing hr Planning trends and compile reports. Problem solving reasoning and excelling communication skills.

- DUTIES** : Develop and monitor the implementation of the HR Plan of the department. Development and monitoring of District/ Sub-district HR plans and Employment Equity Plans. Ensure the establishment and functioning of statutory Employment Equity and HR Planning structures across the province. Develop and manage implementation of Recruitment Plan of the Department within prescribed timeframes to relevant departments. Link HR Plan with Recruitment strategy and Training & Development initiatives of the department. Identify critical competency gaps within the department for inclusion into the WSP. Develop HR Plan reports for management decision-making and contribute to special projects.

- ENQUIRIES** : Mr. A. Mnyaiza, Tel. 040 6081450/85

- POST 39/52** : **WORKSTUDY OFFICER REF NO: WO/BOSHO/10/11**
Directorate: HR Planning & Organisational Development

- SALARY** : R185 958 – R219 048 (Level 08) per annum plus competitive benefits
- CENTRE** : Bisho (Head Office)
- REQUIREMENTS** : An appropriate recognized three-year Degree / National Diploma in HRM / Administration plus at least two (2) years administrative / support experience OR Grade 12 coupled with four (4) years HRM /Administration experience. Functional

experience in HR Information Systems such as Persal. Computer literacy, e.g. Ms Word, Power Point and Excel packages. Certificate in Management Services and/or an equivalent qualification or any course with work-study modules will serve as an added advantage. The following will serve as strong recommendations: Must be able to draw HR information reports and convert to excel for management use. Capable of analyzing statistical data. Knowledge of Public Service Legislative and regulatory framework. Good written & verbal communication skills. Good administration and record keeping skills. Ability to liaise and co-operate with key stakeholders. Good Planning and organizing skills. Report writing. Ability to work under pressure and meet strict deadlines. A valid code 08 (Code EB) drivers' license would be an added advantage.

- DUTIES** : Undertake functional analysis and post establishment investigations. Develop norms and standards, regarding organizational performance. Monitor the implementation of processes, procedures and policies. Assist in the implementation, monitoring and review of the Departmental Human Resource Plan and Employment Equity Plan. Draw staff reports from Persal and compile status. Collect, develop and maintain statistical database of staff members. Collect and collate HRP & EE information from districts. Advise on policy and procedure i.t.o. Organisational efficiency, HRP & EE. Render assistance and provide guidance to Head Office & Institutions on all matters relating to Organisational Efficiency, HR Plan & EE Plan. Facilitate procurement of goods and services for the Sub-component. Assist in the preparation of HRP and EE reports and contribute to special projects.
- ENQUIRIES** : Mr. A. Mnyaiza, Tel. 040 6081450/85

DEPARTMENT OF ROADS AND PUBLIC WORKS

The Provincial Administration of the Eastern Cape is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Applications should be forwarded for the attention: Head of Department, Department of Roads and Public Works, Private Bag X 0022, Bhisho 5605 or Room 2-09, 2nd floor, Qhasana Building, Cnr Independence Avenue and Boulevard Street, Bhisho 5605.
- CLOSING DATE** : 07 October 2011
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by original certified copies of qualifications, Identification Document, A valid driver's license where required and comprehensive CV. The first page of the Z83 form must be appropriately filled or else applications will not be considered. Communication including correspondence will only be entered into with shortlisted candidates. Recommended candidates will undergo comprehensive Reference Checks which include Qualification Verification and Personnel Suitability Checks. Shortlisted candidates will undergo process of security screening and competency assessment. The Department of Roads and Public Works reserves the right not to make an appointment.

OTHER POSTS

- POST 39/53** : **DEPUTY DIRECTOR GENERAL REF NO: DRPW 134/2011**
Component: Infrastructure Delivery Management (Roads)
- SALARY** : Salary Package: An all inclusive remuneration package of R1, 025,133.00 p.a. subject to the signing of a performance agreement
- CENTRE** : Head Office, Bhisho
- REQUIREMENTS** : A dynamic manager who is in possession of an applicable tertiary qualification •At least six years proven senior Management experience •Good and proven leadership skills in a complex environment •Ability to obtain and provide sensitive information in a tactful and diplomatic manner as well as to address public meetings and large gatherings •A motivator and negotiator with good interpersonal relations •Appreciation of Broad Based Black Economic Empowerment principles •Ability to initiate relevant provincial policy, interpret and translate national policies for implementation •Computer literacy. Competencies: •Strategic capability and leadership •Programme and Project Management •Financial Management •Asset Management •Change Management •Knowledge Management •Risk Management •Service delivery innovation •Problem solving and analysis •People

- Management and empowerment •Client orientation and customer service •Communi-
cation •Honesty and integrity.
- DUTIES** : To ensure the achievement of the Roads Branch's strategic objectives pertaining to the provision of quality support service to the HOD and MEC •Coordinating and managing of roads infrastructure delivery in the Province •Development and Management of the strategic delivery framework for Provincial roads infrastructure •Development and implementation of the Branch's Strategic and Business Plan with Government priorities as outlined in (i) The President's State of the Nation address, (ii) The Premier's state of the province address (iii) The Provincial Growth and Development Plan for the Eastern Cape (iv) Provincial Legislature and appropriate cluster decisions (v) The Budget Vote speech of the MEC •Internal monitoring, controlling and reporting in order to meet the performance expectations •Ensuring effective and efficient Management of Branch's resources (financial, human, physical) •Development, maintenance and implementation of legislation, policies, procedures and systems for the efficient effective Management of the Branch's programmes •Coordinating the programmes and activities of all roads units in the Department •Facilitating transformation within the Branch in keeping with the transformation imperatives in the Public Service •Inter-governmental coordination and cooperation between the Department's roads function and other stakeholders of national, provincial and international organizations.
- ENQUIRIES** : Mr. M.L. Mangxola 040 609 4574 or Mrs. N Hermanus 040 609 3395: NB: No faxed, e-mailed or late applications will be considered.
- NOTE** : The successful candidate will be expected to enter into a performance agreement as well as a three-year contract renewable to five years. Envisaged for this appointment is a dynamic, experienced leader and strategic thinker.
- POST 39/54** : **GENERAL MANAGER REF NO: DRPW 135/2011**
Component: Strategic Management Unit
- SALARY** : An all inclusive remuneration package of R830 502 per annum (Level 14) The incumbent will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Head Office, Bhisho
A dynamic manager who is in possession of an applicable tertiary qualification plus extensive knowledge of Strategic Management with at least four years proven experience at Senior Management level within a large organization •Ability to interact at both high level strategic and operational level •Proven ability to work in a highly pressurized environment •Experience in organizational change Management and transformation •Communication, report writing and presentation skills •Computer literacy •Knowledge of legislation applicable in the Public Service •A pro-active and creative thinker with sound Management, strategic planning and good organizational skills •Good leadership and managerial skills. Competencies:•Strategic capability and leadership•Risk Management •Financial Management •People Management and empowerment•Programme and project Management •Communication •Client orientation and customer focus.
- DUTIES** : General Management of the strategic Management unit •Participate in the decision-making processes of the Department •Provide technical expertise with regards to strategy development/formulation, strategy deployment, and strategic Management •Translate policy into action •Ensure compliance and adherence to the PFMA, Treasury Regulations and other relevant prescripts •Manage the Sub- Programme for the Strategic Management Unit•Ensure adherence to departmental norms, standards and work ethics.
- ENQUIRIES** : Mr. M.L. Mangxola 040 609 4574 or Mrs. N Hermanus 040 609 3395: NB: No faxed, e-mailed or late applications will be considered.
- POST 39/55** : **GENERAL MANAGER REF NO: DRPW 136/2011**
Component: Corporate Services
- SALARY** : An all inclusive remuneration package of R830 502 per annum (level 14), The incumbent will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Head Office, Bhisho
A dynamic manager who is in possession of an applicable tertiary qualification plus extensive knowledge in Human Resource Management with at least four years

proven senior Management experience within a large organisation •Ability to interact at both strategic and operational level •A broad understanding and ability to grasp the Public Service Regulatory Framework and knowledge of current National and International HR trends and innovations •Ability to develop HR Policy •Knowledge of operational framework of the Public Finance Management Act •Good interpersonal skills and negotiation skills •Good understanding and functional knowledge of the Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act, Public Finance Management Act and Public Service Act and Batho Pele issues •The ability to work in a culturally diverse environment and lead cultural intervention and change Management projects •An understanding of the restructuring imperatives within the Public Service environment •Good leadership and managerial skills •Knowledge and experience of ICT governance in the public service. Competencies: •Strategic capability and leadership •Financial Management •People Management and empowerment •Programme and project Management •Communication •Client orientation and customer focus •Risk Management.

DUTIES

: Provision of Human Resource Management strategic direction aligned to the departmental objectives •Provide leadership and strategic direction in respect of Human Resource related issues and promoting effective Human Resource practices •Give leadership and strategic direction and integrate the functions of the sub- units namely, Human Resource Management, Human Resource Development, Labour Relations Services, Organisational Design and Job Evaluation, Employee Wellness, HR Information and Information Communication Technology Services •Ensure effective Management of the Performance Management and Development System •Monitor the attainability and sustainability of performance standards •Manage the Sub- Programme budget of Corporate Services.

ENQUIRIES

: Mr. M.L. Mangxola 040 609 4574 or Mrs. N Hermanus 040 609 3395: NB: No faxed, e-mailed or late applications will be considered.

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

CLOSING DATE : 14 October 2011
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

OTHER POSTS

POST 39/56 : **MIDDLE MANAGER (ADMIN & SUPPORT) REF NO: 70271337**
 Directorate: Administration Services

SALARY : R221 058 per annum (plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with relevant experience in Patients Affairs and Support services, four years experience as Chief Admin Clerk, Three years experience as Administration Officer or two years experience as Senior Admin Officer. Good communication and reporting skills, computer literacy .Interpersonal relation and conflict problem solving .Ability to work under pressure and meet deadlines. Extensive experience in Public Administration. Analytical thinking. Good understanding and operation of Patients registration electronic systems. Knowledge of billing (PAAB), Treasury Regulation, PFMA

DUTIES : Manage the day to day functioning of staff, Patients Affairs, Ward clerks, Porters, Transport, Registry, Mortuary, Linen room, Unit files, Archives, Statistics or Data collection and cleaning department. Address audit queries. Attend and resolve patients complain. Ensure registration and correct classification of first visit patients into the system. Ensure efficiency in issuing/ receiving of patients files on subsequent visit and reclassification if necessary. Ensure effective cash management system in line with relevant legislation. Compile a relevant and update action plan for the development of patient's admission policy in line with the UPFS. Responsible for personnel evaluations and attendance control. Provide guidance, assistance and training of subordinates. Implement the ICD 10 coding requirement and responsible for the compilation and submission of correct DHIS patient statistics. Must possess the ability to deal with poor work performance, the attitude of subordinates.

ENQUIRIES : Mr. M. Mbatha Tel: No: (011) 681 -2015
APPLICATIONS : Applications must be delivered to: For hand delivery to be delivered to: The HR Manager's Office at South Rand Hospital, 1ST Floor Admin Block Friars Hill Road Rosettenville. Post to be attention to: Mr. M. Mbatha, South Rand Hospital, P.O Box 1 Rosettenville, 2130.

POST 39/57 : **ASSISTANT DIRECTOR: FACILITY MANAGEMENT REF NO: 70271213**
 Directorate: Facility Management

SALARY : R 206 982 per annum (plus benefits)
CENTRE : Weskoppies Hospital
REQUIREMENTS : Tertiary Qualification or equivalent in Project management, Facility management and Facility planning with more than 2 years relevant experience, OR Grade 12 plus more than 6 years Facility management experience. Two (2) years and more management experience. Knowledge of relevant Acts. Must be familiar with and have knowledge of DID processes and procedures. Valid driver's license. Computer literate. Knowledge of Procurement procedures and contracts will be an advantage.

DUTIES : Management of Facility Management Unit. Management of day to day maintenance. Management of capital projects and Capital infrastructure and Revitalization projects. Management of FMU budget. Quality assurance; planning and project management. Responsible for the management, training and development of the staff.

ENQUIRIES : Ms. E Mosue, Tel. No: (012) 319 9795

APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

POST 39/58 : **CHIEF PERSONNEL OFFICER REF NO: 70271379**
Directorate: Human Resource

SALARY : R185 958 – R219 048 per annum (plus benefits)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Tertiary qualification with 2 – 5 years experience or grade 12 / 10 Certificate or equivalent qualification with more than 10 years in Human Resource experience. Must include Supervisory Experience in HR. Good computer literacy. Sound knowledge of Persal. Be skilled in problem solving. Good communication skills both verbal and written. Knowledge of all HR processes, Public service Regulatory frameworks and relevant HR prescripts. Be conversant with PILLIR. Ability to work under pressure. Recommendation: Planning and Organising.

DUTIES : Supervise and provide leadership within Human Resource Management. Monitor the Implementation of Performance Management and development system. Implement effective Human Resource Management policies. Provide Human Resource provisioning and utilization service. Manage the implementation of gender policy and new legislative frameworks. Render an effective HR advisory service to management and employees within the Department. Provide training and support to subordinates. Allocate and control delegated work. Control and provide administrative support service. Ensure compliance to applicable legislation. Compile Human Resource Delegation Report and other reports. Draft letter and submissions on HR related matters.

ENQUIRIES : Ms. G. Ntsoane / Ms. M. Zwane (011) 876 1766

APPLICATIONS : Applications should be delivered to - HR , Ekurhuleni Health District, 3rd Floor, 40 Catlin Street, GERMISTON 1400

POST 39/59 : **ADMINISTRATIVE OFFICER (2 POSTS) REF NO: 70271381**
Directorate: Clinical Medico Legal Service

SALARY : R149 742 per annum (plus benefits)

CENTRE : Central Office

REQUIREMENTS : An appropriate degree or 3 year Diploma and minimum of 2 years experience/or Senior Certificate with extensive experience MS Office literacy, excellent typing skills, good communication skills, skilled in office activity planning and organizing, numeracy skills and ability to supervise junior staff.

DUTIES : Arrange meetings, prepare agendas and write minutes, liaise with other relevant offices. Manage the provisioning, personnel and financial administration. Oversee the directorate's attendance, asset and training register. Track activity progress and manage deadlines. Perform adhoc duties as delegated by the supervisor.

ENQUIRIES : Ms B Maluleke, Tel no: (011) 689 5559

APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

POST 39/60 : **PRINCIPAL HUMAN RESOURCE OFFICER REF NO: 70271447**
Directorate: Human Resource Department

SALARY : R149 742 - R 176 391 per annum (plus benefits)

CENTRE : Mamelodi Hospital

REQUIREMENTS : A three year Diploma in Human Resource Management or equivalent plus sufficient relevant experience or Grade 12 certificate plus extensive in Human Resource Administration. Knowledge of PERSAL and HR process. Computer literacy (MS Word, Excel, PowerPoint), Organisational skills, Supervisory skills and Communication skills (written and verbal). Ability to compile policies; interpret HR policies and the legislative framework as well as to work under pressure.

- DUTIES** : Supervision and training of junior staff in the directorate. Perform duties pertaining to: Promotion, Appointment, Transfers, Services Termination, Leaves management, Service Benefits and Recruitment and Selection as well as PMDS. Check and ensure that mandates sent to Department of Finance are captured timorously and correctly. Attend to HR related enquiries and audit queries. Ensure that the recruitment and selection process compile with the Human Resource delegation and the Gauteng Department of Health and Social Development's Recruitment and Selection policy. Filling of all related documents.
- ENQUIRIES APPLICATIONS** : Ms KH Mokwana (012) 841 8387
- POST 39/61** : **PROFESSIONAL NURSE GENERAL NURSING 2 POSTS REF NO: 70271351**
Directorate: Nursing department
- SALARY CENTRE REQUIREMENTS** : R 149 391 – R173 184 per annum (plus benefits)
Mamelodi Hospital
- DUTIES** : Registration with the South African Nursing Council as a general nurse. Diploma in general nursing
- DUTIES** : Provide comprehensive health care including direct patient care and clinical management. Provision of direction and supervision for the implementation of the nursing care plan. Clinical practice and quality patient care. Implement standards, practices criteria indicators for quality nursing and health care in accordance with the regulation relevant to nursing. Willingness to work shift including night duty Evaluate the performance of nurses under their supervision. Ability to work under pressure. Rotating in all units and rendering patient care.
- ENQUIRIES APPLICATIONS** : Ms NC Nhlangothi, Tel. No: (012) 841-8306
- ENQUIRIES APPLICATIONS** : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.
- POST 39/62** : **REGISTRY CLERK HR (2POST) REF NO: 70271380**
Directorate: Human Resource
- SALARY CENTRE REQUIREMENTS** : R84 483 – R99 516 per annum (plus benefits)
Ekurhuleni Health District
- DUTIES** : Grade 10 with minimum of 2 – 5 years of experience in Registry Or 12 with minimum of 0-2 years experience in Registry. Recommendation: Drivers license, Knowledge of record management, national Registry Act. Computer literacy, interpersonal skills and communication Skills.
- DUTIES** : Open, sort and distribute mail. Filling of Documents. Keeping and updating circulars and Memorandum registers both manual and electronically (computer). Responding for operating and Control over fax, photocopying machine, courier services, Franklin machine. Oversee reception area. Provide support o the HR office. Collection of mail in various units. Collection and Distribution of documents from Central Office, Department of Finance and other Institutions.
- ENQUIRIES APPLICATIONS** : Ms. D.J Nelson Tel no: (011) 876 1778
- ENQUIRIES APPLICATIONS** : Applications should be delivered to - HR , Ekurhuleni Health District, 3rd Floor, 40 Catlin Street, GERMISTON 1400
- POST 39/63** : **ADMINISTRATIVE CLERK REF NO: 70271383**
Directorate: Forensic Medical Services
- SALARY CENTRE REQUIREMENTS** : R84 483 per annum (plus benefits)
Forensic Pathology Service: Roodepoort
- REQUIREMENTS** : Senior Certificate or equivalent extensive experience in administration. Computer literate, including Ms Word and Ms Excel. A valid driver's license, Good communication skills (verbal and written).

DUTIES : Typing of post Mortem Reports and relevant documentation, Compiling and distribution of Post-Mortem Reports. Records keeping and filling. Receipt, safeguarding and issuing of reports and exhibits. Any other duties assigned by the manager.

ENQUIRIES APPLICATIONS : Mr A Stander, Tel no: (011) 279 7512
: Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

POST 39/64 : **ADMINISTRATIVE CLERK REF NO: 70271382**
Directorate: Clinical Forensic Medical Services

SALARY CENTRE REQUIREMENTS : R84 483 per annum (plus benefits)
: Central Office
: Senior Certificate or equivalent extensive experience in administration Computer literate, and skilled in Microsoft office. Good communication skills (verbal and written).

DUTIES : Provide effective and efficient office administration functions. Perform secretarial and reception duties to support the Post Exposure Prophylaxis (PEP) program for survivors of sexual assault. Capture PEP data for the PEP program. Distribute correspondence within the directorate. Attention to adhoc tasks as delegated by the supervisor.

ENQUIRIES APPLICATIONS : Ms B Maluleke, Tel no: (011) 689-5559
: Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

POST 39/65 : **ACCOUNTING CLERK 3 POSTST REF NO: 70271344**
Directorate: Finance

SALARY CENTRE REQUIREMENTS : R79 104 per annum (plus benefits)
: Odi District Hospital
: Tertiary qualification in any related Financial Accounting or Grade 12 with 1-2 years relevant experience. Understanding of UPFS, PFMA, Treasury regulations and DORA. Computer literacy (MS Excel, Word, PowerPoint and Outlook). Good communication (verbal and written) and interpersonal skills and must be able to work in a team. Cash management background will be an advantage

DUTIES : Raise accounts/billing per classification namely (MVA, Correctional Services, Medical Aid Schemes and cross borders). Perform sub-cashiers functions in the clinics within the hospital. Create spreadsheets of claims and submit those claims to the respective medical schemes. Trace and follow-up outstanding payments from debtors, receiving journals and remittance from medical schemes.. Perform other related duties assigned by the supervisor.

ENQUIRIES APPLICATIONS : Mr. Mashabane Tel; No: (012-725 2393/ 2300)
: Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

POST 39/66 : **CASHIER 2 POSTS REF NO: 70271343**
Directorate: Finance

SALARY CENTRE REQUIREMENTS : 79 104 per annum (plus benefits)
: Odi District Hospital
: Tertiary qualification in any related Financial Accounting or Grade 12 with 1-2 years relevant experience. Understanding of UPFS, PFMA, Treasury regulations and DORA. Computer literacy (MS Excel, Word, PowerPoint and Outlook). Good communication (verbal and written) and interpersonal skills and must be able to work in a team. Cash

management background will be an advantage. Perform other related duties related to cashier assigned by the supervisor.

DUTIES

: Perform sub- cashier's functions in the clinics within the hospital. Perform other related duties assigned by the supervisor. Compliance of PFMA, drawing of patients statement, issuing of TPH208 manual receipts when the system is down. Updates the revenue register daily.

ENQUIRIES

: Mr. P.K Mashabane Tel; No: 012 725 2393 / 2300

APPLICATIONS

: Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

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

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

NOTE : Directions to candidates: The following documents must be submitted Application for employment form (Z83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za, must be signed and dated. Curriculum vitae with full record of service Certified copy of ID documentation Driver's license Certified copy of the highest educational qualifications The reference number must be indicated in the column provided on the Z83 form. E.g. STC 16/2011. NB: Failure to comply with the above instructions will disqualify applicants. Please note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credits records, qualifications, citizenship, and previous experience verification). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Persons with disabilities are encouraged to apply Please note that no S & T payments will be considered for payment to candidates that are invited for interview.

OTHER POSTS

POST 39/67 : **CLINICAL MANGER [MEDICAL]**

SALARY : R 695 616–R772 026 Grade1, R795 360 – R 869 679 Grade 2 Plus 13th Cheque, Medical Aid: Optional, Home Owner Allowance: Employee must meet prescribed requirement

CENTRE REQUIREMENTS : Emmaus Hospital

REQUIREMENTS : Appropriate qualification in the Health Science [MBCHB] Plus Current registration with HPCSA as a Medical Practitioner Plus At least 6 years' experience after registration with HPCSA as a Medical Practitioner.NB Certified copies of certificate of service stating the relevant experience must be attached. KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE: Ability to diagnose and manage common medical problems including emergencies. Knowledge of the relevant Acts, Policies and Regulations administered by KZN Department of Health. Sound knowledge of the District Health System. Sound clinical knowledge and experience. Good communication, leadership, decision making, team building and motivation skills, computer literacy. Good planning and organizational skills. Knowledge of EPMDs.

DUTIES : Key Performance Areas: Ensure the provision of safe, ethical, legal and high quality medical care. Provide support and supervision to all medical staff. Be part of the institution strategic planning process. Manage and facilitate the formulation of medical service policies and procedures of the institution and ensure that these are in line the statutory regulations and code of ethics. Ensure the provisions of protocols and guidelines to doctors at the correct level. Participate in the Quality Improvement of the department and ensure policies and procedures are followed. Conduct clinical audit. Lease with Health District and the KZN Department of Health. To ensure that cost-effective service delivery is maintained within the hospital. Maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies. To manage the performance of employees.

ENQUIRIES APPLICATIONS : MR L.T Mazibuko Contact No: 036 488 1570 EXT 8203

FOR ATTENTION CLOSING DATE : Applications to be forwarded to: The Hospital Manager Emmaus Hospital Private Bag x 16 Winterton 3340

NOTE : Mrs M.Q. Khanyile
22 October 2011

POST 39/68 : No subsistence and travelling allowance will be paid for interview attendance

SALARY : **CHIEF EXECUTIVE OFFICER REF NO: G108/2011**
Cluster: Umkhanyakude District Health Office

SALARY : An all inclusive salary package of R514 947 per annum

CENTRE REQUIREMENTS : Mseleni Hospital
 : -An appropriate MBCHB Degree in Clinical Health Sciences; PLUS -A qualification in health management; PLUS -Current registration with Health Professions Council of South Africa (HPCSA); PLUS -A minimum of five (5) years managerial experience/ extensive experience in a Regional/Tertiary Hospital Management health environment; PLUS -Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training And Competence Required: The incumbent of this post will report to the District Manager: Umkhanyakude Health District Office, and will be responsible to ensure effective and effective management of the community health centre in a manner that is cost-effective, coordinated and sustainable in order to ensure effective delivery of health services in the various disciplines catered for by the hospital, and as such the ideal candidate must: Possess analytical thinking and decision making skills. Possess leadership and planning skills. Have good inter-personal skills. Possess conflict management and skills in negotiation. Possess sound knowledge of Human Resource Management and Financial Management Systems. Possess good working knowledge of functioning of public sector institutions. Possess time management skills. Have performance management skills. Have good communication skills (verbal and written). Have knowledge of health legislation and policies Be computer literate with a proficiency in MS Office software applications (advanced).

DUTIES : Key Performance Areas: -Provide leadership for the management team to ensure to ensure the delivery of high quality compassionate care for patients as part of the Provincial Health Care network. -Formulate and execute strategic and operational policies and plans for the institution in line with departmental priorities. -Ensure effective Financial Management in the institution in line with the Public Finance Management Act. -Facilitate the development and implementation of HR policies that promote continuous training and development of staff in the centre. -Ensure the coordination of all health services within the District. -Convey a clear vision of transformation and to oversee the transformation process within the area of responsibility in line with the vision of the KZN Department of Health. -Ensure good governance programmes and community participation. -Ensure the effective management of physical facilities and other clinical and non clinical support services in line with the provincial regulations and guidelines. -Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures. -Provide effective and efficient support services to PHC in the catchment areas. -Participate in the "sukuma sakhe" programme.

ENQUIRIES APPLICATIONS : MS M P Themba: 035 -787 0631
 : All applications should be forwarded to: The District Manager: Umkhanyakude District Health Office, Private Bag X026, Jozini, 3969

FOR ATTENTION CLOSING DATE : Human Resource
 : 07 October 2011

POST 39/69 : **DEPUTY MANAGER: LABOUR RELATIONS: LEVEL 11: REF NO: G105/2011**
 Cluster: Human Resource Management Services

SALARY CENTRE REQUIREMENTS : An all inclusive salary package of R434 505 per annum
 : Head Office: Pietermaritzburg
 : An appropriate Bachelors degree/National Diploma in Public Administration/Law; PLUS -A qualification in Labour Law or Labour Relations; PLUS A minimum of three (3) years managerial experience in Labour Relations environment; PLUS Unendorsed valid Code B driver's licence (Code 08). RECOMMENDATIONS:- Training programmes and/or experience in Policy and System Development, Project Management and Public Administration and Financial Management will serve as a recommendation. Knowledge, Skills, Training And Competencies Required:- The incumbent of this post will report to the Manager: Labour Relations, and will be responsible to provide integrated staff relations advisory services to ensure sound labour practices in the allocated service area, and as such the ideal candidate must: Possess expert knowledge of the legislative and policy imperatives informing the area of operation. Have mediation and negotiation skills. Have the ability to analyse information relating to the area of operation and to utilise the information to identify trends, progress and potential problems, planning and organising skills. Possess high level of confidentiality. Have the ability to work independently and under pressure. Have good interpersonal relations. Possess a high level of communication skills (both written and verbal). Ensure effective communication between the Department and

other stakeholders in Health. Be computer literate with a proficiency in Ms Office Software Applications.

DUTIES : Key Performance Areas:- Formulate, implement and monitor policies, procedures and processes to ensure effective and efficient Labour Relations in the Department. Facilitate processes to ensure professional and constructive participation at the appropriate Bargaining Chamber. -Represent the KwaZulu-Natal Department of Health at the Public Health and Social Development Sector Bargaining Council (PHSDSBC) and the Provincial PHSDSBC forums. Promote at macro level, constructive and transparent relations with Organised Labour based on the core values of the Department. Ensure the effective and efficient utilisation of resources allocated to the Sub-Component, including the development of staff.

ENQUIRIES APPLICATIONS : MR P D Nyembe: 033- 395 3045

FOR ATTENTION CLOSING DATE : All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Room 101, 5th Floor, South Tower
Mrs S D Shezi
07 October 2011

POST 39/70 : **OPERATIONAL MANAGER NURSING (GENERAL STREAM) - OPD REF NO: BETH 37/2011**

SALARY : R260 790 per Annum Plus 13th cheque Medical Aid(Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Bethesda Hospital (OPD)
Degree/ Diploma in General Nursing and Midwifery. Registration with South African Nursing Council as a Professional Nurse and Midwife. A minimum of 7 years appropriate/ recognizable experience in Nursing after registration as Professional Nurse with South African Nursing Council in General Nursing. Leadership, organizational, decision making and problem solving skills. Knowledge of legal framework and precripts with the Department of health. Decision making and problem solving skills. Conflict Management and negotiation skills. Knowledge of SANC rules and regulations. Knowledge of code of conduct and Labour Relations. Knowledge of Batho Pele principles and Patients Rights Charter.

DUTIES : Identify, develop, and control Risk Management system within the unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Display a concern for patients needs, promoting and advocating proper nursing care. Demonstrate effective communication with patients, supervisors and other clinicians. Ensure compliance with all National, Provincial, and Professional precripts in order to render safe patients service and improve client satisfaction. Facilitate and develop implementation of disaster management plan for the hospital. Monitor patients referrals systems for effective patient care. Conduct EPMDS evaluation of staff within the unit. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate level of consumables. Maintain accurate and complete patient records including monitoring and evaluation of all patients in OPD and resuscitation unit.

ENQUIRIES APPLICATIONS : Deputy Manager Nursing : Mrs. T.M Vilakazi Tel no. 035 – 595 1004

CLOSING DATE : All applications should be forwarded to: The Chief Executive Officer, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970
14 October 2011

POST 39/71 : **PROFESSIONAL NURSE–SPECIALTY OPERATING THEATRE REF NO: BETH 34/2011**

SALARY : R224 952 per Annum Plus 13th cheque Benefits: Housing Allowance and Medical Aid (Optional)

CENTRE REQUIREMENTS : Bethesda Hospital
A minimum of 4 years appropriate recognizabel experience in Nursing after registration as a ProfessionaI Nurse and Midwife with the South African Nursing Council. Certified copy of Degree / Diploma in General Nursing.Certified copy of Highest educational qualification. Certified copy of registration with SANC as a General Nurse and Midwife. Certified copy of post Basic qualification in the relevant specialty i.e Operating Nursing Science. Certified copy of current registration receipt with South African Nursing

Council. Relevant legal framework such as Nursing Acts, Mental Acts, OH& S Act, Batho Pele and Patients Rights Charter, Labour Relations Act, grievance procedures etc. leadership, organizational, decision making and problem solving, conflict handling and counseling. Good insight of procedures and policies pertaining to nursing care. Financial and budgetary knowledge. Interpersonal skills including public relation, negotiating, conflict handling and counseling.

DUTIES : Ensure compliance with all Nutritional, Provincial and Professional prescripts that governs operation theatre. Ensure implementation of quality standards, policies, protocols practices and procedures in the operation theatre. Provide comprehensive, quality nursing and medical care. Identify, develop and control risk managers systems in the unit. Work as part of multidisciplinary team to ensure good quality care. Maintain accurate and complete records including monitory and evaluation of all patients in theatre. Provision of safe and therapeutic environment. Implementation of quality prevention and control measures in operation theatre.

ENQUIRIES : Deputy Manager Nursing: Mrs. T.M Vilakazi Tel no. 035 – 595 1004
APPLICATIONS : All applications should be forwarded to: The Chief Executive Officer, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970

CLOSING DATE : 14 October 2011

POST 39/72 : **ASSISITANT OFFICE MANAGER: LEVEL 9: ADMINISTRATIVE SUPPORT SERVICE: REF NO: G107/2011**
Cluster: Integrated Health Service Development

SALARY : R221 058 per annum Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : -An appropriate Bachelors degree/National Diploma in Administration/Commerce/Office Management; PLUS -A minimum of three (3) years supervisory experience in an administrative environment; PLUS -Unendorsed valid Code B driver's licence (Code 08). Recommendations: -Training programmes and/or experience in Project Management will serve as a recommendation. Knowledge, Skills, Training And Competencies Required: -The incumbent of this post will report to the General Manager: Health Service Planning, Monitoring and Evaluation, and will be responsible to provide and manage administrative, financial and secretariat support to the Unit and administratively co-ordinate activities enabling the Unit to function optimally within the prescribed governance framework for the Public Service, and as such the ideal candidate must: -Have the ability to grasp the imperatives set by Public Service Management Framework and other governance arrangements. -Have a good understanding of strategic and operational processes within a senior management office environment and the role of the senior manager in the organisation. -Have the ability to capture in writing the essence of discussions and key decision taken during project management and other meetings in concise clear language. -Have the ability to prioritise issues and other work related matters. Have an excellent inter personal skills to effectively deal with a wide range of stakeholders in a highly professional manner. Have high levels of accuracy. -Have excellent communication skills (both verbal and written).

DUTIES : Key Performance Areas:- Administratively coordinate activities to ensure a seamless flow of information. Enable the Office to timeously respond to the demands of stakeholders in a professional and reliable manner. Assist the General Manger in the office to ensure that well researched and reliable information is reported. Develop, implement and maintain office systems ensuring highly professional product being generated in the Office. Enable the General Manager to function optimally in management meetings, committees, consultative forums etc. Timeously alert the General Manager on matters affecting the optimal functioning of the Office. Consolidate input documents into a high level executive summary with a view to fast track decision making processes. Analyse governance policy imperatives and provide advice to the General Manager and others in the office. Assist the General Manager to administer confidential matters such as the performance management of senior staff reporting to him/her. Handle all Secretariat functions of the Unit. Disseminate information to all the stakeholders as and when required.

ENQUIRIES : MRS T Mngomezulu: 033-395 2919
APPLICATIONS : All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051,

Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Room 101, 5th Floor, South Tower
Mrs S D Shezi
07 October 2011

FOR ATTENTION
CLOSING DATE

:
:

POST 39/73

:

PHYSIOTHERAPIST GRADE 1 REF. NO: BETH 33/2011

SALARY

:

R185 778 per Annum Plus 13th cheque Medical Aid(Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE
REQUIREMENTS

:
:

Bethesda Hospital
National Diploma/ Degree in Physiotherapist PLUS. Current registration with the Health Professional Council of South Africa as a Physiotherapist, PLUS. 1 – 2 years experience as a Physiotherapist. Good communication skills (written and verbal). Sound knowledge of radiation control and safety and other relevant act. Good interpersonal, problem – solving and team – building skills. Sound knowledge of Physiotherapist diagnostic and therapeutic procedures and equipment.

DUTIES

:

Provide high diagnostic and therapeutic Physiotherapist service according to patients needs. Promote Batho Pele Principles in the execution of all duties for effective delivery. Promote good health practices to patients in need of Physiotherapy. Execute all clinical procedure competently to prevent compliance. Provide guidance and supervision to Physiotherapy students and assistants. Compile reports and memos as required by in the working environment. Give factual information to patients and clients on Physiotherapy

ENQUIRIES
APPLICATIONS

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:

Ass. Director Physiotherapy Gr. 1 : Mr. M.J Mbele Tel no. 035 – 595 1004
All applications should be forwarded to: The Chief Executive Officer, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970

CLOSING DATE

:

14 October 2011

PROVINCIAL ADMINISTRATION: LIMPOPO

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

The Department of Co-operative Governance, Human Settlements & Traditional Affairs is an equal opportunity employer with clear employment equity targets. Preference will be given to EE Candidates. Vision: Sustainable Developmental Local Governance and Integrated Human Settlement

- APPLICATIONS** : Applications should be submitted to: The Head of Department; Department of Co-operative Governance, Human Settlements & Traditional Affairs, Private Bag X9485, POLOKWANE 0700 OR delivered in person at 28 Market Street (next to UNISA), Registry Office (First floor). All general enquiries should be directed to Ms Violet Mahlangu, Ms Makgano Mokhomole and Mr. Mphodi Monkoe at (015) 294 2282/2109. NB: Faxed or e-mailed applications will not be considered
- CLOSING DATE** : 10 October 2011 at 16H30
- NOTE** : NB: The Department of Co-operative Governance, Human Settlements & Traditional Affairs reserves the right not to fill the advertised positions. Applications should be submitted on form Z83 obtainable from all Public Service Departments or at www.dpsa.gov.za and must be completed in full. Certified copies of your identity document and qualifications as well as a CV must be attached. The specific reference number for the post must be quoted. Failure to submit the required documents will automatically disqualify applications. Note: The contents of this advert will also be posted on the following websites www.limpopo-dlgh.gov.za, and www.dpsa.gov.za. Short-listed candidates for the above posts will be subject to a Security clearance, non-disclosure and verification of qualifications. Communication will only be with shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful. The Department of Co-operative Governance, Human Settlements & Traditional Affairs would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for positions as they appear below.

MANAGEMENT ECHELON

- POST 39/74** : **SENIOR MANAGER: LABOUR RELATIONS AND EMPLOYEE WELLNESS REF NO: COGHSTA 25/11**
Sub- Department: Shared Services
- SALARY** : R 685 200 per annum (All inclusive salary package) Salary Level: 13
- CENTRE** : Polokwane
- REQUIREMENTS** : Qualification* Appropriate recognized Bachelor's Degree/National Diploma (NQF 6) in Law with Labour Law experience or equivalent* A postgraduate degree or advanced Diploma in Labour will be an added advantage. Experience* 3 to 5 years experience at management level. Knowledge of:*Public Service legislation in the areas of Local Government Transformation; *PFMA*Local Government Legislation; *The Political landscape of South Africa; *Government systems and structures; *Planning and organisation; *Organisational Health Safety and other applicable legislations; *Strong ethics. Skills in *Contract management skills; *Accomplished leader; *Change agent; *Advanced strategic planning skills; *Research orientated person; *Confident communicator; *Financial management; *Policy formulation and implementation; *People management skills; * Networking skills; *Legal Service and Labour Relations; *Conflict management; *Analytical thinking; *Ability to work under pressure.
- DUTIES** : Key Responsibilities: *Provide strategic direction and monitor the implementation of the strategic objectives of the branch; *Render labour relations services to the department and municipalities; *Advise the Head of the Department and MEC on all matters related to the functions; *Coordinate and manage the Labour Management Forum in the department including the secretariat of the Labour Management Forum; *Manage the resources of the branch; *Promote employee wellness in the department; *Render and monitor overall employee wellness; *Conduct counselling and referrals where required; *Conduct workshops on employee and health lifestyles; *Promote employee safety and health at work and at home; *Monitor compliance on Occupational Health Safety Act; *Manage occupational health diseases and injuries; * Develop HIV and AIDS management programmes; *Develop marketing strategy on Employee Wellness

Program and monitor implementation; *Coordinate implementation of Employee Wellness at Municipalities; *Represent the Department in bargaining councils; *Preside over Disciplinary Hearings.
Mphodi Monkoe (015) 294 2282

ENQUIRIES

OTHER POSTS

POST 39/75

MANAGER: LIBRARY SERVICES REF NO: COGHSTA 26/11

Sub-Department: HOD Support (CIO)

SALARY

CENTRE

REQUIREMENTS

R434 505 per annum (All inclusive salary package) Salary Level 11

Polokwane

Qualification:* Appropriate recognized Bachelor's Degree/National Diploma (NQF 6) in B.BIBL Experience: * 3-5 years, relevant experience. Knowledge of & Skills in:* Knowledge Management*Communication* Financial Management*Research methodology*Report writing*Change Management* Programme and Project Management*Strategic Capability and Leadership*Service Delivery Innovation *Negotiation skills*Presentation/Facilitation skills*Report Writing*Time management*Communication, both formal, and informal*Creative/innovative*Analytical thinking skills*Records Management Skills*Conflict Management Skills

DUTIES

Key Responsibilities: *Develop and implement operational plans*Develop, implement and review policies and procedures*Develop and implement services and standards*Coordinate the development and implementation of databases and software's* Capacitate the departmental employees on library issues.

ENQUIRIES

Matome Mphasha (015) 294 2163

POST 39/76

MANAGER: SERVICE EXCELLENCE PROGRAMMES REF NO: COGHSTA 27/11

Sub-Department: HOD Support (CIO)

SALARY

CENTRE

REQUIREMENTS

R 434 505 per annum (All inclusive salary package) Salary Level 11

Polokwane

Qualification:* Appropriate recognized Bachelor's Degree/National Diploma (NQF 6) Experience: * 3-5 years, relevant experience. Knowledge of:* Sound and depth knowledge of relevant prescripts* Application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA, etc. Skills in*Negotiation skills*Presentation skills*People management skills*Time management*Communication skills * Interpersonal Relations* Conflict Resolutions*Motivational

DUTIES

Key Responsibilities*Manage the development and reviewal of batho pele programmes, service standards, SDIP and citizens report*Manage the co-ordination and monitor compliance of batho pele programmes within the department and at municipalities*Manage the departmental service excellence awards programme.

ENQUIRIES

Matome Mphasha (015) 294 2163

POST 39/77

MANAGER: INSTITUTIONAL CAPACITY & INFORMATION MANAGEMENT REF NO: COGHSTA 28/11

Sub Department: Local Governance

SALARY

CENTRE

REQUIREMENTS

R 434 505 per annum (All inclusive salary package) Salary Level 11

Polokwane

Qualifications: An appropriate recognized Bachelor's Degree/National Diploma (NQF 6) in Disaster Risk Management. Experience: 3-5 years working experience within the Disaster Risk Management environment. Knowledge of:*Disaster Management Act, National Disaster Management Framework*Public Service Regulations*Public Service Act*Public Finance *Disaster Management Act. Communication. Skills in *Report Writing* Organizing *Risk Management*Response and recovery*Computer literacy *Interpersonal Relations * Conflict management *Financial management*Motivational Skills*Facilitation *Influencing*Presentation*People management*Negotiation

DUTIES

Key Responsibilities: *Establishment and maintenance of integrated disaster management information and communication system.*. Co-ordinate education, training and research in disaster risk management. *Co-ordinate disaster multi-agency response teams *Manage the implementation of the disaster management policy.

ENQUIRIES : Maphefo Mamaregane (015) 294 2233

POST 39/78 : **MANAGER: RISK ASSESSMENT AND REDUCTION REF NO: COGHSTA 29/11**
Sub-Department: Local Governance

SALARY CENTRE REQUIREMENTS : R 434 505 per annum (All inclusive salary package) Salary Level 11
Polokwane
Qualifications: An appropriate recognized Degree/ Diploma in Disaster Management or Equivalent. Experience: 3-5 years working experience within disaster risk management environment. Knowledge of:*Disaster Management Act, National Disaster Management Framework*Public Service Regulations*Public Service Act*PFMA * Disaster Management Act. Skills in *Communication*Report Writing*Organizing Disaster Risk Assessment and Reduction*Computer literacy*Interpersonal Relations*Conflict management*Financial management*Motivational Skills*Facilitation*Influencing*Presentation* People Management* Negotiation Skills.

DUTIES : Key Responsibilities:*Ensure that all stakeholders compile disaster risk management plans* Determine priority risk and priority areas, communities and households* Develop risk reduction plans, projects and programmes*Implement and monitor disaster risk reduction programmes and plans*Generate an indicative disaster risk profile

ENQUIRIES : Lesiba Malebane (015) 294 2171

POST 39/79 : **DEPUTY MANAGER: HR RECORDS REF NO: COGHSTA 30/11**
Sub-Department: HOD Support (CIO)

SALARY CENTRE REQUIREMENTS : R 221 058 per annum Salary Level: 09
Polokwane
Qualification:* Appropriate recognized Bachelor's Degree/National Diploma (NQF 6) in Administration/Arts with post Diploma in Archival Studies, or Library Information Science Degree, or B Tech in Archival Studies or equivalent qualification. Experience: * 3-5 years in records management. Knowledge of:*Public service regulation*Public service act* PFMA*Employment equity act*Promotion of access to information act. Skills in *Negotiation skills*Presentation/facilitation skills*Report writing*Time Management*Communication both formal, and informal*Creative/innovative*Analytical thinking skills.

DUTIES : Key Responsibilities *Coordinate the maintenance of Human Resource Records*Provide municipal records management support*Facilitate the implementation of Promotion of Access to Information manual* Facilitate the provision of records to Internal Auditors and Auditor General* Facilitate the receipt and acknowledgement of employment application forms.

ENQUIRIES : Terry Matlopela (01 294 2515)

POST 39/80 : **HR PRACTITIONER: RECRUITMENT AND SELECTION REF NO: COGHSTA 31/11**
Sub-Department: Shared Services

SALARY CENTRE REQUIREMENTS : R 221 058 per annum Salary Level: 09
Polokwane
Qualification:* Appropriate recognized Bachelor's Degree/National Diploma (NQF 6) in Human Resource Management/ Public Administration or equivalent qualification. Experience: * 3-5 years, relevant experience.Knowledge of:*Public Service Regulation*Public Service Act*Labour Relations Act*Basic Conditions of Employment Act*Human Resource. SKILLS IN*Negotiation skills*Presentation/Facilitation skills*Report Writing*Time management* Communication, both formal, and informal*Creative/innovative*Analytical Thinking skills.

DUTIES : Key Responsibilities: *Facilitate the Recruitment, Selection and placement process*Administration of Employment Contracts*Physical orientation

ENQUIRIES : Mr Phistos Pitsi (015) 294 2515

POST 39/81 : **PERSONNEL PRACTITIONER: EMPLOYEE PERFORMANCE MANAGEMENT REF NO: COGHSTA 32/11**
Sub-Department: Shared Services

SALARY : R185 958 per annum Salary Level: 08
CENTRE : Polokwane
REQUIREMENTS : Qualification:* Appropriate recognized Bachelor's Degree/National Diploma (NQF 6) in Human Resource Management or equivalent qualification. Experience: *2 -3 years experience in HRM environment. Experience in Performance Management System will be an added advantage. Knowledge of:*Human Resource Management*Basic Conditions of Employment*PFMA*Performance Management System. Skills in *Negotiation skills* Presentation skills*People management skills* Time management*Communication, both formal, and informal*Persal skills*Financial Management skills*Planning and organizing skills.

DUTIES : Key Responsibilities: *Facilitate the implementation of Performance Management training programme; *Facilitate the compilation and quality assurance of Performance Instruments/ Agreements; *Facilitate the compilation of quarterly performance reviews; *Instate Performance Management Incentives; *Effective utilization of PMS database.

ENQUIRIES : Livhuhani Ramasuvha (015) 294 2231

POST 39/82 : **PERSONNEL OFFICER: HR RECORDS 2 POSTS REF NO: COGHSTA 33/11**
Sub-Department: HOD Support (CIO)

SALARY : R 121 290 per annum Salary Level: 06
CENTRE : Polokwane
REQUIREMENTS : Qualification:* Grade 12. Experience: * 3-5 years experience in records management. Knowledge of:*Records Management*Public Service Regulation* Public Service Act*PFMA*National Archives Act*Promotion of Access to Information Act*PERSAL system. Skills in *Computer Literacy*Negotiation skills*Presentation/Facilitation skills*Report Writing*Time management*Communication, both formal, and informal* Creative/innovative*Analytical Thinking skills*Change management*Supervisory skills.

DUTIES : Key Responsibilities: *Open, maintain and close files; *Receive application forms for employment; *Receive incoming document; *Retrieve requested files; *Compile weekly reports.

ENQUIRIES : Terry Matlopera (015) 294 2515

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ROADS AND PUBLIC WORKS**

The Provincial Administration of the Northern Cape is an equal opportunity, affirmative action employer.

APPLICATIONS : Forward your application to the Department of Roads and Public Works, P. O. Box 3132, Kimberley, 8300

FOR ATTENTION : Ms. S. van Heerden

CLOSING DATE : 14 October 2011

NOTE : Applications must be submitted on forms Z.83 obtainable from any Public Service Department, and should be accompanied by certified copies (date not later than three (3) months) of qualifications. Correspondence will be limited to shortlisted candidates only. No faxed or e-mailed applications will be accepted.

OTHER POST

POST 39/83 : **SENIOR STATE ACCOUNTANT: EXPENDITURE REF NO: DRPW 14/11**

Salary : R185 958 per annum (plus benefits)

CENTRE : Kimberley

REQUIREMENTS : An appropriate Bachelor's degree in Accounting or Financial Management plus 1-3 years experience within the financial environment or grade 12 plus 3-5 years experience within the financial environment. Knowledge of the financial system (BAS, LOGIS). Must have sound knowledge of the PFMA and Treasury regulations. Good communication skills (verbal & written). Good management skills and ability to work under pressure and be self motivated and attention to details.

DUTIES : Key Performance Areas: Responsible for reconciliation of inputs to outputs (payment received for processing to BAS/LOGIS), implement relevant policies, regulations and procedures in respect of financial management, attend audit queries and assist in the compilation of financial reports (financial statements, compliance certificates and cash flows), follow up outstanding payments linked to overdue accounts, verify payment stubs against physical payment documents after authorization, supervision of human resources. Shortlisted candidates will be expected to undergo a security clearance.

ENQUIRIES : Ms. N. Nkwali Tel. No: (053) 8392128

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

The Department of Health is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regard will be appreciated

CLOSING DATE : 14 October 2011
NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. As directed by the Department of Public Service & Administration, applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment.

OTHER POSTS

POST 39/84 : **PHARMACIST GRADE 1 TO 3**
 Directorate: Professional Support Services

SALARY : Remuneration package: Grade 1: R 407 007 per annum, Grade 2: R 445 035 per annum, Grade 3: R 486 618 per annum. (A portion of the package can be structured according to the individuals personal needs).

CENTRE : (Cape Medical Depot)
REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the SAPC as a Pharmacist. Experience: Grade 1: None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1 year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 13 years relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Knowledge of Good Pharmaceutical Practice and Best Warehouse Practice. Computer literacy and previous logistic experience. Sound knowledge of laws relating to pharmacy. Note: Short-listed candidates may be required to undergo a technical test.

DUTIES : Key result areas/outputs: Implementation and monitoring of adherence to all Standard Operating Procedures (SOP's) and guidelines in keeping with legislative requirements and national and provincial policies. Ensure sound Drug Supply Management (DSM) practices by ensuring implementation, monitoring and control of DSM principles within the Cape Medical Depot. Ensure storage, control and distribution in accordance with GPP. Supervision of stores personnel (Pharmacist's Assistants and General Workers) including development and personnel evaluations. Act as Tutor of Pharmacist's Assistants.

ENQUIRIES : Mr W Erasmus, tel.no. (021) 483-8408
APPLICATIONS : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms C Versfeld

POST 39/85 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: HIV/AIDS)**
 Chief Directorate: General Specialist and Emergency Services

SALARY : Grade 1: R 149 391 (PN-A2) per annum, Grade 2: R 183 732 (PN-A3) per annum, Grade 3: R224 952 (PN-A4) per annum

CENTRE : New Somerset Hospital, Green Point

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None, after registration as Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Proof of licence for current year with the SANC as Professional Nurse. Competencies (knowledge/skills): Basic computer literacy. Knowledge and insight into Protocols and Policies pertaining to nursing practice in an ARV outpatient setting. Good communication skills in two of the three official languages of the Western Cape.

DUTIES : Key result areas/outputs: Effective management and utilisation of physical, financial and human resources. Assist in the management of an ambulatory clinic for HIV infected patients with focus on ARV care, as well as other clinics operating in the department. Participate, supervise and monitor the provision of optimal, holistic nursing care to patients in the service, including providing point-of-contact HIV testing. Co-ordinate the HIV Counselling and Testing (HCT) campaign, including managing a wellness clinic. Record-keeping and administrative activities including completing ARV register (in the absence of the clerk). Effectively maintain professional growth and participate in training of staff, patients and families.

ENQUIRIES : Ms G McCrae, tel.no. (021) 402-6485

APPLICATIONS : The Chief Executive Officer, New Somerset Hospital, Portswood Rd, Green Point, 8000.

FOR ATTENTION : Ms G McCrae

POST 39/86 : **ADMINISTRATIVE OFFICER (FINANCE)**
Chief Directorate: General Specialist and Emergency Services

SALARY : R 149 742 per annum

CENTRE : Valkenberg Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject. Experience: Experience of the BAS and LOGIS System. Competencies (knowledge/skills): Knowledge of the PFMA, National Treasury regulations, Provincial Treasury directives, financial delegations and instructions. Knowledge of the financial procedures. Ability to be systematic and analytical. Computer literacy (MS Word, Advanced Excel, BAS, Windows, LOGIS). Proven supervisory skills. The ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Key result areas/outputs: Maintain of budget in terms of revenue adjustments. Manage the collection of hospital monies. Manage ledger accounts. Authorise payments on BAS and LOGIS. Control personnel debts. Assist in the preparation of the annual financial statements. Assist in co-ordination of all audit queries. Supervision and ongoing training of sub-ordinates. Handle of routine administrative enquiries and correspondence.

ENQUIRIES : Ms PC Solani, tel.no. (021) 440-3136

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

FOR ATTENTION : Ms R Hattingh