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

PUBLIC SERVICE VACANCY CIRCULAR NO 05 OF 2016

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
<table>
<thead>
<tr>
<th>NATIONAL DEPARTMENT</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRICULTURE, FORESTRY AND FISHERIES</td>
<td>A</td>
<td>03 – 07</td>
</tr>
<tr>
<td>COOPERATIVE GOVERNANCE</td>
<td>B</td>
<td>08</td>
</tr>
<tr>
<td>COMMUNICATIONS</td>
<td>C</td>
<td>09 – 10</td>
</tr>
<tr>
<td>DEFENCE</td>
<td>D</td>
<td>11 – 12</td>
</tr>
<tr>
<td>ENERGY</td>
<td>E</td>
<td>13 – 15</td>
</tr>
<tr>
<td>ENVIRONMENTAL AFFAIRS</td>
<td>F</td>
<td>16 – 17</td>
</tr>
<tr>
<td>GOVERNMENT PENSIONS ADMINISTRATION AGENCY</td>
<td>G</td>
<td>18 – 19</td>
</tr>
<tr>
<td>HEALTH</td>
<td>H</td>
<td>20 – 21</td>
</tr>
<tr>
<td>JUSTICE AND CONSTITUTIONAL DEVELOPMENT</td>
<td>I</td>
<td>22 – 26</td>
</tr>
<tr>
<td>LABOUR</td>
<td>J</td>
<td>27 – 28</td>
</tr>
<tr>
<td>NATIONAL SCHOOL OF GOVERNMENT</td>
<td>K</td>
<td>29</td>
</tr>
<tr>
<td>NATIONAL TREASURY</td>
<td>L</td>
<td>30</td>
</tr>
<tr>
<td>OFFICE OF THE CHIEF JUSTICE</td>
<td>M</td>
<td>31 – 39</td>
</tr>
<tr>
<td>PUBLIC WORKS</td>
<td>N</td>
<td>40 – 41</td>
</tr>
<tr>
<td>SMALL BUSINESS DEVELOPMENT</td>
<td>O</td>
<td>42 – 43</td>
</tr>
<tr>
<td>TELECOMMUNICATIONS AND POSTAL SERVICES</td>
<td>P</td>
<td>44 – 46</td>
</tr>
<tr>
<td>TRANSPORT</td>
<td>Q</td>
<td>47 – 49</td>
</tr>
<tr>
<td>WATER AND SANITATION</td>
<td>R</td>
<td>50 – 56</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROVINCIAL ADMINISTRATION</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>EASTERN CAPE</td>
<td>R</td>
<td>57 – 68</td>
</tr>
<tr>
<td>GAUTENG</td>
<td>T</td>
<td>69 – 86</td>
</tr>
<tr>
<td>LIMPOPO</td>
<td>U</td>
<td>87 – 90</td>
</tr>
<tr>
<td>NORTHERN CAPE</td>
<td>V</td>
<td>91 – 94</td>
</tr>
<tr>
<td>NORTH WEST</td>
<td>W</td>
<td>95 – 99</td>
</tr>
<tr>
<td>WESTERN CAPE</td>
<td>X</td>
<td>100 – 102</td>
</tr>
</tbody>
</table>
DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

It is the Department’s intention to promote equity through the filling of posts, according to set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS: Human Communications has been retained to handle all responses. Please forward your application, quoting the relevant reference number, to PO Box 1305, Rivonia 2128 or hand deliver at 3 Autumn Street, Rivonia, or you can apply online at www.humanjobs.co.za. Applications can also be submitted electronically to Human Communications via the e-mail or fax number indicated at each post or hand delivered at any one of the Department of Agriculture, Forestry and Fisheries offices as indicated below (please place in the blue box marked for applications). Enquiries: Naomi Nortje, tel. (011) 257-8012.

Gauteng: Reception, Agriculture Place, 20 Steve Biko Street (formerly Beatrix Street), Arcadia, Pretoria.
KwaZulu-Natal: Reception (5th Floor), Old Mutual Building, 185 Langalibalele Street, Pietermaritzburg.
Limpopo: Reception (Ground Floor), Magistrates Building, 103 cnr Landdros and Munnik Streets, Makhado.
Mpumalanga: Reception (2nd Floor), Permanent Building, 27 Brown Street, Nelspruit.
Eastern Cape: King William’s Town: Reception (Ground Floor), Old SABC Building, 2 Hargreaves Avenue.
Mthatha: Reception (3rd Floor), PRD Building, Sutherland Street.
Western Cape: Foretrust Building, 3 Martin Hammerschlag Way, Foreshore.
Stellenbosch: Reception (Support Building), Quarantine Station, Polkadraai Road.

CLOSING DATE: 19 February 2016

NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the Internet at http://www.daff.co.za/doaDev/doc/Z83.pdf which must be signed and dated (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric Certificate must also be attached) and ID document and driver’s licence (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications 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 of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). 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 advertised post(s). Applications submitted via e-mail, fax or online must include the post title and reference number in the subject line and a scanned, signed and dated Z83 form (a Z83 form without a physical signature and date will disqualify an application) together with all relevant documents as indicated above. Persons with disabilities are encouraged to apply.

OTHER POSTS

POST 05/01
DEPUTY DIRECTOR: DISEASE CONTROL REF NO: 40/2016
Directorate: Animal Health

SALARY: R674 979 per annum (all-inclusive package)
CENTRE: Pretoria

REQUIREMENTS: A Bachelor of Veterinary Science (BVSc or BVMCH), registered with the South African Veterinary Council. Extensive progressive experience on a State Veterinary level in the state veterinary disease control environment. Sound knowledge of animal health legislation and animal disease control with special emphasis on state controlled and vector borne disease. Some experience with
laboratory services, disease research and the implementation of brucellosis and tuberculosis control schemes in provincial veterinary services. Experience in policy formulation and regulatory activities. Knowledge of project management, monitoring and evaluation. Experience in communication with several types of role players. Good verbal and written communication skills. Proven computer literacy especially Ms Word, Excel and Outlook. A valid driver’s license.

**DUTIES:** Responsible to develop, formulate, implement and manage policies, norms, standards for prevention and control of animal diseases and promotion of animal health in accordance with the international requirements. Implementation and (law) enforcement of the Animal Disease Act 35 of 1984 and accompanying regulations in co-ordination with the provincial authorities. Conduct a comprehensive risk analysis, develop animal disease contingency plans, and develop animal disease (livestock and wildlife) surveillance programs and animal disease eradication policies. Manage national disease outbreak campaigns and the associated budget. Maintain, upgrade and manage the international border fence. Develop and implement auditing programmes for the national and provincial animal disease control related issues. Liaise with national and provincial departments, industry, farmers and other countries on disease control related issues. General assistance to the Director: Animal Health with regard to office administration, namely personnel, budget, and compilation of reports for the Sub-directorate.

**ENQUIRIES:** Dr M. Maja, tel. (012) 319-7456

**APPLICATIONS:** daff3@humanjobs.co.za or fax: 086 762 2894

**POST 05/02:** ICT SPECIALIST: SYSTEM ADMINISTRATOR REF NO: 30/2016

Directorate: Information Communication Technology

**SALARY:** R569 538 per annum (all-inclusive package)

**CENTRE:** Pretoria

**REQUIREMENTS:** A Grade 12 Certificate coupled with extensive experience or a National Diploma or degree in Information Technology or Computer Science coupled with appropriate extensive experience. Extensive experience in Microsoft Exchange environment, Microsoft Server support environment and Microsoft networking environment using TCP/IP, MCSE 2003 AND/OR MCITP, ITIL training, and HyperV or VMware training. A valid driver’s licence.

**DUTIES:** Be responsible to installation, Configure, Maintenance and troubleshooting of Microsoft Windows Server 2008-2012, File and Print, Group Policy Objects, DNS, DHCP and Active Directory Infrastructure. Securing a Microsoft server (2003-2012) Infrastructure e.g. Ms updates, patches and antivirus. Administration, Maintenance and troubleshooting of Virtual Environment (HyperV). Server capacity and Availability administration. Test new IT technology and implementation new solutions. Write of scripts for automation. Air-conditioners, UPS and generator administration in the server rooms. Analyzing system logs and identify potential issues. Maintain inventory of computer/server rooms. Installation, maintenance and troubleshooting of Microsoft Exchange Server 2003-2012. Provide 3rd line support. Provide technical inputs on tenders / quotes of ICT goods and services to ensure value for money and relevant ICT server infrastructure solutions. Provide general and specialised advice on ICT server infrastructure to all levels of the organisation and sometimes to stakeholders outside the DAFF.

**ENQUIRIES:** Mr S. Gwarube, tel. (012) 319-6514/6195

**APPLICATIONS:** daff4@humanjobs.co.za or fax: 086 762 2910

**POST 05/03:** STATE VETERINARIAN REF NO: 41/2016

Directorate: Animal Health

**SALARY:** R569 538 per annum (all-inclusive package)

**CENTRE:** Pretoria

**REQUIREMENTS:** A BVSc or BVMCh degree and registered with the South African Veterinary Council. Sufficient appropriate experience. Knowledge of animal health and meat safety legislation. Management capabilities. Policy formulation abilities and good verbal and written communication skills. Computer literacy in Ms Word, Ms Excel, Ms Outlook and database experience. A valid driver’s licence.

**DUTIES:** Be responsible for facilitation of the export of animals and animal products by: communicating with foreign veterinary counterparts, embassies and exporters. Taking part in market access working groups and partnership forums and hosting foreign delegations (including arrangement of visits). Completing veterinary
questionnaires received from prospective and existing trade partners. Drafting export guidelines and manuals in accordance with SA legislation and international standards. Obtaining import requirements from trade partners and negotiating export health certificates. Risk analysis (import of animals and animal products). Drafting and evaluation of questionnaires. Conducting risk assessments and determining risk mitigation measures. Risk management including illegally imported consignments and attending to enquiries related to detained consignments. Development, analysis and verification of standards and guidelines for the establishment and management of facilities approved for the import and export of various animals and animal products. Monitoring disease information published by the OIE and placing and lifting of restrictions on trade of animals or animal products deemed to pose a significant risk to the health of humans or animals. Drafting, reviewing and updating of import protocols, veterinary import permits and veterinary health certificates and signing of veterinary import permits for certain commodities. Contribution to policy formulation. Communication, liaison and supplying information regarding the import and export requirements for animals and animal products. Participation in local, regional, international standard setting bodies, bilateral and multilateral exchange networks. Liaise with foreign governments. Engagement with the private sector and interactions with relevant industries. Communication with other departments, directorates and embassies, other stakeholders, role-players and members of the public. Management of personnel and resources.

**ENQUIRIES**: Dr L. Schoeman, tel. (012) 319-7522

**APPLICATIONS**: daff5@humanjobs.co.za or fax: 086 762 2820

**POST 05/04**: CONTROL VETERINARY TECHNOLOGIST REF NO: 1/2016

**Directorate**: Animal Health

**SALARY**: R361 659 per annum (all-inclusive package)

**CENTRE**: Pretoria

**REQUIREMENTS**: A National Diploma in Veterinary Technology or BSc degree in Agric/National Diploma in Animal Health. Be registered with the South African Veterinary Council (SAVC). Extensive experience in the Governmental Veterinary Services environment on a Animal Health Technician / Veterinary Technology level and experience in the field of epidemiology, management of Animal Disease Reporting and GIS. Sound knowledge of Animal Health legislation especially the Animal Diseases Act, 1984 (Act 35 of 1984) and animal disease control with special emphasis on State controlled diseases. Good verbal and written communication skills. Proven computer courses such as courses in the use of Geographical Information Systems (GIS) and ICDL courses provided by SITA, etc and knowledge of Veterinary Epidemiology. A valid EB driver’s licence.

**DUTIES**: Be responsible for collation, compilation and verification of animal diseases as provided by Provincial Veterinary Services. This includes the collation and verification of emergency reports. Compiling of the six (6) monthly Terrestrial and Aquatic reports for submission to the World Health Organisation (OIE). Compiling the annual Terrestrial and Aquatic reports for submission to the OIE and monitoring of other sources of diseases information. Capturing of animal disease data and laboratory results, merging of the electronic disease data into the database and assisting in updating and maintaining of database on a regular basis. Monitoring of other sources of disease information. Provide GIS support and maps to illustrate disease information visually. Support analysis of disease information for disease reports.

**ENQUIRIES**: Dr M. De Klerk, tel. (012) 319-7412

**APPLICATIONS**: daff6@humanjobs.co.za or fax: 086 762 2951

**POST 05/05**: ASSISTANT DIRECTOR: SMALL-SCALE FISHERIES MANAGEMENT REF NO: 61/2016

**Directorate**: Small-Scale Fisheries Management

**SALARY**: R289 761 per annum (all-inclusive package: R404 917)

**CENTRE**: Cape Town

**REQUIREMENTS**: A National Diploma or degree in Environmental Management or Natural/Social Sciences with extensive experience in environmental or natural resource management or community development. Knowledge of the Marine Living Resources Act, 18/98, regulations and Small-Scale Fisheries Policy. Knowledge of conflict resolution, project management, cooperative governance, fisheries management and database management skills. Must be able to work
independently as well as within a team. Good interpersonal relations skills. The ability to work under tremendous pressure. Code B valid driver’s licence.

DUTIES: Manage Small-Scale Fisheries through facilitation of establishment of the small-scale fisheries sector. Establish and facilitate local and regional co-management structures. Manage permitting and databases, and supervise staff. Provide day-to-day support in the administration of the Directorate: Small-Scale Fisheries Management.

ENQUIRIES: Mr A. Ngqongwa, tel. (021) 402-3577
APPLICATIONS: daff9@humanjobs.co.za or fax: 086 762 2985

POST 05/06: TRAINING ADVISOR REF NO: 29/2016
Directorate: Employee Development and Performance Management

SALARY: R243 747 per annum
CENTRE: Pretoria


DUTIES: Be responsible to assist in the development, implementation and administration of the Workplace Skills Plan. Conduct training needs analysis. Assist in coordinating and administration of in-house training courses, seminars, workshops and conferences, internal mentorship programme. Provide advice based on all training legislation and DAFF training policies. Assist with the creation and maintenance of the training database. Collect all course assignments or portfolios. Liaise with service providers and training beneficiaries regarding training logistics or other matters. Liaise with the relevant Sector Education and Training Authority (SETAs). Assist in day-to-day monitoring of courses or programmes. Draft the quarterly and annual training reports. Take minutes at the meetings held with stakeholders. Assist in establishing and monitoring ABET centres/programmes. Co-ordinate Learnership Programmes. Co-ordinate and facilitate Induction and Orientation Programme. Evaluate the impact of training conducted. Co-ordinate and facilitate CIP. Assess CIP activities and POEs.

ENQUIRIES: Mr I. Maponya, tel. (012) 319-8282
APPLICATIONS: daff7@humanjobs.co.za or fax: 086 762 2966

POST 05/07: SCIENTIFIC TECHNICIAN PRODUCTION GRADE A-C 2 POSTS REF: 27/2016
Directorate: Genetic Resources

SALARY: R237 702-R364 377 per annum
CENTRE: Roodeplaat

REQUIREMENTS: National Diploma or BSc degree in Agriculture/Natural Sciences with Botany/Horticulture/ Agronomy/ genetic/ or plant Biotechnology as a major subject. (you are required to furnish a credit certificate and/or statement of results). Compulsory registration (or proof of your application for registration) with the South African Council for Natural Scientific Professions (SACNASP) as a Certificated Natural Scientist. (minimum) Three years’ post qualification scientific experience in plant breeding, plant variety evaluations and botanical systems. Knowledge and understanding of the Plant Breeders Rights Act, 1976 (Act 15 of 1976) and its relation to the International Union for the Protection of New Varieties of Plant (UPOV) as well as the Plant Improvement Act, 1976 (Act 53 of 1976). Relevant experience in the execution and management of plant variety evaluation trials. Planning and organising skills. Good communication (verbal and written) skills. Good interpersonal skills. Computer literacy in MS Office software. A valid driver’s licence. Be prepared to travel countrywide and internationally in the execution of his/her duties.

DUTIES: Develop and implement methodologies, policies systems and procedures for the DUS examinations of trials for the granting of Plant Breeders Rights (PBR) and Variety Listing (VL). Data collection through field surveys. Provide technical support and advice to SANSOR and the Registrar (PIA). Collect and provide
technical/scientific data, information and advice to the Registrar (Plant Breeder’s Rights Act and Plant Improvement Act) and SANSOR. To perform technical scientific analysis and regulatory functions for the granting of PBR and VL. Database and data management. Research and development: Contribute towards UPOV and National guidelines.

**ENQUIRIES**
Ms N. Netnou-Nkoana, tel. (012) 319-6024

**APPLICATIONS**
daaff8@humanjobs.co.za or fax: 086 762 2986
The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

APPLICATIONS: Please forward your application, quoting the relevant reference number to the following address: P.O Box, 349, Menlyn, 0063 or e-mail to: cogta@basadzi.co.za (quoting the relevant reference in the subject line). Enquiries for applications to be addressed to: Bull Malaba, at tel: (012) 348 1513.

CLOSING DATE: 19 February 2016

NOTE: The successful candidate for the post will be subjected to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, ID and certified copies of qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POST

POST 05/08: SENIOR INTERNAL AUDITOR: COMMUNITY WORK PROGRAMME UNTIL 31 MAY 2018 – REF NO: DCG/001/2016

SALARY: R243 747 plus 37% in lieu of benefits (Salary Level 8)

CENTRE: Pretoria


DUTIES: The successful candidate will perform the following duties: Provide support in the initial communication with the auditee, gathering of auditee background information, compilation of systems of internal control and development of audit programs. Conduct audits as per audits programs, raise findings of inadequate controls and complete audit working paper as per the auditing standards. Draft audit reports and discuss with management.

ENQUIRIES: Mr N Jaffer Tel: 012 334 4706
DEPARTMENT OF COMMUNICATION (DOC)

APPLICATIONS: The DG of Department of Communications, Private Bag X745, Pretoria 0001, for attention Mr S Matshageng or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 12 February 2016

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 a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. 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). “The successful candidate must disclose to the DG particulars of all registrable financial interests”.

OTHER POSTS

POST 05/09: SNR SUPPLY CHAIN MANAGEMENT CLERK GR 11

POST 05/10: SNR SUPPLY CHAIN MANAGEMENT OFFICER: PAYMENTS

APPLICATIONS

FOR ATTENTION

CLOSING DATE

NOTE

POST 05/09

POST 05/10

SALARY

CENTRE

REQUIREMENTS

DUTIES

ENQUIRIES

SALARY

CENTRE

REQUIREMENTS

ENQUIRIES
work independently without close supervision. Ability to handle multiple tasks simultaneously and be able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent coordination skills. Ability to work in a team. Client service orientated. Job knowledge: Report writing, compilation and collation of information from directorates. Knowledge of the Microsoft packages, i.e. MS Word, Ms Excel, PowerPoint as well as

**DUTIES**

The successful candidate will perform the following duties; daily monitoring and controlling of all matters related to the component. Serve as entry point for payment section. Authorizing of entities and pre / authorization of payments on the system. Reconciliation of statements and payments. Show initiative and close attention to detail. Monitoring and updating of 0-9 file and age analysis. Manage expenditure control. Compile quarterly reports on expenditure with respect to BBBEE. Compile accurate work statistics and maintenance thereof within the component. Supervise receiving and issuing unit, help desk and payment section. Provide functional training to subordinates. Compile supervisory reports on subordinates. Compile status reports on the performance of the relevant sections being supervised. Respond to enquiries and queries. Provide general office support.

**ENQUIRIES**

Ms M Ramashi 012 – 473 0194
NOTE: Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and must be accompanied by a detailed CV (with full particulars of the applicants’ training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Must be a South African citizen. 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 application 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. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

OTHER POSTS

POST 05/11 : ADMINISTRATION CLERK (PATIENT ADMIN): SUPERVISOR TWO POSTS
REF NO: 03/01
These posts are advertised in the DOD and Broader Public Service

SALARY : R196 278 per annum, Level 7
CENTRE : Tertiary Military Health Formation, 1 Military Hospital
REQUIREMENTS : NQF level 4 (Grade 12). Applicants with prior learning, either by means of experience or alternative courses may also apply. Secretarial, reception and mainframe experience will be a recommendation. Special requirements (skills needed): Managerial skills. Computer literate (Word, Excel, Power Point and Persol/Persal), organizing, interpersonal relationship skills, knowledge of capturing and microfilming/scanning processes. Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Handle repetitive work. Team player. Knowledge of Patient Administrative processes. Must have empathy for sick, elderly and disabled. Must be able to work under pressure. Must be able to obtain a confidential security clearance within a year.


ENQUIRIES : Maj F.I.T. Tladi (012) 314 0309
APPLICATIONS : Department of Defence,1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143
CLOSING DATE : 11 March 2016 (Applications received after the closing date and faxed copies will not be considered).
POST 05/12: SENIOR SECRETARY GR LI (USAGE 227) REF 02/01
These posts are advertised in the DOD, broader Public Service and Media (internet only)

SALARY: R158 985 per annum, Level 6
CENTRE: SAMHS (Force Support Chief Director), Kasteelpark
REQUIREMENTS: Grade 12. Secretarial Certificate/Diploma will be an advantage. Special requirements (skills needed): Computer literacy (Word, Excel and Power point) Ability to communicate effectively in English (written and verbal). Analytical and innovative thinking ability as well as problem solving skills and interpersonal skills. Organizing and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Must have a civilian driver’s license.

DUTIES: Act as a receptionist for the Chief Director. Record appointments and events and manage the Chief Director’s diary. Receive telephone calls and refer to the relevant role players. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for the Chief Director. Co-ordinate meetings and engagements with internal and external stakeholders. Arrange for visitors authorisation and parking. Assist in developing new ideas to improve existing methods and procedures for filing, tasking and document tracking. Create various databases. Develop maintain and update database of internal and external stakeholders. Liaise with travel agencies to make travel arrangements. Handle S& T claims. Identify stationary needs and ensure that stock is kept at required level. Provide any other general administrative management duties in the office. A typing test will be required of all listed candidates interviewed.

ENQUIRIES: Ms M. Smit, (012) 671 5097
APPLICATIONS: Department of Defence, SAMHS HQ, Private Bag X102, Centurion, 0046, or may be hand delivered to LEW Building (G5), cnr Selborne & Trichard Rd, Lyttelton.
CLOSING DATE: 04 March 2016 (Applications received after the closing date and faxed copies will not be considered).

POST 05/13: AUXILIARY SERVICES OFFICER PRINCIPAL (USAGE 3282) REF NO: 03/02
These posts are advertised in the DOD, broader Public Service and Media (internet only)

SALARY: R132 399 per annum, Level 5
CENTRE: 2 Military Hospital, Wynberg
REQUIREMENTS: Grade 12. Special requirements (skills needed): Must be a RSA citizen currently staying in Cape Town area with at least 1 year administrative experience in a clinical environment and ability to perform resting ECG’s will be an advantage. Basic computer skills and capturing of reports, organizing ability, literacy, ability to perform routine tasks, good interpersonal relationship skills, ability to manage the office and establish good control measures, medical equipment, problem solving, time management. Ability to communicate effectively (written & verbal) in English. Manage the ECG Department of Biokinetics. Routine correspondence and enquiries. Report to roll call register holder every day. Answer telephone calls and make appointments for patient bookings. Perform Resting ECG’s of the hospital. Daily filing of all Stress ECG, Holter ECG and resting ECG files. Preparing patient files daily for Stress and Holter ECG’s with the doctor’s referral. Recording and capturing of daily stats. Completing the telephone register daily. Control over keys. Order, collect and account for all stationary and medical supplies. Send and receive faxes as required. Record of daily stats.

ENQUIRIES: Lt Col C. Diamond, Tel: (021) 799 6421
WO2 R.J. West, Tel: (021) 799 6454
APPLICATIONS: Department of Defence, SAMHS, 2 Military Hospital, Private Bag X4, Wynberg, 7824, or may be hand delivered to 2 Military Hospital.
CLOSING DATE: 11 March 2016 (Applications received after the closing date and faxed copies will not be considered).
ANNEXURE E

DEPARTMENT OF ENERGY

APPLICATIONS: The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to, Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)

FOR ATTENTION: Mr. D Mbokota/ Mr P Ndlovu

CLOSING DATE: 19 February 2016

NOTE: Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful.

OTHER POSTS

POST 05/14: ENERGY MODELLER (SUPPLY OPTIONS MODELLING)

SALARY: R569 538 per annum (Inclusive Package) Level: 11

CENTRE: Head Office (Pretoria)

REQUIREMENTS: A honours degree in mathematics, financial mathematics, econometrics, energy studies or a degree in engineering coupled with 3-5 years’ experience in modelling applied in real-world situations. PLUS the following key competencies, Knowledge of: Policies and legislations which govern the energy sector, Knowledge of the energy sector with specific understanding of upstream oil, gas, nuclear and coal supply markets, Renewable energy market, Local and global trends and economic drivers which impact on the supply options for energy, Supply optimization and modelling techniques and knowledge of different energy technologies, Thinking Demand: Assertive, analytical, self-driven and motivated, mature, attention to detail. Skills: Energy modelling, mathematical and econometric modelling, Technical report writing, translation of concept into mathematical or analytical models, Policy analysis. Personal Attributes: Attention to detail, ability to work under pressure, ability to work independently and also in teams.

DUTIES: KRA’s: Conduct analysis of various supply options, Maintain energy supply optimisation models, Conduct secondary research on existing and potential energy supply options to inform the energy planning process, Analyse impacts of energy policies and other sectoral policies related to energy supply on the current and future system structure and costs, Analyse and interpret model outputs to inform/advice on policy formulation and energy planning, Continually evaluate different energy modelling tools available locally and internationally and adopt best-practice modelling methodologies, Interact with different stakeholders (government, state-owned entities, and technical experts).

ENQUIRIES: Mr. R Naidoo 012 4067790

POST 05/15: DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT

SALARY: R569 538 per annum,(Inclusive Package) Level: 11

CENTRE: Head Office (Pretoria)

REQUIREMENTS: A Degree/National Diploma in Human Resource Management/HRD or Management of Training qualification with 3-5 years management experience
PLUS the following key competencies, Knowledge of: Understanding of human resource development prescripts, Understanding of policy research, analysis and development process, Knowledge on skill audit, Thinking Demand: Analysis of information, Innovative, Interpretation, Decision making, Skills: Presentation and facilitation skills, Report writing skills, Negotiation skills, Analytical skills and Management skills, Personal Attributes: Self-driven, Goal orientated , Management and leadership, Audible

**DUTIES**

KRA's: Oversee the activities of the sub-directorate, Give operational leadership with regard to the development of human capital in the Department and the increase of human capacity in the sector, Provide advice and guidance on the development of human capital in the Department and the increase of human capacity in the sector, Liaise with the role players in human resource development environment regarding the development of human capacity in the Department and the increase human capacity in the sector, Manage the sub-directorate

**ENQUIRIES**

Mr ED Ndou 012 406 7430

**POST 05/16**

ASSISTANT DIRECTOR: SECTOR SKILLS DEVELOPMENT PROGRAMME

**SALARY**

R289 761 per annum, Level: 09

**CENTRE**

Head Office (Pretoria)

**REQUIREMENTS**

Applicable National Diploma/Degree in Human Resource Management/ Human Resource Development or Management of Training qualification with 3-5 years' experience in HRD environment, PLUS the following key competencies: Knowledge of: Have an advance knowledge and understanding of: Skills Development Act and Skills Development Levies Act, Employment Equity Act, SAQA Act and SETA functions and requirements, National Skills Development Strategy, Basic understanding of Adult learning, Knowledge of research and understanding of Human Resource, Thinking Demand: Decisive, Sound judgement, Confidentiality, Problem solving, Innovative and creative, Skills: Strong analytical skills with attention to detail, Presentation, facilitation and counselling skills, Communication, computer and writing skills, Policy development skills, presentation and facilitation skills, Project Management, research skills in HRD environment and problem solving, Personal Attributes: Ability to build trust and rapport with employees, Good interpersonal skills, high emotional, Intelligence, team player and self-initiator, Confidentiality, good communicator, problem solver, Innovative thinker, team player and active listener

**DUTIES**

KRA's: Develop, implement, coordinate and monitor the Skills Development Strategy and HRD policies, Liaise with sector's stakeholders and SETA's on skills needs and gaps, Liaise with Academic Institutions on sector needs, Implement Line Function Technical Training and Special Programme, Provide Secretariat Function to the Human Resource Development Forum and to the Skills Development Committee with regard to training programmes, Review and implement training and development policies, strategies and guidelines, Supervise and develop staff, Implement special programme in line with Intergovernmental Agreement on training on the: Internal Programmes

**ENQUIRIES**

Mr ED Ndou 012 406 7430

**POST 05/17**

LEGAL ADMINISTRATION OFFICER

**SALARY**

R195 945 – R224 046 per annum, plus benefits (Salary will be determined in accordance with experience in term of the OSD for Legally Qualified Professionals Level: MR 3

**CENTRE**

Head Office (Pretoria)

**REQUIREMENTS**

LLB Degree or equivalent four year legal qualification plus 2 years post legal experience PLUS the following key competencies: Knowledge of :South African Legal System, Constitutional and Administrative law, Law of Contract , DoE Policies and Acts, Public Service Acts and Legislation, Legal Drafting and Interpretation, Court Practice and Procedures. Thinking Demand: Information evaluation, Decision Making, Problem solving. Skills: Computer Skills, Project Management, Research Skills, Legal Court Skills, Legal Administration, Negotiation and dispute resolution skills, Communication and writing skills, Personal Attributes: Ability to conduct legal research, Ability to work independently and in a team, Good Interpersonal skills, Computer Literate Recommendation: Written Assessment will be conducted and all applications must include a certified copy of course credits.
**DUTIES**: Draft legal documents, memoranda, reports and submissions and verbal and written legal opinions on a variety of matters. Scrutinise legislation and subordinate legislation administered by the Department and provide assistance during the legislative process. Attend to litigation matters on behalf of the Department through the State Attorney. Advise the Minister or Director-General on appeals lodged against administrative decisions taken in terms of legislation administered by the Department. Monitor the implementation of the Promotion of Access to Information Act, 2000 and the Promotion of Administrative Justice Act, 2000 in the Department. Scrutinise draft international agreements and comply with the prescribed procedure for the conclusion of international agreements.

**ENQUIRIES**: Ms S Naidoo ☎️ 012 4067508
ANNEXURE F

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

NOTE: Application must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document and Driver’s License (where applicable) in order to be considered, and forwarded for the Director-General, Department of Environmental Affairs. The National Department of Environmental Affairs is an equal opportunity, affirmative action employer. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Relaxation of qualification requirements may be considered for non-OSD posts. Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest. The department reserves the right not to make an appointment. No e-mailed, faxed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

Please be advised that the minimum qualification requirements for the post of Deputy Director: Logistic Services (Reference No: COO53/2015) that appeared in the Public Service Vacancy Circular 04 of 2016 issued on 29 January 2016 are amended as follows: National Diploma/ Degree in Public Management/ equivalent relevant qualification with relevant experience OR a Senior Certificate plus extensive relevant experience.

OTHER POSTS

POST 05/18: CONTROL SCIENTIFIC TECHNICIAN GRADE A: BIOLOGICAL OCEANOGRAPHY REF NO: OC02/2016

SALARY: Appropriate salary will be determined by according to the regulatory framework based on OSD

CENTRE: Cape Town

REQUIREMENTS: A National Diploma in Science or equivalent qualification. Six years technical (scientific) experience. Experience in technical staff management. Extensive experience in design, development, operation, calibration, and maintenance of technical equipment. Experience in equipment management and advanced automated instrumental techniques. Experience in small boat and diving operations as well as relevant technologies for marine biological oceanography sampling. Experience in project management. Experience in managing the implementation of good laboratory practices. Experience in managing laboratory procurement, including drafting bid specifications for oceanographic equipment. Computer literacy in MS Office software. A valid code 08/EB driver’s license. Compulsory registration with SACNASP (provides certified copy of Registration Certificate or proves of recent application for registration). Computer literacy in MS Office software. Prior to appointment, the candidate will be required to undergo and pass a medical examination for seafarers (Section 101 of the SAMSA Act.57 of 1951). The following would be an added advantage: BTech Oceanography, Category B >9m skippers ticket competent to act as skipper of vessel engaged in diving operations and class IV diver certification.

DUTIES: Supervision and management of technical staff performance and development. Lead and co-ordinate research cruises. Equipment management and instrument calibration. Skills development and capacity building. Procurement and management of assets. Maintenance and operation of sampling equipment, and the design and development of sampling equipment if necessary. Sorting, analysis and preservation of biological samples in the laboratory. Data management, data analysis, report writing and assisting with publishing research in peer-reviewed scientific journals.

ENQUIRIES: Mr. J Khanyile 021 819 5007 / Dr. H. Verheye 021 819 5013
APPLICATIONS: The Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-delivered to 14 Loop Street, Cape Town. No faxed, e-mailed and late applications will be considered.

FOR ATTENTION: Human Resources

CLOSING DATE: 22 February 2016

POST 05/19: ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: INTEGRATED ENVIRONMENTAL AUTHORISATIONS (STRATEGIC INFRASTRUCTURE DEVELOPMENT) REF NO: LACE23/2015

SALARY: An appropriate salary will be determined according to the regulatory framework, based on OSD

CENTRE: Pretoria

REQUIREMENTS: Appropriate Bachelor’s degree in the environmental management/s or social sciences field or relevant equivalent qualification. A post-graduate qualification, attendance of environmental management or EIA courses will be an added advantage. Must have relevant experience in evaluating EIAs and currently involved in the EIA sector. Working experience in the administration and review of EIA’s and the dynamics of EIA administration systems. Thorough knowledge and experience of the National Environmental Management Act, as amended, in particular S24. Thorough knowledge and experience of GN Regulation 983, 984, 985 and 986. Thorough knowledge of integrated environmental management and its application. Knowledge of sustainable development ideals and objectives. Advanced computer literacy skills and relevant experience. Good communication skills (written, oral and graphic). Good organising, planning and reporting skills. Problem solver and strategic thinker. Ability to work individually and in a team. Ability to work under pressure with minimal supervision and multi-task. Applicants must be willing to travel extensively. A valid driver’s licence is a pre-requisite.

DUTIES: Review and evaluate EIA applications, Conduct site inspections and compile reports thereof, Provide professional advice in respect of EIA decision-making, Implement approved systems, tools and Standard Operating Procedures (SOPs) related to environmental impact management, Internal and external liaison regarding EIA applications (communication with stakeholders and clients), Provide professional advice to the Director-General and the Minister on all enquiries and parliamentary questions related to EIA applications. Provide a support function and technical inputs into appeals lodged with the Minister in terms of the NEMA and NEMA Regulations, Assist with the development of internal systems, Assist in the administration and monitoring of compliance with environmental authorisations issued, Provide inputs into environmental related legislation and policies, Assist with the development of SOPs.

ENQUIRIES: Mr W. Hector (012) 399 9410

APPLICATIONS: The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. No faxed, e-mailed and late applications will be considered.

FOR ATTENTION: Ms K Selemela

CLOSING DATE: 22 February 2016
APPLICATIONS: Please forward your application, quoting the relevant reference number, to Government Pensions Administration Agency, Private Bag X63, Pretoria 0001 OR 34 Hamilton Street, Arcadia, Pretoria.

FOR ATTENTION: Ms Alletah Mashiane – Recruitment

CLOSING DATE: 19 February 2016, 12H00. No late applications will be considered.

NOTE: Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department (originally signed) or on the internet at http://www.gpaa.gov.za. Must be accompanied by a comprehensive CV with original certified copies of all qualifications (including matriculation), ID document and drivers licence if a prerequisite (copies of certified documents will not be accepted). Certified documents should not be older than 3 months. 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). Applications that don’t meet the above requirements will be deemed as regret. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only.

OTHER POST

POST 05/20: SENIOR STATE ACCOUNTANT REF NO: SSA/PR1/2015/09-1

One Senior State Accountant position is currently available at the Government Pensions Administration Agency: Programme 1 Unit and will be filled permanently.

SALARY: R243 747 to R287 121 per annum

CENTRE: Pretoria

REQUIREMENTS: A recognised three year Tertiary qualification (Finance related) with 4 years appropriate proven experience in the Financial Field of which should include one year supervisory experience or a Senior Certificate with 7 years proven experience in the Financial Field if which should include one year supervisory experience. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel. Experience in any of the following accounting systems will be advantageous: Civpen/BAS/Accpac. Knowledge of Pension Funds administration will be an added advantage. Knowledge of the all legislation, rules, procedures and policies applicable to the Government Employees Pension Fund will be an added advantage. Must have good knowledge of accounting principles. Must have knowledge of Retirement Funds. Effective supervisory skills. Ability to work in a team. Ability to work under pressure. Good interpersonal relations. Excellent communication skills (written and verbal). Excellent reconciliation capabilities. Must be able to take responsibility. Effective organisational skills. Problem solving skills.

DUTIES: The incumbent of this position will be responsible for a wide variety of financial administrative tasks which includes the following: Supervise the implementation and maintenance of internal financial control processes; Support the undertaking of researches on latest trends on cash flow management related internal controls; support the alignment of internal control with GEPF policies and Auditor General strategic guidelines; Manage Programme 1 General Ledger; (Manage trial balance and general ledger on administration cost and other funds) Prepare and provide expenditure reports; Prepare a memorandum to National Treasury explaining variances, Process Military Medical claims; Supervise continuous adherence to developed and approved internal controls. Support the undertaking of corrective measures on deviation to internal controls. Facilitate training on policy. Supervise cash flow management processes; Supervise recording of cash
flow transactions; supervise the administration of cash flow projections; supervise the investment of surplus cash, supervise the undertaking of cash flow management risk analysis processes; supervise the administration aimed at resolution of audit queries on cash flow management. Effective supervision of staff, which include but not limited to: Supervision of records, correspondence and enquiries; supervise staff performance; supervise staff development and training; effective communication to staff; formal disciplinary authority;

ENQUIRIES : Alletah Mashiane on 012-319 1218
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: The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets Pretoria.

FOR ATTENTION: Ms N Sombinge

NOTE: All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 Senior Certificate / Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver’s licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

POST 05/21: CHIEF-DIRECTOR: HEALTH FACILITIES INFRASTRUCTURE MANAGEMENT
REF NO: 6/2016
Chief Directorate: Health Facilities Infrastructure Management

SALARY: An all inclusive remuneration package of R1 042 500 per annum [basic salary consists of 70% of total package, the State’s contribution to the Government Employee’s Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE: Pretoria.

REQUIREMENTS: A Post Graduate Degree/equivalent NQF 7 qualification in Engineering/Architecture, At least five (5) years experience at a senior management level, Experience in Health Infra-structure Management will serve as an added advantage, Knowledge of the built environment, Knowledge of development, implementation, monitoring of health infrastructure and health technology policies will be an advantage, Good communication (written and verbal), interpersonal and advanced computer office package skills, Ability to work in a highly pressured environment, willingness to travel frequently and work long hours, A valid driver’s licence.

DUTIES: Key Performance: Provide National leadership for health infrastructure and health technology planning, implementation, monitoring and evaluation. Develop standard guidelines for health infrastructure and health technology planning, maintenance and revitalisation services, monitor and support the implementation of guidelines at provincial level, Develop a policy framework to ensure appropriate health infrastructure and health technology management, Provide project management services for health infrastructure and health technology at the National Department of Health.

ENQUIRIES: Dr T Carter on Tel no: 012 395-9709
CLOSING DATE : 29 February 2016

OTHER POSTS

POST 05/22 : DEPUTY DIRECTOR: NGO COORDINATION REF NO: NDOH 7/2016
Chief Directorate: HIV and AIDS. Directorate: HIV/AIDS Conditional Grants

SALARY : R674 979 per annum (All inclusive)
CENTRE : Pretoria
REQUIREMENTS : A Bachelors Degree/National Diploma/ or equivalent NQF 6 qualification in Health Science, At least five (5) years experience in coordination of Health Programmes at District and National level, Knowledge of HIV/AIDS and TB working environment will be an added advantage , Knowledge of the implementation of community development process, application of Public Finance Management Act (PFMA) and Treasury Regulations , Good computer skills (Ms Word, Ms Excel and Ms PowerPoint), communication (written and verbal), leadership, monitoring, evaluation and development of NGO programmes/project management skills , A valid driver's license.

DUTIES : Facilitate the development and implementation of the unit's operational plan, Strengthening of the monitoring components of NGO coordination Programme, Facilitation of compliance to and application of pertinent legal prescripts to the grant making process: PFMA, Treasury Regulation and Non-Profit Organisation Act (NPO), Human Resources management including provision of staff development opportunities for the team, Collaboration with stakeholders for enhancement of the unit's programme.

ENQUIRIES : Mr PN Khoza at no (012) 395 – 9158
CLOSING DATE : 22 February 2016

POST 05/23 : ASSISTANT DIRECTOR: COMPREHENSIVE CARE MANAGEMENT TREATMENT PLAN (CCMT) REF NO: NDOH 4/2016
Chief Directorate: HIV and AIDS. Directorate: Comprehensive Care Management Treatment Plan

SALARY : R361 659 per annum
CENTRE : Pretoria
REQUIREMENTS : A Bachelor’s degree/Diploma or equivalent NQF 6 certificate in Health or Social Science or Nursing , At least three (3) years experience in project/programme management including clinical management and training as well as research and data analysis , Knowledge and experience on policies ART guidelines and other related clinical guidelines , Knowledge of HIV and AIDS management fields, clinical training and management of patients on ART, programme/project management, monitoring, evaluation and reporting , Policy development, Good communication (written and verbal), supervisory, planning, organisational and computer skills , Must be prepared to travel and work irregular hours , A valid driver’s licence.

DUTIES : Provide technical support in the planning and implementation of projects/programme to enhance ART implementation at national and provinces, Provide administrative, logistical support, ART clinical training and management support to provinces for the ART implementation , Monitor implementation of the ART programme including Tier.net system , Monitor, evaluate and analyse financial and non-financial reports for the ART programme , Support the development of realistic and achievable provincial business plan targets and operational plans.

ENQUIRIES : Ms L Seshoka at tel no (012) 395 9041
CLOSING DATE : 22 February 2016
The DOJ&CD 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.

ANNEXURE I

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 22 February 2016
NOTE : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications and identity document and a driver's licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. 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 these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 05/24 : DIRECTOR: PROGRAMME MANAGEMENT SUPPORT AND DONOR FUNDS
REF NO: 16/13/COO

SALARY : R864 177 – R1 017 972 per annum. (All inclusive) The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA; At least 6 – 10 years’ experience of which 6 years must be at middle/senior management level; Knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations; A valid driver's license. Skills and Competencies: Planning and Organizational skills; Strategic, capability and leadership skills; Communication (written and verbal) skills; Computer literacy (MS Office); Research, statistical and negotiation skills; Project management skills; Financial management; Change management. key performance areas: Manage the provisioning of programme management support services within the Department; Manage and coordinate donor related programmes and all vote funded projects running within the Department; Develop and maintain agreed donor assistance frameworks; Negotiate, prepare and manage donor contract and finance agreements in conjunction with State Attorneys; Develop and effect rational performance measures for all DOJ&CD’s projects; Liaise with stakeholders on the acquiring of donor funding; Provide overall administrative support to the Sub-Directorate Donor Coordination; Provide effective people management.

ENQUIRIES : Mr. MC Kekana (012) 357 8023
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

NOTE : People with disabilities are encouraged to apply.
OTHER POSTS

POST 05/25 : DEPUTY DIRECTOR: PRESIDENT'S FUND REF NO: 16/02/CFO

SALARY : R569 538 – R670 890 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : Bachelor’s Degree in Financial Management or equivalent qualification; A minimum of 5 years relevant experience in a financial environment, of which a minimum of 3 years must be at management level; A sound knowledge of the Public Finance Management Act (PFMA); Treasury Regulation (TR) and Basic Accounting System (BAS) and relevant prescripts; Knowledge of General Recognized Accounting Procedures (GRAP); Knowledge of the Department of Justice and Constitutional Development and its Crime Asset Recovery Account (CARA) functions and services; Knowledge of Soft line Pastel Accounting software will be an added advantage; Experience in working on the BAS System; A valid driver’s license. Skills and Competencies: Computer literacy (MS Offices); Communication (Verbal and Written); Interpersonal relationship; Financial management; Strategic management abilities; Sound analytical, statistical and problem solving.

DUTIES : Key performance areas: Manage and Administer both the CARA and the President Funds in terms of legislations relevant to both Funds; Coordinate all matters relating to the CARA including the distribution of approved CARA allocations to beneficiaries; Compile quarterly interim and Annual Financial Statements for the CARA and President Funds in accordance with GRAP and other National Treasury requirements; Manage the processing of payments to victims, departments and stakeholders; Oversee audit facilitation & compilation of management comments for audit findings; Establish and maintain effective, efficient and transparent systems of financial management, risk management as well as internal control; Manage all administrative functions, including management of staff.

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

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, 1st Floor, Momentum Building, East Towers, 329 Pretorius Street, Pretoria.

NOTE : People with disabilities are encouraged to apply

POST 05/26 : CLUSTER MANAGER: COURT INTERPRETING 4 POSTS

Re- Advertisement

SALARY : R289 761 – R341 313 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate’s Offices, Bethlehem, Welkom and Kroonstad Ref No: 16/15/FS Klerksdorp Sub Cluster REF NO: 16/VA13/NW

REQUIREMENTS : NQF level 4/ Grade 12 and National Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English and two or more indigenous languages Six years’ practical experience as a Court Interpreter with minimum three years supervisory experience; A valid driver’s licence. Skills and Competencies: Communication skills (verbal and written); Listening skills; Interpersonal skills: Time management; Computer literacy (MS Office); Analytical thinking; Problem solving; Planning and organizing; Ability to work under pressure.

DUTIES : Key performance areas: Manage legal interpreting, language services and stakeholder relations in the cluster; Develop and manage the business plan for the cluster; Manage special projects of legal interpreting and language services; Co-ordinate the interpreting and language services activities, manage training and development of Courts Interpreters. Manage orientation of new supervisors, evaluate annual training reports. Conduct Court visit and manage language proficiency assessment during recruitment process.

ENQUIRIES : Free State: Ms NM Dywili (051) 407 1800

APPLICATIONS : Free State: Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.
Mafikeng: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, and Mahikeng.

NOTE: Separate applications must be made quoting the relevant reference number.

POST 05/27: ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT: REF NO: 034/15/NC
This post is a re-advertisement; candidates who previously applied are encouraged to re-apply.

SALARY: R289 761 – R341 313 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Upington Magistrate office.

REQUIREMENTS: B Degree/National Diploma in Public Administration or equivalent relevant; PSIRA Grade B; At least 3 years supervisory experience in security management; NIA Security Managers’ Course will be an added advantage; Knowledge of PFMA and OHSA Act will be an added advantage; Thorough knowledge of the MISS 1998; Control of Access to Public premises and Vehicle Act, 1985 (Act No.53 of 1985); A valid driver’s licence; Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Project management skills; Presentation skills; Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail; Investigation skills.

DUTIES: Key performance areas: Perform a variety of duties related to the core functions of the security and risk management unit; Ensure and monitor adherence to departmental security systems and policies; Manage security at sub-offices in the region including resources, security personnel, contract security and physical security infrastructure; Ensure Implementation of security measures at courts in consultation with the court managers; (Physical, Personnel, document and Information security); Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Ensure compliance with MISS and departmental security policy; Roll out of contingency plan and OHSA compliance at sub-offices within the region; Ensure the safety of all persons in the court environment.

ENQUIRIES: Mr. D. Plaatjies (053) 802 1300

APPLICATIONS: 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. Email or faxed applications will not be considered.

POST 05/28: ADMINISTRATIVE OFFICER REF NO: 16/16/FS
Re Advertisement

SALARY: R243 747 – R287 121 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate’s Offices, Botshabelo.


DUTIES: Key performance area Co-ordinate and manage the financial and human resources of the office, as well as all functions relating to the Clerk of the Court (criminal, civil, family). Co-ordinate and manage risk and security in the court. Manage strategic and business planning processes. Facilities, physical resources, information and communication related to the court. Implement the departmental trends. Support case flow management at the court and provide support to the judiciary and internal stakeholders. Compile performance and statutory reports for the relevant stakeholders. Lead and manage the transformation of the office. Manage communication and relations with the...
internal and external stake-holders Manage service level agreement and performance agreement.

ENQUIRIES: Ms N Dywili @ (051) 407 1800
APPLICATIONS: Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 OR Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300

POST 05/29: SENIOR PROVISIONING ADMINISTRATIVE OFFICER: REF NO: 16/06/MAS

SALARY: R243 747 – R287 121 per annum. The successful candidate will be required to sign a performance agreement

CENTRE: Master of the High Court: Mthatha
REQUIREMENTS: Appropriate Bachelor’s Degree/ National Diploma in Public Administration/ Finance or equivalent qualifications; 2 years relevant experience; Knowledge of procurement and provisioning prescripts, PFMA, National Treasury Regulations, DFI and public sector prescripts; a valid driver’s license. Skills and Competencies: Communication skills (written and verbal); Computer skills (MS Office); Analytical skills; Report writing skills; Interpretation skills; Problem solving skills; Ability to work under pressure. Key performance areas: Maintain database of suppliers and ensure performance of electronic procurement; Ensure correctness of captured transactions before approving and monitor payments of suppliers; Compile and monitor budget for provisioning administration; Manage assets within component; Provide effective people management.

ENQUIRIES: Mr. S Maeko @ (012) 315 1996
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.

NOTE: People with disabilities are encouraged to apply.

POST 05/30: VETTING ADMINISTRATOR: INTEGRITY MANAGEMENT REF NO: 16/12/COO

SALARY: R196 278 – R231 210 per annum. The successful candidate will be required to sign a performance agreement

CENTRE: National office: Pretoria
REQUIREMENTS: A 3 year Bachelor’s Degree in Administration or equivalent; At least 3 years practical vetting administration experience; Exposure to Fraud & Corruption Prevention Strategies; A valid driver’s license. Skills and Competencies: Computer literacy (MS Office). Excellent communication skills (written and verbal). Interpersonal relation skills; Ability to work under pressure; Attention to details

DUTIES: Key performance areas: Ensure safekeeping of all vetting files in the Department; Render administrative support service; Prepare accurate and correct statistics; Provide support to the Head of the Unit and the other staff regarding vetting operational meetings; Liaise regularly with NIA on vetting matters particularly in relation to administrative systems and processes; Ensure that correct (Z204) information is captured on SVIS system.

ENQUIRIES: Ms M. Modibane @ (012) 315 1668
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.

POST 05/31: ADMINISTRATIVE OFFICER: FRAUD AND CORRUPTION PREVENTION REF NO: 16/05/COO

SALARY: R196 278 – R231 210 per annum. The successful candidate will be required to sign a performance agreement

CENTRE: National Office: Pretoria
REQUIREMENTS: A Bachelor’s Degree/National Diploma in Administration/Public Management or equivalent qualification; At least 1 year experience in anti-corruption field/ field of ethics/combating and prevention of corruption and fraud; Knowledge of labour relations, general public administration and financial management; A valid driver’s license. Skills and Competencies: Computer literacy (MS Office Word, Excel and PowerPoint); Communication skills (written and verbal) Interview skills; Problem solving skills; Presentation/facilitation skills; Good planning and organizational skills; Ability to establish formal working relationships with internal and external
stakeholders); Ability to work under pressure; key performance areas:
Coordinate financial disclosures and business interest of employees within the department and provide advisory services on ethical issues; Maintain and analyse the information on the Central Depository Database System on Public Referrals and report on the trends; Provide training and awareness sessions on Anti-corruption initiatives in terms of the Anti-corruption Communication Strategy; Promote ethical culture within the Department; Provide general administrative support.

ENQUIRIES:
Ms. M Modibane ☎️ (012) 315 – 1688

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

NOTE:
People with disabilities are encouraged to apply

POST 05/32:
FAMILY LAW ASSISTANT/PARALEGAL REF NO 066/15/NC

SALARY:
R196 278 – R 231 210 per annum. The successful candidate will be required to sign a performance agreement

CENTRE:
Office of the Family Advocate, Kimberley (This post is a re-advertisement; candidates who previously applied are encouraged to re-apply)

REQUIREMENTS:
A three (3) year qualification in a Legal field and/or equivalent legal qualification
Three (3) years' experience in administration; Knowledge in the functions of the Office of the Family Advocate; A valid driver’s license, and willing to travel extensively within the province and beyond; skills and competencies: Computer literacy (MS Office); Excellent communication skills (verbal and written); Conduct legal research; Good interpersonal relations; key performance area: Conduct screening interviews and parental rights/ responsibilities information sessions; Assist members of the public with form completion and queries; Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects; Support the Family Advocate with regards to matters on the court roll; Receive and screen correspondence and draft responses on behalf of the Family Advocate; Conduct mediations in disputes regarding parental responsibilities and rights.

ENQUIRIES:
Ms. L. Esterhuizen ☎️ (053) 802 1300

APPLICATIONS:
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. Email or faxed applications will not be considered.
DEPARTMENT OF LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9005, East London, 5200
FOR ATTENTION: Sub-directorate: Human Resources Management, East London
CLOSING DATE: 22 February 2016 at 16:00
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s) including a Senior Certificate and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POST

POST 05/33: PSYCHOMETRIST / REGISTRED COUNSELLOR REF NO: HR 4/4/102
SALARY: R445 608 to 494 556 (OSD) appropriate salary will be determined according to the regulatory frame work Based on OSD.
CENTRE: Labour Centre: Butterworth
DUTIES: Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.
ENQUIRIES: Mr TN Madikazi, Tel: (047) 491 0656

POST 05/34: EMPLOYER SERVICES COORDINATOR: PUBLIC EMPLOYMENT SERVICES REF HR 4/4/1/ 05
SALARY: R361 659 per annum
CENTRE: Provincial Office: East London

**DUTIES**: Coordinate International Cross-Border Labour Migration functions. Coordinate the provision of service to distressed companies. Facilitate stakeholder relations for acquisition of placement opportunities. Coordinate the registration and certification of Private Employment Agencies. Manage operations and personnel resources of the employer services Sub-unit.

**ENQUIRIES**: Mr S Lutholi, Tel: (043) 7013000

**POST 05/35**: SUPERVISOR: REGISTRATION SERVICE 2 POSTS

**SALARY**: R243 747 per annum

**CENTRE**: Labour Centre: East London-Reference No: HR 4/4/1/03 (1 post)
Labour Centre: Uitenhage-Reference No: HR 4/4/1/04 (1 post)


**DUTIES**: Monitor and oversee the help desk at the first port of entry within Registration Services. Oversee the employment services rendered to all clients. Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all queries regarding legislation and follow up on pending queries.

**ENQUIRIES**: Ms EO Adams-August, Tel: (041) 992 4627
Mr M Njamela, Tel: (043) 702 7500
The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions. Suitably qualified and experienced candidates are invited to apply for the following vacant position. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of the NSG to Higher Education institution.

APPLICATIONS
Principal: National School of Government, Private Bag X759, Pretoria, 0001

FOR ATTENTION
Ms L Raseroka, HR Unit

CLOSING DATE
19 February 2016 @16:00

NOTE
Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short listed candidates will be required to submit certified copies of their identity document and qualifications before the interviews. All candidates will also be subjected to security and qualifications vetting. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates.

POST 05/36
PRINCIPAL PERSONNEL OFFICER REF NO: NSG 5/2016

SALARY
R196 278 per annum plus competitive benefits (R268, 901 per annum Cost to Company) (Salary level 7)

CENTRE
Pretoria

REQUIREMENTS
A relevant Degree/diploma in Human Resource Management/Human Resource Development or equivalent relevant qualification to the post. At least 1-2 years’ experience in the field of HR Transactions. Ability to function independently without constant supervision. Good knowledge of applicable legislation and prescripts. Ability to maintain high level of confidentiality. Good office management skills (document tracking, storage and retrieval system). Interpersonal proficiency, language proficiency and good time management skills. Reliable, flexible. Quality of work. Ability to function efficiently under pressure. Successful completion of the general Principles of PERSAL (introductory to PERSAL, PERSAL Administration and leave courses). Problem identification: Ability to maintain high levels of confidentiality. Assertiveness. Quality orientated and client focused.

DUTIES
Administration of conditions of service (payroll administration, appointments, transfers, terminations and all HR transactions on PERSAL system. Provide HRM information function (PERSAL, VULUNDLELA, etc.) maintains and manage HR records/HR registry according to prescripts. Provide accurate HRM information for statutory reports. Capture the Z83 application forms of advertised positions and keep accurate records thereof. Render HRM support function to Branches regarding the filling of vacancies, i.e. assisting with logistics arrangements for advertisements, conducting of shortlists, arranging of interviews as well as rendering Secretariat services during interviews. Assist MMS and SMS members to structure their salary packages upon appointment, salary increase before closure of PERSAL for salary run. Responsible for Administration, implement and provide advice on Resettlement, Medical Aid, PILAR, Remuneration etc. Ensure continuous updating of staff establishment records on PERSAL and abolishment of all unfunded posts on PERSAL. Disseminate information critical to the advancement of the sub -directorates.

ENQUIRIES
Ms Z Lamati, (012) 441-6019
ANNEXURE L

The National Treasury is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

APPLICATIONS: National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit alm@treasury.gov.za.

CLOSING DATE: 22 February 2016 at 12:00

NOTE: Applications should be accompanied by a completed Z83 form, comprehensive CV and originally certified copies of qualifications and ID. Qualifications and security screening will be conducted on recommended candidates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 1 month of the closing date, please regard your application as unsuccessful.

OTHER POST

POST 05/37: ANALYST: TRANSPORT AND DEFENCE REF NO: S026/2016
Division: Assets and Liability Management - Sectoral Oversight
Purpose: Exercise oversight over Schedule 2 and 3B national government business enterprises (SOEs) in the transport sector to enable the achievement of Government’s Policy objectives in a financially sustainable manner. Promote and participate in sector reforms in the transport sector.

SALARY: R361 659 (excluding benefits) per annum
CENTRE: Pretoria

REQUIREMENTS: A degree in Economics/Finance, Experience in financial management/ transport economics, Experience in the transport sector, Computer literate with knowledge of the full MS Office suite, with specific working knowledge of MS Excel

DUTIES: Conduct analysis to enable the identification of where restructuring of SOEs in the transport sector is required to better achieve government objectives and advise Minister accordingly. Assist with the analysis of industry structures and trends in the transport sector. Review the restructuring/turnaround plans/strategic plans of the SOEs in the transport sector as well as legislation, sector policy and framework for economic regulation. Participate in the restructuring of SOEs in the transport sector in conjunction with other departments and stakeholders. Analyse the corporate plans, financial statements and shareholder compacts of the SOEs to assess alignment to policy objectives. Participate in the execution of oversight over Schedule 2 and 3B SOEs in the transport sector. Assist with analysis and the drafting of responses to PFMA applications and other requests from SOEs in the sector.

ENQUIRIES: Ms Caroline Modibane 012 315 5092
OFFICE OF THE CHIEF JUSTICE
The president of the Republic of South Africa by proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 3 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person are required to capacitate the office:

CLOSING DATE : 19 February 2016
NOTE : In the filling of the advertised posts, the objectives of the Constitution of South Africa, 1996 and staffing policy of the Public Service broadly will be taken into consideration. Applications must be submitted on Form Z83, obtainable from any Public Service Department. A Z83 & CV must be accompanied by certified copies of qualification, identity document and driver’s license. A SAQA evaluation report must accompany for qualifications. Application that do not comply with the above mentioned requirements will not be considered. The Office of the chief 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 108 of 1996), Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant Human Resource policies of Department will be taken into consideration. The successful candidate/s will be subjected to Pre Vetting (Pre-Screening) Financial records will only be checked and considered for applicants applying for Finance related posts. Upon appointment applications will be subjected to vetting with the purpose of determining their security competency. All candidates selected for SMS posts must undergo competency assessment test after the interview. Separate applications should be completed and directed to the relevant Province. If you do not hear form us within 3 months of this advertisement, please accept that your application has been unsuccessful. The Department reserve the right not to fill these positions.

OTHER POSTS

POST 05/38 : REGISTRAR 2 POSTS REF NO: 2016/09/OCJ

SALARY : MR3-MR5 (R 195 945 – R 708 765) (Salary will be in accordance OSD (determination). The successful candidate will be required to sign a Performance agreement.

CENTRE : Free State High Court: Bloemfontein

REQUIREMENTS : LLB Degree or four year equivalent qualification, At least two (2) to eight (8) years appropriate post qualification legal experience. Skills and competencies: Attention to detail and ensure the correctness of information, Good communication skills, Ability to work under pressure and to work independently and meet deadlines, and Problem solving skills.

DUTIES : Manage the co-ordination of Case Flow Management support, Processes to the Judiciary and prosecution at area level, Issue all processes that initiate court proceedings, Co-ordinate interpreting service Appeals and Reviews, Process unopposed Divorces and facilitation of Pre-Trial Conference, Check Criminal Record books, Consider Judgement by default, Appointment of Sheriffs of the Court on “ad hoc’ basis, Authenticate signatures of Legal Practitioners, Notaries and Sworn translators, supervision of subordinates and evaluation of their performance and any other official duties requested by the Chief Registrar.

ENQUIRIES : Ms MA Luthuli (051) 406 8115

APPLICATIONS : To OCJ Provincial Head, Private Bag X20612, BLOEMFONTEIN, 9300 OR can be hand delivered to: Office of the Chief Justice Service Centre, Cnr President Brand and Fontein Street, BLOEMFONTEIN,9300.

POST 05/39 : COURT MANAGER 2 POSTS

SALARY : R569 538 – R 670 890 per annum. The successful candidates will be required to sign a performance agreements.

CENTRE : KZN High Court: Pietermaritzburg, REF: 2016/07/OCJ Western Cape High Court, REF: 2016/08/OCJ

REQUIREMENTS : A three (3) years tertiary qualification (Degree) in Administration and/or National Diploma in Service Management plus (NQF 5) or equivalent qualification Six (6) years relevant experience of which three (3) years should have been at managerial or supervisory level, Experience in Court Management will be an
added advantage, Knowledge and experience in financial management, PFMA, Office and district administration will serve as a strong recommendation.

**DUTIES**

- Co-ordinate and manage financial and human resources of the office, Be responsible for strategic and business planning processes, Manage the physical resources, information and communication related to courts, Implement the departmental policies on courts, Compile and analyze court statistics to show performance and trends, Provide case tracking service to the judiciary, Compile annual performance and statutory reports to the relevant users, Lead and manage the transformation of the office, Manage strategic projects intended to improve court management, Manage communication with internal stakeholders.

**ENQUIRIES**

Ms L Marrie (031) 372 3109. To the OCJ Provincial Head, Private Bag X9020, Cape Town, 8000 OR can be hand delivered to; 35 Keerom street, Cape Town.

Ms M Baker (021) 469 4000. Enquiries: Ms M Baker (021) 469 4000

**APPLICATIONS**

To the OCJ Provincial Head, Private Bag X54372, Durban, 4000 OR Can be hand delivered Office of the Chief Justice, Provincial Office, 3rd floor Devonshire House, 2 Devonshire Place, DURBAN 4000.

**POST 05/40**

ASSISTANT DIRECTOR: RECORDS MANAGEMENT, REF NO: 2016/10/OCJ

**SALARY**

R 289 761 – R 350 025 per annum. The successful candidates will be required to sign a performance agreements.

**CENTRE**

National Office

**REQUIREMENTS**

An appropriate B Degree/National Diploma or equivalent qualification on NQF 6 plus two (2) to five (5) years’ experience in registry environment, Sound knowledge of National Archive Act, Regulations and Standards, Sound knowledge of document referencing and different filing system, Experience in implementation of document referencing system, Experience in development of registry procedure manual, Experience in management of auxiliary service (coordination of meeting, minutes taking household services such as telephone services and reception services). Skills and competencies: Ability to work independently and meet deadlines, to attend to details and ensure the correctness of information, Good communication and problem solving skills and facilities administration.

**DUTIES**

- Provide technical assistance with the development and maintenance of OCJ’s records management system, policy and procedures, Analyse the OCJ’s record management needs and supervise the provisioning of records management solutions, Ensure updating, maintenance and implementation of the integrated file plan for the OCJ and linked solutions, Management of auxiliary services.

**ENQUIRIES**

Ms K Mothei (011) 838 2010

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, MARSHALLTOWN, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 13th floor, Edura House, 41 Fox Street, JOHANNESBURG.

**POST 05/41**

ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT, REF NO: 2016/11/OCJ

**SALARY**

R 289 761 – R 350 025 per annum. The successful candidates will be required to sign a performance agreements.

**CENTRE**

PROVINCIAL SERVICE CENTRE, NORTH WEST (MAHIKENG)

**REQUIREMENTS**

A Bachelor’s Degree or National Diploma in Security Management and or Risk Management on NQF level 6. Three to five (3-5) years working experience in Security environment. Grade A State Security Agency course. Sound knowledge of PAIA, MISS, OHS, Protection of Information Act, Access to Public Premises and Vehicle. Computer literacy (Office Suite Certificate). A valid driver’s licence. 2-3 years legal experience will serve as an added advantage. Skills and Competencies: Good communication skills (written and verbal); Problem solving skills; Security Management: Ability to work independently and meet deadlines; Ability to attend to details and ensure the correctness of information.

**DUTIES**

- Assist in the management of the total security function (personnel, document, physical assets, contingency planning and security planning) of the North West High Court. Implementation of the OCJ security policy. Development of security procedural guidelines. Evaluation and optimization of the implementation of appropriate security measures and procedures. The development and implementation of training and awareness programmes. Interaction with security-
related and relevant authorities 9ssa Agency, SAPS, Comsec. Management of the outsourced security service provider.

ENQUIRIES: Ms ME Monkge (018) 397 7065
APPLICATIONS: The OCJ Provincial Head, Private Bag X2033, MMABATHO, 2735 OR can be hand delivered to: Office of the Chief Service Centre, 22 Molopo Road, Ayobo Gardens, MAFIKENG.

POST 05/42: ASSISTANT DIRECTOR: DEMAND MANAGEMENT, REF NO: 2016/12/OCJ

SALARY: R289 761 – R350 025 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office
REQUIREMENTS: Appropriate three (3) qualification in Supply Chain Management or any equivalent qualification, Grade 12 and three (3) years` experience in Supply Chain Management, plus 2 years supervisory experience, Knowledge of Public Service Policy Frameworks, in-depth knowledge of the Public Finance Management Act (PFMA), BBB-EE regulations, Treasury Regulations, Supply Chain Management Regulations, notes, circulars, policy frameworks and related prescripts, Experience in Acquisition of Goods and Services, Demand Management, In-depth knowledge of Supply Chain Management System e.g LOGIS, A valid driver`s license will be an added advantage and willingness to travel is required. Skills and competencies: Computer literacy (Excel, MS Word, Outlook, PowerPoint), Ability to meet deadlines and to work under pressure, and preparedness to work overtime when required as well as to work independently, Ability to work independently with minimal supervision. Must be client orientated with client service experience (internal and external client), Excellent analytical, planning, project and organizational skills, Good interpersonal relations and ability to work well in a team environment, Effective communication skills (written and verbal) and Understanding of client needs.

DUTIES: Oversee and assist end users with timeous with timeous development of the specifications of bids, oversee and assist end users with compilation of Demand Management Plans, Consolidate relevant reports and review demand management Plans, Oversee and ensure bid invitations, closing, evaluation and adjudication of proposals and publication of awards as well as that tender (bid) documents are compile in consultation with the Bid Committees recommendation, Manage the maintaining of a filing system for awarded contracts, capture all awarded contracts register and update bid register (tender register), Manage, monitor and ensure the administration of validity of bids and contracts periods, Manage and oversee the advertisement of bids, opening of bid/tender box, registration of bid offers in bid registers, Render advice and provide support as specification, briefing and bid evaluation meetings as well coordination and attendance briefing sessions, Prepare submission and reports to Bid Committees, Provide supply chain advisory and support services to the organization, Coordination of bid related matters with end users and ensure that internal control measure are adhered to, Monitoring and conducting follow up on outstanding requests and documents, Assist with formulize customization of SCM policies and procedures to suit the needs of the organization, Monitoring and conducting follow up on outstanding request and documents, Assist with the formulize customization of SCM policies and procedures to suit the needs of the organization, Monitor and ensure procedures comply with Supply Chain Management and Treasury Regulations and bids are within the framework as prescribed by National Treasury and preferential procurement policy framework act, Prepare management information, reports, statistics and reporting on procurement to management, Manage invitation and evaluation of quotations as and when required. And Attend to Supply Chain Management audit queries, Management of Human Resource i.e job description, performance agreements and appraisal and development of staff.

ENQUIRIES: Ms E Chambers (012) 838 2010
APPLICATIONS: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, MARSHALLTOWN, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management 13th floor, Edura House, 41 Fox Street, JOHANNESBURG.
POST 05/43
SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING, REF NO: 2016/13/OCJ

SALARY
R 243 747 – R 287 121 per annum. The successful candidates will be required to sign a performance agreement.

CENTRE
National Office

REQUIREMENTS
A three year Bachelor Degree or National Diploma in Accounting, Public Finance, Management Accounting, Auditing, Five (5) years’ experience of which 3 years should be at supervisory level in a Financial field(Payroll and Debtors Management), Knowledge of Public Financial Management Act, Treasury Regulations, GRAP/GAAP, Knowledge of transversal systems used government e.g BAS, PERSAL, Sound track record in Financial Accounting and Payroll management experience. Skills and competency: Computer literacy (Ms Word, Excel, Power point and Outlook), Communication skills, Problem solving and decision making skills.

DUTIES
Administration of Debtors Accounts and monitoring the recovery process of all debts due to the department, Ensure that debts are referred to the State Attorney for legal advice and legal recovery, Perform salary administration support services and payments of S&T’s, allowances etc, Management of payroll functions and submitting of payroll certificates as per prescripts, Preparation of reconciliations, Journals and clearing suspense accounts, Management of supervision of subordinates with regard to reporting and normal daily duties, Ensure correct SCOA allocations are used on payments Verification and authorization of payments on BAS and Peral Assist with liaison with external and internal auditors.

ENQUIRIES
Ms P Morapedi (011) 838 2010

APPLICATIONS
The Director: Human Resources, Office of the Chief Justice, Private Bag X10, MARSHALLTOWN, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management 13th floor, Eduza House, 41 Fox Street, JOHANNESBURG.

POST 05/44
STATISTICAL OFFICER 10 POSTS

SALARY
R 243 747 – R 287 121 per annum. The successful candidate will be required to sign a Performance Agreement.

CENTRE
Eastern Cape (2): Bisho (1), Ref No: 2016/19A/OCJ, Port Elizabeth (1), Ref No: 2016/19B/OCJ
North West (1), Ref nO: 2016/20/OCJ
Free State (Sca) (1), Ref No: 2016/21/OCJ
Limpopo (1), Ref No: 2016/22/OCJ
Kwazulu (2), Ref No: 2016/23/OCJ
Northern Cape (1), Ref No: 2016/24/OCJ
Western Cape (1), Ref No: 2016/25/OCJ
Gauteng: (1) Labour and Labour Appeal Court Ref No: 2016/62/OCJ

REQUIREMENTS
BA or BSc degree or equivalent qualification, Atleast 3 years’ experience in Statistical Analysis, Knowledge of relevant policies, strategies, statistics analysis and reporting and A valid code B driver's licence. Skills and competencies: Computer literacy, (MS Office, SPSS & SAS Software), Analytical skills, Good communication skills, Project Management skills, Interpersonal skills, Numerical skills and Ability to work under pressure.

DUTIES
Design and develop data collection systems and survey instruments, Provide effective people management, Capture available data from source documents are requested, Process information and data from a specific to Region, Collate, analyze and interpret statistics and prepare a report for the judge President and Analyze data by identifying trends and patterns specific to the Region, Make recommendations based on the analysis of the statistics for a specific division, Produce first line report that are practical, accurate and reliable, create and maintain a database on a monthly, quarterly bi-annual and annual basis for the division, Verify the data obtain from sources (sub-offices), Apply standing instructions, policies and procedures/guidelines for the interpretation of data in the region, Train employees in the Region on how to read, understand and utilize the generated reports and Indirectly oversee the monthly data by court administration, personnel and project members in the Region.

ENQUIRIES
Eastern Cape: Ms N Biko (043) 702 7000
Gauteng: Netshitomboni Lutendo (011) 332 9000
North West: Ms M Monkge (018) 397 7000.
Free State: Ms CA martin (015) 412-7423
Limpopo: Ms N Phadziri (015) 230 4000/3008.
Kwazulu Natal: Ms L Marrie (031) 372 3109.
Northern Cape: Ms S Ruthven (053) 807 2700.
Western Cape: Ms M Baker (021) 469 4000.

APPLICATIONS:
Eastern Cape: The OCJ Provincial Head, Private Bag X 9065, EAST LONDON 5200 OR hand delivered to: Office of the Chief Justice Service Centre, No 3 Phillip Frame Road, Cheslehurst, EAST LONDON.
Gauteng: The OCJ Provincial Head, Private Bag X07, JOHANNESBURG, 2000 OR can be hand delivered to: High Court of South Africa, Gauteng Local Division, 12th floor, Cnr Prichard and ruis Street, JOHANNESBURG.
North West: The OCJ Provincial Head, Private Bag X2033, MMABATHO, 2735 OR can be hand delivered to: Office of the Chief Service Centre, 22 Molopo Road, Ayobo Gardens, MAFIKENG.
Free State: The Director: Supreme Court of Appeal, P O Box 258, Bloemfontein, 9300 OR can be hand delivered to the Supreme Court of Appeal, Corner President Brand and Elizabeth Street, Bloemfontein
Limpopo: The OCJ Provincial Head, Private Bag X9693, POLOKWANE 0700 OR can be hand delivered to: Office of the Chief Justice, No 36 Biccard Street, POLOKWANE 0700.
Kwazulu Natal: The OCJ Provincial Head, Private Bag X54372, DURBAN, 4000 OR Can be hand delivered Office of the Chief Justice, Provincial Office, 3rd floor Devonshire House, 2 Devonshire Place, DURBAN 4000.
Northern Cape: The OCJ Provincial Head, Private Bag X 5043, KIMBERLY, 8300 OR can be hand delivered to: High Court, Soi Plaatje Drive, Room B107 KIMBERLY.
Western Cape: The OCJ Provincial Head, Private Bag X 9020, CAPE TOWN, 8000 OR can be hand delivered to: 35 Keerom street, CAPE TOWN.

POST 05/45:
STATE ACCOUNTANT: PETTY CASH, REF NO: 2016/14/OCJ

SALARY:
R196 278 – R 231 210 per annum. The successful candidates will be required to sign a performance agreements.

CENTRE:
National Office

REQUIREMENTS:
A Bachelor Degree/Diploma or equivalent qualification in finance, 2years’ experience in a financial environment (accounting or Pay Petty Cash reconciliation), Knowledge of Financial/Accounting, Quality Assurance, Extensive knowledge, Basic Accounting system (BAS), PERSAL, Departmental Financial Instructions (DFI), Treasury Regulation and PFMA, A valid Driver’s license. Skills and Competencies ability to manage Accounting and Administration functions effectively, Basic Accounting Computer literacy (MS Office), excellent communication skills (written and verbal), Ability to work with stakeholders in a profession and empathetic manner, Good interpersonal relations, Accuracy and attention to detail.

DUTIES:
Responsible for checking and reporting to the Line Managers of all Petty cash administration, Ensure office discipline and providing on the job to Subordinates, Supervision of staff performing financial duties, manage administration of Petty Cash, replenishment and daily reconciliations of Cash on hand, Prepare monthly reconciliations on petty cash formulation, monitoring and reporting, Ensure correct process and procedure are followed with regards to petty cash requests and follow up on outstanding receipts, Ensure adherence to all applicable prescripts, procedures and regulations

ENQUIRIES:
Ms P Morapedi (011) 838 2010

APPLICATIONS:
The Director: Human Resources, Office of the Chief Justice, Private Bag X10, MARSHALLTOWN, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management 13th floor, Edura House, 41 Fox Street, JOHANNESBURG.

POST 05/46:
PROVISIONING ADMINISTRATIVE OFFICER, REF NO: 2016/15/OCJ

SALARY:
R196 278 – R 231 210 per annum. The successful candidates will be required to sign a performance agreement.

CENTRE:
Free State Service Centre: Bloemfontein

REQUIREMENTS:
Grade 12 or equivalent qualification plus two (2) to five (5) years’ experience in Supply Chain environment, Relevant tertiary qualification will be an added advantage, Sound knowledge of the relevant prescript, application of legislative framework government governing the public service e.g. PFMA and Treasury Regulation, Public Service Act, PPPFA, SCM and other related prescripts,
Knowledge of Public Sector procurement processes, rules and regulations. Skills and competencies: Attention to detail and ensure the correctness of information, Good communication skills, Ability to work under pressure and to work independently and to meet deadlines, Problem solving skills.

**DUTIES**

- Verify compliance on submissions for acquisition of goods and services, Approval requisitions, on the procurement system, Service as Secretariat in the Bid Committee (PCC), Ensure payments are processed within 30 days, Check payments for correctness and compliance, Ensure the rotation of suppliers, Ensure all commitments are cleared, Ensure effective stores management services, Update and maintain irregular, fruitless and wasteful expenditure, Monthly stock taking and Supervisor of Asset Management.

**ENQUIRIES**

Ms MA Luthuli (051) 406 8115

**APPLICATIONS**

To OCJ Provincial Head, Private Bag X20612, BLOEMFONTEIN, 9300 OR can be hand delivered to: Office of the Chief Justice Service Centre, Cnr President Brand and Fontein Street, BLOEMFONTEIN, 9300.

**POST 05/47**

**JUDGES SECRETARY, REF NO: 2016/17/OCJ**

**SALARY**

R196 278 – R 231 210 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

CONSTITUTIONAL COURT: JOHANNESBURG

**REQUIREMENTS**

- Grade 12 plus three (3) years’ appropriate experience as a Personal Assistant, Advanced application of MS Office application, 2-3 years legal experience will serve as an added advantage and A valid driver’s licence. Skills and competencies: Good communication skills (written and verbal), Self-driven, Exceptional interpersonal skills, Display of initiative, Integrity and discretion in dealing with secret and confidential matters, High professional ethos, Ability to meeting strict deadline and to work under pressure, A sense for attention to detail.

**DUTIES**

- Provide general secretariat/administrative duties to the Justice of the Constitutional Court, Pursue all avenues of enquiry indicated by the Justice and where necessary, direct attention to others, Be available to attend any meetings or hearing and to keep notes of the proceedings, Conduct media scan and research on current judgements as it on local foreign cases, Prepare reports of the offices and respond to all correspondence, Assist in updating and amending practice notices, Be available to assist in receiving and entertaining official visitors to the court and engage with VIP’S Dignitaries, Presiding ETC, Receive and forward enquiring from Public Institutions, etc for follow up, research, comments and other for answering verbally or in writing before submissions to the Justice.

**ENQUIRIES**

Mr T Rikhotso (011) 359 7400

**APPLICATIONS**

Quoting the relevant reference number, director your application to:  The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 can also be delivered to Office of the Chief Justice, Human Resource Management, 13th floor, Edura House, 41 Fox Street, JOHANNESBURG.

**POST 05/48**

**SENIOR COURT INTERPRETER, REF NO: 2016/16/OCJ**

Re-Advert

**SALARY**

R196 278 – R 231 210 per annum. The successful candidates will be required to sign a performance agreement.

**CENTRE**

Free State High Court, Bloemfontein

**REQUIREMENTS**

- Grade 12 or equivalent qualification relevant to interpreting, Legal interpreting Diploma or equivalent qualification, Three (3) years practical experience as Court Interpreting, Must have good knowledge of the following language: English, Afrikaans, Sesotho, Setswana, Isixhosa and Isizulu., Knowledge of any foreign language will be an added advantage, Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000), A valid driver’s licence, NB:  Shortlisted candidates will be subjected to language test. Skills and competencies: Computer literacy, Excellent communication skills (written and verbal), Good interpersonal skills, Ability to work under pressure and to solve problems, Customer services, Organizational skills.

**DUTIES**

- Interpreting cases in the High Court, Perform court interpretation at Circuit Court, Translate legal document and exhibits, Develop Terminology, Perform specific line and administrative support function to the Judiciary, Court Manager and Supervisor, Control and Supervision of interpreters.

**ENQUIRIES**

Ms M Luthuli (051) 406 8115
APPLICATIONS: To the OCJ Provincial Head, Private Bag X 5043, KIMBERLY, 8300 OR can be hand delivered to High Court, Sol Plaatje Drive, Room B107 KIMBERLY.

POST 05/49: SENIOR ACCOUNTING CLERK: SALARIES, REF NO: 2016/18/OCJ

SALARY: R158 985 – R 187 275 per annum. The successful candidates will be required to sign performance agreements.

CENTRE: Office Of The Chief Justice: National Office

REQUIREMENTS: Grade 12 or equivalent qualification, Relevant experience (in salaries and Payments), Basic knowledge of the Public Service Financial legislations, procedures and Treasury Regulations (PFMA, PSA, PSR, Financial Manual) Knowledge of basic financial Systems (PERSAL, BAS etc.).Skills and Competencies: Computer literacy (MS Word, Excel, Power Point and Outlook), Communication (written and verbal) skills, Reliable, responsible, accountable and believe in transparency, Interpersonal relations, Ability to work independently and in a highly pressurized environment.

DUTIES: Render financial accounting transactions, Perform salary administration support Services, Capture all financial transactions (e.g payments, S&T’s, allowances and overtime), Check claims for correctness, verification. Compile daily, weekly and monthly statistics, handle external and internal enquiries, Assist with general office duties.

ENQUIRIES: Ms P Morapedi (011) 838 2010


POST 05/50: ADMINISTRATION CLERK: ASSET CONTROLLER 16 POSTS

SALARY: R132 399 – R 155 961 per annum. The successful candidate will be required to sign a performance agreement.


REQUIREMENTS: Grade 12 or equivalent qualification; Relevant experience in Provisioning Administration/ Supply Chain Management Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPFA, Supply Chain Management guidelines and other related prescripts Basic knowledge of the Public Service Financial legislations, procedures and Treasury Regulations (PFMA, PSA, PSR, Financial Manual), Knowledge of the Public Sector procurement processes, rules and regulations. A valid driver’s licence is a recommendation. Skills and Competencies: Computer literacy (MS Word, Excel, Power Point and Outlook), Communication (written and verbal) Skills, Organisational skills, Reliable, responsible, accountable and believe in transparency, Good Interpersonal relations, Ability to work under pressure, ind85endently and be self-motivated.

DUTIES: Keep and maintain an update of all records on the asset register, Bar-code all newly acquired assets, Conduct quarterly asset verifications and ensure that the condition of the assets matches that the condition of its existence, Identify assets for disposal and facilitate the transfer thereof, Assist with the reconciliation of the JYP asset register and BAS. Update records of leases on assets and maintain copies for audit purposes, Follow-up on losses reported to Legal Liability and update the asset register in accordance with the status of the assets. Compile daily, weekly and monthly statistics, Handle external and internal enquiries, Assist with general office duties.

APPLICATIONS: EASTERN CAPE: The OCJ Provincial Head, Private Bag X 9065, EAST LONDON 5200 OR can be hand delivered to: Office of the Chief Justice Service Centre, No 3 Phillip Frame Road, Cheslehurst, EAST LONDON. Enquiries: Ms N Biko (043) 702 7000

GAUTENG: The OCJ Provincial Head, Private Bag X07, JOHANNESBURG, 2000 OR can be hand delivered to: High Court of South Africa, Gauteng Local
Division, 12th floor, Cnr Prichard and ruis Street, JOHANNESBURG. Enquiries: Netshitomboni Lutendo (011) 322 9000.

NORTHERN CAPE: The OCJ Provincial Head, Private Bag X 5043, KIMBERLY, 8300 OR can be hand delivered to: High Court, Sol Plaatje Drive, Room B107 KIMBERLY. Enquiries: Ms S Ruthven (053) 807 2700.

WESTERN CAPE: The OCJ Provincial Head, Private Bag X 9020, CAPE TOWN, 8000 OR can be hand delivered to: 35 Keerom street, CAPE TOWN. Enquiries: Ms M Baker (021) 469 4000.

POST 05/51 : SECRETARY: SUPPLY CHAIN MANAGEMEN: REF NO: 2016/26/OCJ

SALARY : R 132 399 – R 155 961 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office

REQUIREMENTS : Grade 12 (with typing as subject or Secretarial Certificate or any Other Training, qualification that will enable the person to perform the work satisfactory). Knowledge of Financial Provisioning and /or Human Resources administration procedure and processes will service as an added advantage, of procedure and processes applied in Office Management, Understanding of confidentiality in Government, Planning and organizing. Skills and Competencies: Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs), Language skills and ability, Ability to correctly interpret relevant documentation, Computer literacy (MS word, Excel, power point and Outlook), Good interpersonal relations and customer service orientation, Proper usage of the office equipment.

DUTIES : Make travel arrangements, Process travel and subsistence claims for the Director, Coordinate Units activities and reporting, Record appointments and event in the diary of the Director, Operate office equipment like fax machine, photocopies, etc and ensure that is in good working order, Source information which may be of importance to the Director (e.g newspaper, clippings internet articles and circulars), Providing support to the office regarding meetings, Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the office, Draft routing correspondence submission, reports and other correspondence and notes, Keep a complex document filing and retrieval system.

ENQUIRIES : Ms E Chambers (011) 838 2010

APPLICATIONS : The Director: Human Resources, Office of the Chief Justice, Private Bag X10, MARSHALLTOWN, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management 13th floor, Edura House, 41 Fox Street, JOHANNESBURG.

POST 05/52 : TYPIST REF NO: 2016/27/OCJ

SALARY : R 110 739 - R130 446 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : Northern Cape High Court: Kimberly

REQUIREMENTS : Grade 12 or equivalent qualification with typing as a passed subject, Two (2) years relevant experience, Minimum typing speed of 35 wpm, An appropriate word processing course successfully completed, short-listed candidate will be required to pass a typing test. Skills and competencies: Computer literacy (MS Word), Accuracy and attention to details, Ability to work under pressure and Good communication skills (written and verbal).
DUTIES: Type reports and court orders, General correspondence, Answer telephone and take messages and Perform any other administrative duties.

ENQUIRIES: Ms S Ruthven (053) 807 2733

APPLICATIONS: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X 5043, KIMBERLY, 8300 OR can be hand delivered to High Court, Sol Plaatje Drive, Room B107.

POST 05/53: FOOD SERVICE AID ASSISTANT REF NO: 2016/36/OCJ

SALARY: R93 444 – R110 073 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS: National Office (OSG)

DUTIES: Preparation of the Boardroom, interview room, prior to meetings (filing of water jugs etc); Responsible for the safekeeping of all glassware within the abovementioned rooms, Making tea and food to the SG’s, Collecting of post and documents and the distribution thereof internally, Distribution of incoming facsimiles, And perform any other duty assigned to you by the SG’s

ENQUIRIES: Ms T Mashifane (011) 838 2010

APPLICATIONS: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management 13th floor, Edura House, 41 Fox Street, Johannesburg.
DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.

APPLICATIONS:
- All Kimberley Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301. Attention: Ms L. Motlhala
- All Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein or hand delivers at 18 President Brand Street, NDPW Building, Room 516. Attention: Mr D Manus.
- All Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. Attention: Mr T. Oagile
- All Kimberley Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301. Attention: Ms L. Motlhala
- All Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Attention: Mr E Nguyuza
- All Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017. Attention: Mr N Zondi
- All Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Attention: Ms E. Booyzen or Ms N. Mtsulwana
- All Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Attention: Mr B.E. Mbatha.
- All Polokwane Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9469, Polokwane, 0700, 22 Hans van Rensburg Street, Polokwane. Attention: Mr J Khotsha.
- All Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007 Mthatha, 5099. Attention: Ms. N. Tyusha

CLOSING DATE: 19 February 2016

NOTE: An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply

OTHER POST

POST 05/54: SENIOR ADMINISTRATION OFFICER: INTERNAL CONTROL AND INVESTIGATIONS 18 POSTS REF NO: 2016/01
12 Months Contract

SALARY: R243 747 per annum 37% in lieu of benefits
CENTRE: Durban Regional Office (x3), Ref 2016/01A
Pretoria Regional Office (x3) Ref 2016/01B
Head Office (x1), Ref 2016/01C
Cape Town Regional Office (x3) Ref 2016/01D
Mmabatho Regional Office (x1) Ref 2016/01E
Nelspruit Regional Office (x1) Ref 2016/01F
REQUIREMENTS: A three year Tertiary qualification in Finance / Accounting or Auditing, Relevant working experience in the field of internal control, finance and / or Auditing experience; Knowledge of Financial and SCM prescripts (GAAP and GRAP standards) and international Accounting standards; Working Knowledge of Government Financial systems (BAS, PERSAL, & LOGIS); Knowledge of and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework, National Treasury Guidelines on Irregular and Fruitless and Wasteful expenditure; Good communication skills both written and verbal; Ability to work under pressure and meet deadlines; Willingness to work irregular hours.

DUTIES: Inspect the tender / bid files and payment batches of irregular and / or fruitless and wasteful expenditure against the checklists provided; Liaise with the relevant Project Managers and officials about outstanding documents; Complete and prepare working papers on investigations conducted and submit to the Supervisor for review; Make recommendation of cases investigated and submit to the Supervisor for review and approval; Assess to determine if all the supporting evidence documents are adequate for recommendation submissions; Prepare meeting packs for the Technical Advisory Committee (TAC) and National Condonation Committee (NCC) meetings; Provide secretariat functions to the Technical Advisory Committee (TAC) and National Condonation Committee (NCC) meetings; Prepare and provide regular reports to management and oversight bodies on irregular and fruitless and wasteful expenditure; Perform ad hoc responsibilities as and when required.

ENQUIRIES: Mr. L Njwabule 012 406 2119

NOTE: Applications should be send to the relevant address

POST 05/55: IT TECHNICIAN REF NO: 2016/02

REQUIREMENTS: A National Diploma in Computer Science or any other related equivalent qualification. MCSE, A+ and N+ with a relevant working experience in a network environment. Strong communication and report writing skills. Self-driven, independent individual with troubleshooting and problem solving skills. Good understanding of MS Windows 7 – 10 and MS Office suite. Understanding of Linux and Open Source will serve as an advantage. A valid driver’s licence.

DUTIES: To provide desktop and network support to the department’s Clients. Detect and repair faults on LAN/WAN, PC’s, peripherals, network points and software. Assist with planning, design and implementation of LAN/WAN infrastructure. Provide and maintain printing from transversal systems. e.g. LOGIS, PERSAL, BAS, WCS and PMIS. Provide advanced desktop support. Manage and maintain a virus-free network. Perform back-ups. Monitor wide and local area networks. Liaise with suppliers. Install and support software/applications. Create / maintain inventory list of all desktop and network related equipment. Investigate user training needs regarding applications and systems. Liaise with suppliers. Manage IT Assets in the office.

ENQUIRIES: Ms M Allen (053) 8385245
DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

APPLICATIONS: Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X84, Pretoria 0001 or hand delivered at the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.

CLOSING DATE: 19 February 2016 Applications received after the closing date will not be considered

NOTE: Applications must be submitted on a signed Z83 form, which can be obtained from the dti website (http://www.thedti.gov.za), and must be accompanied by a comprehensive CV with copies of qualifications. Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. Department Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No late applications will be accepted. It is the applicants’ responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POSTS

POST 05/56: DEPUTY DIRECTOR: FINANCIAL ADVISOR REF NO: CORP SERV/MAN ACC 01

This post was previously advertised in Public Service Vacancy Circular 44 of 2015. Candidates are encouraged to re-apply

SALARY: All-inclusive remuneration package: R674 979 per annum

CENTRE: Pretoria

REQUIREMENTS: Mandatory requirements: National Diploma/B degree in Finance/ Cost Management Accounting. 3 – 5 years managerial experience in financial administration. Key requirements: Extensive knowledge and working experience regarding standardised financial management systems such as BAS and PERSAL. Computer literacy in terms of MS Office, such as MS Word, MS Excel, MS Power point and Email. Extensive knowledge of staff claims such as Travel and Subsistence, administration and the tax implications. Extensive knowledge and understanding of the PFMA and the Treasury Regulations. Applied strategic thinking, planning and organizing project management, change management. Problem solving and decision making, client orientation and customer focus with exceptional interpersonal skills. Well-developed verbal and written communication skills.

DUTIES: Reporting to the Director: Financial Management, Accounting and Administration to discharge the duties. Manage compliance with delegation of powers, specific regulations, policies, general control requirements and transfer payments. Manage the provision of a finance advisory service Manage the costing of budget requirements. Manage the preparation and submission of Departmental budget breakdowns and budget motivations. Manage the accuracy of budget projections for expenditure and cash flows Verify that spending is in accordance with cash flows. Consolidate departmental budget requests for reallocation Prepare departmental budget breakdown summaries. Capture on BAS budget breakdowns per Responsibilities up to the lowest levels Manage the accuracy of expenditure allocations. Verify S&O codes used for correctness and re-allocate incorrectly allocated expenses. Manage the administration and payment of S & T claims, transfer payments and petty cash. Provide managers information on departmental performance. Manage the coordination of annual financial statements and annual reporting. Manage the accurate completion of requisitions and monitor the usage of stores. Manage the administration of tenders and assets Liaise with the procurement office on requisitions. Attend meetings and present financial information as the need may arise. Manage staff/ personnel.

ENQUIRIES: Mr Shumani Mathobo 012 394 1690

POST 05/57: DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: CORP SERV/HR3

SALARY: All-inclusive remuneration package: R569 538 per annum

CENTRE: Pretoria
| REQUIREMENTS | Mandatory requirements: A National Diploma/degree in Labour Relations/ Labour Law, or Human Resource Management. 3-5 years managerial experience in Labour Relations. Practical experience in Bargaining Council/ Chamber negotiations will serve as a strong advantage. Ability to understand and implement the Public Service Regulatory and Policy Framework on Labour Relations and associated Legislation. |
| DUTIES | Reporting to the Director: Human Resource Management, the candidate will be responsible for the following duties: Develop and review grievance and disciplinary policies and ensure compliance to best LR practices by line managers. Facilitate the provision of advice on the application of all legislation and policies impacting the employment relations. Manage and co-ordinate the proper implementation of disciplinary and grievance procedures in line with Public Service Regulator Framework and Policy Guidelines. Manage the investigation of misconduct and represent the employer disciplinary enquiries formal/informal. Provide labour relations support relating to misconduct and grievance cases and advise the Employer in dispute resolution. Facilitate the conciliation arbitration processes and organizing of legal document. Manage the investigation of misconducts and represent the employer in the disciplinary enquiries formal/informal. Manage departmental and unions on matters of mutual interest, Liaise with State Attorneys, State Law Advisors and the DPSA. Prevent and advise on mechanisms to prevent unfair discrimination, victimisation and any unfair labour practices. |
| ENQUIRIES | Mrs Hendrelien Rossouw 012 394 1843 |
DEPARTMENT OF TELECOMMUNICATIONS AND POSTAL SERVICES

The Department is an equal opportunity department and the Department’s intention is to promote equity through the filling of these posts.

APPLICATIONS: Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement to the Department of Telecommunications and Postal Services, iParolili Office Park, 1166 Park Street, Hatfield, Pretoria, Block E, Ground Floor or post to Private Bag X860, Pretoria, 0001

CLOSING DATE: 19 February 2016

NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department and should be accompanied by a recently updated comprehensive CV and certified copies (not older than six (6) months) of all qualification(s), statement(s) of results and ID document/Passport. Applications received after the closing date will not be considered. Faxed or e-mailed applications will not be considered. If applying for more than one position, all applications must be on separate application forms. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. All qualifications are subject to verification. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV’s submitted will be destroyed after the three (3) months period. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 05/58: DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: DD1

SALARY: An all-inclusive remuneration package of R569 538 per annum

CENTRE: Pretoria, Hatfield

REQUIREMENTS: A three year tertiary qualification on NQF level 6 in Industrial Psychology/Public Administration/Management Services, with 4-5 years’ experience in the field of the post at an Assistant Director level. Skills and Competencies: Knowledge of Organisational Design Toolkit by the DPSA, orgplus and visio programmes, knowledge of and use of the equate system, organizational behaviour, development and design processes and procedures. Job Evaluation Processes. Government policies and legislation. Good communication skills (both written and verbal). Problem solving and analysis, people management, client orientation and customer focus, strategic awareness, research, project management, facilitation, planning and organizing and presentation skills.

DUTIES: The successful candidate will facilitate the designing and alignment of the organizational structure, concepts and methods to ensure that the department achieves its goals. Facilitate the development of job profiles and management of job evaluation processes. Design, implement and monitor OD interventions to facilitate change, build relationships and teams.

ENQUIRIES: (012) 421 7006 (Louisa Kgang) / (012) 427 8184 (Tania Beukes)

POST 05/59: NETWORK CONTROLLER REF NO: NC2

SALARY: R243 747 per annum and benefits

CENTRE: Pretoria, Hatfield

REQUIREMENTS: A three year tertiary qualification in Information Technology, Software Development on NQF level 6, as recognized by SAQA. 2-3 years’ software development experience. Skills and Competencies: Knowledge of PFMA, Treasury Regulations and other related Government policies and legislation. Good communication skills (both written and verbal) team work, technical, ITIL, interpersonal relations, client orientation and customer focus.

DUTIES: The successful candidate will provide end user application and software support to ensure installations and configurations of the software is efficient. Provide 3rd
party software support for Microsoft and Apple environments. Respond to calls logged via the service desk to ensure prompt support services according to the set SLA. Assess end-user functional needs to determine specifications for purchases of new software, work with vendor support contacts to resolve technical problems with desktop computing equipment and software. Assist in developing software for business applications utilizing innovative development tools. Ensure smooth software implementations by providing thorough documentation, testing and user support. Assist with seamless integrations of software applications and platforms.

ENQUIRIES : (012) 421 7006 (Louisa Kgang) / (012) 427 8184 (Tania Beukes)
POST 05/60 : ASSISTANT DIRECTOR: MEDIA RELATIONS REF NO: ASD1

SALARY : R196 278 per annum and benefits
CENTRE : Pretoria, Hatfield
REQUIREMENTS : A three year tertiary qualification on NQF level 6 in Communication/ Media Relations/Public Relations/ Journalism. 2-3 years' work related experience. Skills and Competencies: Knowledge of Public environment, media landscape of South Africa. Good organizing skills. flexible and proactive. Excellent communication skills (both written and verbal).Planning and execution, interpersonal relations.

DUTIES : The successful candidate will assist in drafting and implementing communications strategies and media plans for the Department's campaigns, events, government events and sector activities in order to popularise DTPS projects. Assist in organising media briefings, media interviews and information sessions to address and clarify issues in the public arena. Assist and advise the Department in relation to media interventions and issue management tactics to counter negative media coverage. Draft adequate responses to media enquiries to project the positive image of the Department. Supervise staff and manage processes in the unit in order to achieve the objectives of Media and Communications Chief Directorate. Establish new and strengthen existing media relations with the Department in order to maintain an up to date media database. Develop content for internal and external publications to popularise the work of the Department. Assist in the development of the media liaison policy for the Department to ensure adherence to media liaison standards. Represent the Department at inter-departmental communications fora in order to promote government's programme of action. Draft the media monitoring and analysis report in order to allow the Department to respond to issues in the public arena.

ENQUIRIES : (012) 421 7006 (Louisa Kgang) / (012) 427 8184 (Tania Beukes)
POST 05/61 : PERSONAL ASSISTANT ICT STRATEGY REF: PAICT 1

SALARY : R196 278 per annum and benefits
CENTRE : Pretoria, Hatfield
REQUIREMENTS : A one year Secretarial Diploma/ Certificate or equivalent relevant qualification. 2-3 years secretarial experience in rendering a support service to senior management. Skills And Competencies: Knowledge in minute taking, compilation of reports and any other administrative duties. Good organizing skills. Ability to be discrete, flexible and proactive and to safeguard information. Excellent communication skills (both written and verbal). Planning and execution, interpersonal relations and computer literacy.

DUTIES : The successful candidate will render secretarial/receptionist/administrative support service to the Chief Director which will include but not limited to maintaining office systems, including data management and filing. Arranging travel and accommodation. Organising and maintaining diary of the Chief Director and making appointments. Dealing with incoming e-mail, faxes and post. Organising and attending meetings. Screening phone calls, enquiries and requests, and deal with such requests appropriately. Sourcing and ordering stationery and office equipment.

ENQUIRIES : (012) 421 7006 (Louisa Kgang) / (012) 427 8184 (Tania Beukes)
POST 05/62 : ADMINISTRATION OFFICER: TRANSIT OFFICER REF: AO1

SALARY : R196 278 per annum and benefits
CENTRE : Pretoria, Hatfield
REQUIREMENTS : A relevant qualification on NQF level 5, as recognized by SAQA. 1-2 year experience performing administrative work. Skills and Competencies: Knowledge of Principles and Techniques applied in effective office administration and
management. Microsoft Office Packages. Public Finance Management Act as well as other government legislation. Ability to operate with considerable independence and integrity. Ability to work effectively and efficiently under pressure. Good communication skills (both written and verbal) Planning and execution.

DUTIES : The successful candidate will receive and issue assets and inventories in the warehouse to ensure prompt service delivery. Check quality, quantity and correctness of goods to prevent discrepancies. Capture issued vouchers to ensure compliance. Maintain 0-9 files in order to ensure timeous delivery of goods. Follow up on all outstanding orders to ensure timeous payments of goods. Deliver requested goods to end users.

ENQUIRIES : (012) 421 7006 (Louisa Kgang) / (012) 427 8184 (Tania Beukes)

POST 05/63 : SENIOR ADMINISTRATION OFFICER: SMME DEVELOPMENT REF: SAO1

SALARY : R196 278 per annum and benefits

CENTRE : Pretoria, Hatfield

REQUIREMENTS : A three year tertiary qualification on NQF level 6 as recognized by SAQA in Public Administration. 2 – 3 years’ work related experience. Skills And Competencies: Knowledge of Public environment and related legislation. Good organizing skills. Record keeping. Flexible and proactive. Excellent communication skills (both written and verbal). Planning and execution, interpersonal relations.

DUTIES : The successful candidate will provide administrative support in managing oversight of the Postal Sector State Owned Entities for the Department, provide logistical support in the stakeholder liaison processes and take minutes of meetings. Provide support in the development and implementation of policies and procedures to ensure compliance with applicable legislation. Manage all resources (human, financial, assets) within the Directorate to ensure that they are optimally utilized and directed towards meeting the objectives of the Directorate. Manage records in the Directorate in order to ensure that the Directorate function effectively (filing, archiving, sending records to registry, distribution of files). Source, capture and maintain a database of information in support of the Directorate’s research outputs.

ENQUIRIES : (012) 421 7006 (Louisa Kgang)/ (012) 427 8184 (Tania Beukes)
ANNEXURE Q

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointments will assist the department in achieving its employment equity targets in terms of the Department’s Employment Equity Plan. (People with disabilities, coloureds, whites and women of all races at senior management level)

APPLICATIONS: Department of Transport, Private Bag X193, Pretoria, 0001 of hand deliver at the Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit, Room 4040. Employees are reminded to quote the relevant reference numbers/post number when applying for these posts.

CLOSING DATE: 22 February 2016

NOTE: Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV including the details of at least two contactable referees (should be people who recently worked with the candidate (previous experience must be comprehensively detailed, i.e. positions held, responsibilities and exact dates), as well as certified copies of all qualifications and ID document. All fields of the Application for Employment Form (Z83) must be fully completed. Failure to submit the requested documents/information will result in your application not being 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 posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 05/64: DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DOT/01/2016/1

(Chair: Administration: Office of the Chief Financial Officer)
(Chief Directorate: Financial Administration and Supply Chain Management)
(Directorate: Supply Chain Management)

SALARY: All inclusive salary package R864 177 per annum of which 30% can be structured according to individual needs.

CENTRE: Pretoria

REQUIREMENTS: A three year Bachelor’s Degree in Supply Chain Management / Logistics or Purchasing at NQF level 7 as recognised by SAQA. A postgraduate degree will serve as a strong recommendation. The incumbent must have at least five (5) years’ experience at middle management level or at senior management level in the Supply Chain Management environment.

DUTIES: The incumbent will be required to develop and maintain (periodic reviews) supply chain management related policies, procedures and delegations, such as the Supply Chain Management policy, Asset Management policy, Inventory policy, Disposal strategy, Supply Chain Management frameworks, Demand Management strategy and Procurement delegations, and oversee and ensure the implementation of the policies, procedures and delegations. Annually develop and implement a Sourcing strategy and a Procurement Plan and maintain a record of bids awarded against the Procurement Plan. Manage and oversee three Sub-Directorates that are responsible for demand, acquisition, logistics, disposal and contract management. Manage the bidding and acquisitioning processes, oversee the checking of bid specifications, invitation of bids, participation in bid evaluation committees and the awarding of bids. Manage the Logis section, the Logis commitments register on Logis and oversee payments to suppliers. Oversee receipt of requests for quotations, the invitation, evaluation and award of quotations and the maintenance of the supplier’s database / utilisation of the central supplier’s database. Manage the acquisition, movement and disposal of assets, the physical verification of assets and reconcile the asset register to transactions on the Basic Accounting System (BAS). Oversee the management and reporting on contracts and the implementation of the contract management
system. Ensure that all the required reports are submitted to the National Treasury on a monthly basis. Serve as a member of the Loss Control Committee and the Disposal Committee and shall be an advisor to the Bid Adjudication Committee. Assess staff capacity and ability to effectively perform their functions, compile performance agreements and provide guidance and support through training courses where necessary in consultation with the Human Resource Development unit. Ensure that monitoring and evaluation is carried out throughout the Directorate. Prepare and submit reviews of strategic plans and annual performance plans in line with the Branch strategic plan and annual performance plan. Prepare and submit quarterly and annual reports on the performance of the Directorate.

ENQUIRIES: Mr. D. Pretorius Tel: (012) 309 3649
NOTE: The following will serve as strong recommendation: In depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and Supply Chain Management prescripts is essential. The applicant must be computer literate with advanced skills in spreadsheets. Furthermore, he/she and must have analytical, problem-solving, communication (verbal and written), interpersonal, organisational, leadership, supervisory, people and financial management skills.

POST 05/65
DIRECTOR: MASTER PLANNING IMPLEMENTATION AND REVIEW REF NO: DOT/01/2016/2
(Branch: Integrated Transport Planning)
(Chief Directorate: Macro Sector Planning)
(Directorate: Master Planning Implementation and Review)

SALARY: All-inclusive salary package R684 177 per annum of which 30% can be structured according to individual needs.

CENTRE: Pretoria
REQUIREMENTS: Bachelor’s Degree in Transport Planning/ Town and Regional Planning/ Transport Economics at NQF level 7 as recognised by SAQA. A minimum of six (6) years relevant experience in multi-modal transportation systems planning of which five (5) years’ must be at middle management level or at senior management level.

DUTIES: The successful incumbent will be responsible for the following: Facilitate a sustainable planning approach to the provision of transport infrastructure through a medium to long term outlook. Institutionalise a systematically structured transport planning procedure and oversee its applications. Oversee the implementation of appropriate travel and forecasting methods. Integrate transport demand drivers (landuse, demographics, economic trends) into transportation systems planning processes. Manage and oversee a dynamic and up to date national transport master plan. Facilitate the development of provincial transport master plan. Develop and manage the appropriate planning tools/instruments for decision making. Ensure the development and maintenance of an investment decision making criterion comprising of appropriate programmes/project selection and prioritisation strategies. Manage or participate in ad-hoc teams where special projects of national importance have been prioritised. Lead the realisation of the Directorate’s strategic objectives. Integrate relevant stakeholder’s policies with transportation systems planning. Assume responsibility for delegation of work. Manage the planning, organising and delegation of work within the Directorate. Practice ethical corporate governance financial management in accordance with the Public Financial Management Act prescripts.

ENQUIRIES: Mr. M Makhari Tel: (012) 309 3320
NOTE: The following will serve as strong recommendation: Experience in the planning of the built environment. Knowledge of travel forecasting models and methods. Knowledge of programme/project selection and prioritization procedures. In depth knowledge of government policies, policy development and analytical skills. Research and report writing skills and Project Management processes. All shortlisted candidates for the above two posts will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated to the candidates prior to the interviews. Recommended candidates will be required to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
OTHER POST

POST 05/66: SENIOR IT TECHNOLOGIST REF NO: DOT: 02/2016/01
(Branch: Transport Information Systems)
(ICT Architecture & Operations)
(Directorate: ICT Infrastructure)
(Sub-directorate: LAN and Desktop Support)

SALARY: R243 747 per annum
CENTRE: Cape Town
REQUIREMENTS: Appropriate three years Bachelor Degree/ National Diploma in Information Technology with two years relevant experience. The following certificates will be an added advantage, ITIL foundation certificate, Certified Novell Engineering (CNE), Microsoft certified system engineering (MCSE), Hardware and software support (A+), Network support (N+) and Cisco certified network associate (CCNA) Note: The following will serve as a recommendation: Knowledge of Windows Administration, Novell Administration. Microsoft Office Suites (Word, Excel, Access and Powerpoint) - Installation and Support. Knowledge of Other relevant software packages such as MacOS and Office 2011 for Mac. Hardware-Installation and support. Latest trend in IT.

DUTIES: To manage IT network and render IT support service to user in the Department. Maintain and make communication system (networks LAN, WAN) available. Update new software when required and troubleshoot when faulty. Repair or replace faulty equipment or refer to service organisation. Liaise with user and work groups on their need, questions, requests and problems with regard to network services. Maintain computer network disaster recovery procedures. Ensure backups of information is made on a regular basis and sent for storage off-site. Execute disaster recovery procedures as and when required. Provide advice on new technology. Investigate current computers and software and compare with new trends. Update GroupWise software. Perform IT advisory role to procurement process. Log the call to the HEAT system and classify the call. Ensure that contractors deliver service correctly.

ENQUIRIES: Mr M. Motaung Tel: (012) 309 3735
DEPARTMENT OF WATER AND SANITATION

APPLICATIONS: Please forward your applications quoting the relevant reference number for Centre: Pretoria, Clanwilliam Dam and Umzimvubu to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at the Continental Building, cnr Visagie and Bosman. For attention: Mrs L Van Wyk

Please forward your applications quoting the relevant reference number for Centre: Gauteng The Provincial Head: Gauteng, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, Bothongo Plaza East, Pretoria. For attention: Mr S Nevhorwa (012) 392 1324

The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, SANLAMHOF, 7532 or hand deliver to Sigma House Building, 3 Blankenberg Road, Bellville. For attention: Mr B Saki (021) 941 6018

CLOSING DATE: 19 February 2016

NOTE: Applications must be submitted on signed and dated form Z83, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to permanent appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). “All SMS shortlisted candidates will be subject to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.” People with disabilities are highly encouraged to apply for the posts.

MANAGEMENT ECHELON

POST 05/67: SPECIALIST ENGINEER REF NO: 120216/01

SALARY: R1 192 893 per annum, all inclusive OSD salary package

CENTRE: Pretoria


DUTIES: The successful candidate will be involved in the following: responsible for coordinating Projects Risk activities, and act as the Project Risk Representative within the Project and Tendering Team, promoting risk awareness and ensuring the follow up of the internal procedures. Ensure knowledge management to enable the function to communicate across the Department to share knowledge, best practice and competence. Ensure Project Risk Management (PRM) capitalises from Lessons Learned and is performed in accordance with best
practice, striving to mitigate risk, promoting safety and integrity consistently. Assist with the evaluation of Project Risk Requirements of the Project and develop and implement the Project Risk Management Plan in accordance with the Contract requirements and Departmental requirements. Throughout the project, oversee the project risk and opportunity related activities to ensure correct and effective implementation of the PRM plan. Ensure the Project Controls Manager and the Customer are kept informed and aware of the risks and opportunities relating to the Project. Represent the Project Risk Department at Project Risk meetings as required. Support standard project risk management control co-ordination methods, processes and procedures. Maintain awareness of each Project and Tender requirement in respect of PRM and remain up to date with activities progress. Ensure work performed is in compliance with Departmental PRM.

ENQUIRIES:
Mr. C Du Preez, tel (012) 336 6648

POST 05/68:
CHIEF DIRECTOR: SUPPORT SERVICES REF NO: 120216/02

SALARY: R1 042 500 per annum (all inclusive salary package) level 14
CENTRE: Pretoria
REQUIREMENTS:

DUTIES:
Coordinate all the strategic planning and ensure that they are implemented as set out in business planning. Consolidate all strategic information from various branches in order to conduct monitoring and evaluation for the performance of the department. Ensure quality assurance of correspondences submitted to the office of the Director General and the response thereof. Consolidate the strategic engagements with various key stakeholders such as Parliament, Cabinet, FOSAD and other Governments. Manage the functional support to the office of the Director-General.

ENQUIRIES:
Ms V Meyer tel (012) 336 7448

POST 05/69:
DIRECTOR: INFRASTRUCTURE RISK MANAGEMENT REF NO: 120216/03

SALARY: R864 177 per annum (All inclusive package) level 13
CENTRE: Pretoria
REQUIREMENTS:
A degree Risk/Business Management (NQF 7). Training from corporate governance and risk management. A minimum of five (5) years at the middle/senior management level relating to implementation and management of enterprise wide risk management. Exposure to compliance management and fraud risk. Previous experience in a state owned enterprise or in the public sector where risk management has been successfully implemented. Key Competencies: The successful candidate must possess strong strategic capability and leadership. Manage financial, change management and general management. Service delivery innovation (SDI). Exceptional problem solving and analysis skills. People management and empowerment. Excellent client orientation and customer focus. Excellent communication skills. Must be accountable and with ethical conduct.

DUTIES:
Create a risk aware culture within the Chief Directorate Risk Management and integrate all risk management practices within the branch. Lead, direct and manage the component. Implement and maintain the risk management strategy and policy for the Chief Directorate Risk Management. Implement control risk self assessments and coordinate the management of the risk registers within the risk appetite of the branch. Co-ordinate the implementation of the risk management software for the Chief Directorate Risk Management.

ENQUIRIES:
Mr. C Du Preez, tel (012) 336 6648
POST 05/70 : DIRECTOR: FORENSIC INVESTIGATIONS AND QUALITY ASSURANCE AUDITS REF NO: 120216/04

SALARY : R864 177 per annum (All inclusive package) level 13
CENTRE : Pretoria
REQUIREMENTS : A B-Degree or Diploma in Auditing/LLB Degree in Fraud Examination (NQF 7). A minimum of five (5) years experience at a middle/senior managerial level. Knowledge in the public service act and regulations, investigations procedures/methodologies. Prevention of organized crimes act and protection of access to information act (PATA). Experience in PFMA and Treasury. Knowledge of business, management principles and strategic planning, resource allocation and human resource. Understanding of the value chain and its impact on demand management. Management of scenario planning, infrastructure, including development, operations and maintenance. Knowledge and understanding of Socio-economic issues. Exceptional knowledge in the public service act and regulations act and PFMA. Ensure promotion of access to information act. Excellent communication skills and analytical thinking. Must have skills in development, policy and strategic development with good interpersonal skills.

DUTIES : Develop and implement department's fraud prevention and anti-corruption strategy. Promotes fraud awareness campaign. Conducts forensic audit. Develop and implement quality assurance programme within the department. Management of financial and human resource. Develop annual plans for audit committee approvals as per treasury regulation. Assist in the execution of disciplinary hearings on behalf of the department.

ENQUIRIES : Mr. C Du Preez, tel (012) 336 6648

POST 05/71 : DIRECTOR: STRATEGIC SUPPORT REF NO: 120216/05

SALARY : R864 177 per annum
CENTRE : Pretoria


ENQUIRIES : Ms J Julies Nale, tel (012) 336 7908

POST 05/72 : DIRECTOR: REGULATION-GAUTENG PROVINCIAL OFFICE REF NO: 120216/06

SALARY : R864 177 per annum (All inclusive package) level 13
CENTRE : Pretoria

DUTIES : Provide Strategic leadership in the Directorate: Water Sector Regulation and Use (incl. improved human resource management and financial management in the Directorate). Ensure Universal access to safe and affordable water services (Regulate all water users). Ensuring Sustainable and Equitable Water Resource Management (Improved Water Resource Quality Management including
promotion of intergovernmental relations and stakeholder participation). Ensures effective implementation of policies and strategies for the Section functions. Ensures compliance and enforcement. Ensures promotion of inter-governmental relations. Regulates Water Management Institutions.

ENQUIRIES: Ms P Ramunenyiwa, tel (012) 336 8065

OTHER POSTS

POST 05/73: DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: 120216/07

SALARY: R674 979 per annum (All inclusive package) level 12
CENTRE: Pretoria

DUTIES: Collect, collate and analyse information for purposes of timeous and accurate reporting and conduct routine quality assurance checks on data. Conduct site inspections by random sampling. Analyse the data including financial and strategic assessment of progress against the performance information reported. Conduct the verification of Portfolio of Evidences (PoEs) using the desktop and the ground truthing analysis. Conduct Evaluation and use the evaluation findings for programme improvement. The incumbent will also be expected to perform administrative duties.

ENQUIRIES: Ms N Teffo, tel (012) 336 8910

POST 05/74: DEPUTY DIRECTOR: WATER USE SUPPORT REF NO: 120216/08

SALARY: R674 979 per annum (All inclusive package) level 12
CENTRE: Pretoria

DUTIES: Coordinates the implementation of the River Eco-Status Monitoring Programme (REMP previously PHP) and the Adopt-a-River programme. Report in these programmes, implementation in the Provinces/CMAs as per departmental business plan. Stakeholder liaison and communication for the implementation of programmes. Ensure technical guidance to stakeholders for the implementation of programmes. Ensure compilation of the budget and monitor expenditures. Ensure management of the staff of the sub directorate.

ENQUIRIES: Ms R. Grobbelaar, tel (012) 336 6699

POST 05/75: ASSISTANT DIRECTOR: COMPLIANCE & OVERSIGHT REF NO: 120216/09

SALARY: R361 659 per annum (level 10)
CENTRE: Gauteng
REQUIREMENTS: A Degree or National Diploma in Internal Audit. Three (3) to five (5) years experience in Internal Audit. Ability to think strategically. Excellent communications skills. A sound understanding of ERM principles. Understanding of audit principles and philosophy. Excellent facilitation skills. Able to organise and motivate others, who in many cases may be in senior position. Extensive knowledge of computerized, financial and business systems. Sound understanding of PFMA, treasury regulations and corporate governance issues. Sound understanding of the framework for strategic plan and Annual

DUTIES: Perform enterprise risk management; perform regular inspections both main and trading account; perform preliminary investigations. Coordination of internal and external audits on both main and trading account and people management.

ENQUIRIES: Ms M Goitsemmodimo tel (012) 392 1489

POST 05/76: ASSISTANT DIRECTOR: COMMUNICATION REF NO: 120216/10

SALARY: R361 659 per annum (level 10)
CENTRE: Gauteng

DUTIES: Implementation of communication plans. Implement media production, issue publications, organise press conference and media coverage to the Department. Implement or improve concepts, theories and operational methods. Disseminate knowledge related of information on work organisation. Organise and implement publicity projects and events. Establish and maintains stakeholder relations with community and media.

ENQUIRIES: Mr S Nevhorwa, tel (012) 392 1324

POST 05/77: CONTROL ENGINEERING PRODUCTION GRADE A REF NO: 120216/12

SALARY: R343 317 per annum, OSD salary package
CENTRE: Pretoria

DUTIES: Manage technical services and support in conjunction with Engineers, Technologist and associates in the field, workshop and technical office activities; provide inputs into the budgeting process; compile and submit reports as required; continuous professional development to keep up with new technologies and procedures and research/literature studies on technical engineering technology to improve expertise.

ENQUIRIES: Mr K Khorommbi, tel (012) 392 1427

POST 05/78: ASSISTANT DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: 120216/11

SALARY: R289 761 per annum (level 09)
CENTRE: Pretoria
REQUIREMENTS: National Diploma in Social Sciences or relevant qualification. Three (3) to five (5) years experience in administration. Knowledge of Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Government financial systems. Knowledge of implementing policies of PMDS. Organisational
skills. People management and diversity management. Communication, accountability and Ethical conduct. Problem solving and analysis.

**DUTIES**
- Manage office, direct visitors, and arrange transport and accommodation.
- Manage meeting venues and boardrooms.
- Manage incoming and outgoing correspondence.
- Manage workflow record systems.
- Monitor budget expenditure of the unit.

**ENQUIRIES**
Ms V Meyer tel (012) 336 7448

**POST 05/79**
HEALTH AND SAFETY OFFICER

**SALARY**
R243 747 per annum (level 08)

**CENTRE**
Bellville. REF: 120216/18 A
Gauteng. REF: 120216/18 B

**REQUIREMENTS**

**DUTIES**
- To manage and co-ordinate implementation of the OHS Act. To develop SHE management systems. Interpret and coordinate recommendations from internal and external auditors' report. Manage implementation of the Hazard Identification Risk assessment. Investigate all fatalities and report to the Department of Labour and the person appointed in terms of section 16.2 (Chief Director). Compile Occupational Health and Safety budget. Conduct regular site inspection. Develop monthly and quarterly reports on fatalities, serious injuries and all related issues described on the incident-reporting matrix. Assist with implementation of the OHiSA system. Manage Compensation for Occupational Injuries and Diseases Act (COIDA). Promote safety awareness in working environment. Ensure adequate support to team members. Ensure a culture of innovation and performance. Develop and implement a performance improvement suggestion scheme. Advise top management, as well as relevant sector bodies, on policies and strategies relevant to the section. Communicate effectively with stakeholders in the sector about the function of the section. Develop strategic plan for the section. Ensure that occupational health and safety rules are observed in a working environment. Distribution of emergency procedures and fire safety programs. Manage Human Resources within the section. Promote awareness safety programs. Liaise with fire Department regarding emergency procedures. Conduct safety inspections. Assist with the promotion of health and safety programs. Assist in the Basic Occupational Health and Safety policy implementation. Assist with the development of appropriate maintenance procedures through Best Practices. Assist in the organization and facilitation of workshops to create awareness on policies and guidelines. Manage mainstreaming of Health and Safety program. Attend to ad hoc queries pertaining to Occupational Health and Safety programs from both internal and external clients. Manage all administration functions within the section. Provide logistical support.

**ENQUIRIES**
Ms K Ntshingane (021) 941 6006 (Belville)
Mr S Nevhorwa (012) 392 1324 (Gauteng)

**POST 05/80**
INTERNSHIP: GRAPHIC DESIGNER REF NO: 120216/13

**SALARY**
R132 399 per annum (level 5)

**CENTRE**
Pretoria

**REQUIREMENTS**
- National Diploma or degree in Graphic Design. High proficiency in Adobe CS6 (In design, Photoshop and Illustrator) and Microsoft Office Suite. Basic knowledge of HTML 5, JavaScript and CSS. One (1) year working experience in Graphic design would be an added advantage. Strong organisational, interpersonal communication and time management skills are required. Proficiency in working with brand and writing style guides is preferred. Flexibility to regularly work overtime, weekends with short notice required. Able to manage in a fast paced,
high pressure environment. Printing knowledge. A sound knowledge in photography.

**DUTIES**: Conceptualise and create artwork for branding and marketing. Ensure that brand identity is fully compliant in all expressions of the brand. Assisting with external campaign implementation and roll-out. Design of marketing and brand collateral (Billboards, posters, banners, newsletters, booklets, advertisement, exhibition stand design, gifts etc). Maintain a consistent fresh and modern feel throughout all graphic and web properties. Must be energetic able to communicate well. Leadership qualities. Adhere to tight deadlines. Quoting on artwork. Ensure that printing is completed promptly. Send Proofs to the printer. Proof records and backup of artwork.

**ENQUIRIES**: Ms J Julies Nale, tel (012) 336 7908
PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF SOCIAL DEVELOPMENT

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:

The Department of Social Development is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D and qualification. Applications should be submitted at the Eastern Cape Department of Social Development, Please quote the reference number and forward your application to the following address: King William’s Town: The Head of Department, Social Development and Special Programmes, Private Bag X 0039, Bhisho, 5605 or hand delivered at Beacon Hill Office Park – Corner of Hargreaves Road and Hockey Close at King William’s Town

FOR ATTENTION:

Mr Mapuza. Enquiries may be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055115 or Mr M. Mapuza at (043) 6055104.

CLOSING DATE:

12 February 2016

NOTE:

Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). No faxed or e-mailed applications will be allowed. Failure to submit all the requested documents will result in the application not being considered. Applicants must please indicate the reference of the post he/she is applying for and fill in a separate application form for each post, if applying for more than one post .Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: All shortlisted candidates will be subject to security clearance and SMS members will be required to undergo competency assessment and sign a performance agreement.

MANAGEMENT ECHELON

POST 05/81:

CHIEF DIRECTOR: SOCIAL WELFARE SERVICES REF NO. 124297
Re – Advertisement

SALARY:

R1 042 500 per annum (Level 14)

CENTRE:

Provincial Office (King Williams Town)

REQUIREMENTS:

A relevant minimum 4 year Social Work qualification as recognized by SAQA. Post graduation qualification will be an added advantage. Registration with South African Council for Social African Council for Social Services Professions as a Social Work (attach proof of registration). Five (5) years in relevant Senior Management Services within the Social Work environment with sound understanding of the functioning of the Public Service. Proven knowledge of integrated service delivery model and reviewed Social Welfare Services Framework. A valid code 8 driver's license. Computer skills. COMPETENCIES: Strategic capability and leadership skills. Programme and Project management skills. Strong financial management skills. Change management. Problem solving and conflict management. People management and empowerment skills. Knowledge management. Innovation; creative and analytic thinking. Networking and presentation skills. Excellent in depth knowledge of and insight into all applicable policy framework governing the public sector and the social development environment. Knowledge of current international trends in social developmental issues. Have excellent communication skills with the ability to interact with Branches in the Department, other government departments, stakeholders and clients of the Department. Have ability to function under pressure.

DUTIES:

Provide and drive strategic direction for the Chief Directorate. Ensure the implementation of strategies and policies which will enable the Chief Directorate to successfully fulfil its role in delivering developmental welfare services. Manage the provision of Early Childhood Development Programmes. Manage the provision of Foster Care Services, alternative care and adoption services. Manage and facilitate the provision of Social Welfare Services and Community
Based Care and support to families. Manage and facilitate the provision of services to children/Children in conflict with law, management and co-ordination of relevant directorates. Responsible for efficient management of the Chief Directorate, including the effective management of the resources allocated thereto. NB: Women and people with disability are encouraged to apply.

ENQUIRIES : Ms B. Nxusani, Tel. No: (043) 6055103/ Ms A. Bongco (043) 605 5115

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

The Provincial Administration of Eastern Cape is an equal opportunity, affirmative action employer and its intention is to promote representatively in the Public Sector through the filling of these posts.

CLOSING DATE : 19 February 2016

NOTE : Application must be on a signed Z.83 obtainable from any Public Service Department and should be accompanied by certified copies of qualifications, a comprehensive CV and Certified copy of driving license. It is the applicant’s responsibility to have foreign qualification evaluated by South African Qualification Authority (SAQA). The shortlisted candidates will be subjected to competency assessment, security vetting, and verification of qualifications. None South African Citizens must attach. Please note that no faxed, e-mailed or late applications will be accepted and considered. NB: Females and people with disabilities are encouraged to apply and will be given priority, external advertisement of circular 2 of 2016

MANAGEMENT ECHELON

POST 05/82 : SENIOR MANAGER REF NO: HRM/1/16
Division: Libraries & Information Services

SALARY : R864 177 per annum (Salary Level 13)
CENTRE : Head Office – King Williams Town

REQUIREMENTS : A 3-year Degree in Library and Information science/studies or 3-year National Diploma in Library and Information science/studies with certificate in Archival studies. Extensive experience in a relevant field. At least 5 years’ experience at middle management level. Experience in developing strategic and business plans. Experience in Government financial management. Extensive knowledge and experience in government policies and procedures. Excellent communication and analytical skills. Project management skills. Computer literacy with an emphasis on Excel and PowerPoint. An independent worker, meeting timeframes. Must be in possession of a valid driver’s license.

DUTIES : Overall management of the sub-programs of the Directorate. Promote and coordinate strategic and operational planning of the Directorate. Managing alignment of Annual Performance plan and Budget Plans. Facilitate, support and evaluate the work of the sub-programs. Represent the department in all matters dealing with Library and Information Service at local, provincial and national levels. Monitoring and managing compliance of the Directorate: Libraries and Archives and in institutions that fall under the Directorate. Assess, audit, monitor and evaluate service delivery and transformation processes within the directorate and the institutions that fall under the Directorate. Conceptualize and initiate projects or activities that seek to develop Library and Information Service in the Province particularly the previously marginalized communities. Develop Annual budget for the Directorate and to control financial expenditure. Develop and monitor policies and the development of appropriate legal framework. Maintain synergy between the line-function and corporate services directorates. Ensure that the projects and programs of the Directorate entail the following focus areas: Systematic poverty eradication through a holistic, integrated and multi-dimensional approach to pro-poor programming, Public sector and institutional transformation, Human Resource development, Infrastructure development, ensuring high motivational and productive levels of staff through capacity building skills development and proper management of PMDS, working in partnership with other core functions of the department to ensure a coordinated and integrated approach, to serve as Program Manager for Program 3 of VOTE 14, to ensure as a member in the bid specification Committee.

ENQUIRIES : Ms. NP Nomvete, Tel (043) 604 4110/4111
APPLICATIONS : Quoting the relevant reference number, direct applications to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 OR hand deliver at office no. 12, HR building, No. 5 Eales Street, King William’s Town.
POST 05/83: SENIOR MANAGER REF NO: HRM/2/16

Division: Arts & Culture

SALARY: R864 177 per annum (Salary Level 13)
CENTRE: Head Office - King William’s Town
REQUIREMENTS: A 3-year Degree/National Diploma in Social Sciences/Humanities/Visual Arts/Film, Languages/Music/Performing Arts. A post graduate qualification in any of the above mentioned field will be an added advantage. Extensive experience in a relevant field. At least 5 years’ experience at middle management level in this field. Experience in developing strategic and business plans. Experience in Government financial management. Extensive knowledge and experience in government policies and procedures. Excellent communication and analytical skills. Project management skills. Computer literacy with an emphasis on Excel and PowerPoint. An independent worker, meeting timeframes. Must be in possession of a valid driver’s license.

DUTIES: Overall management of the sub-programs of the Directorate. Promote and coordinate strategic and operational planning of the Directorate. Managing alignment of Annual Performance plan and Budget Plans. Facilitate, support and evaluate the work of the sub-programs. Represent the department in all matters dealing with Arts and Culture at local, provincial and national levels. Assess, audit, monitor and evaluate service delivery and transformation processes within the directorate and the institutions that fall under the Directorate. Conceptualize and initiate projects or activities that seek to develop arts and culture in the Province particularly the previously marginalized culture. Monitoring and managing compliance of the Directorate: Arts and Culture and in institutions that fall under the Directorate. Develop Annual budget for the Directorate and to control financial expenditure. Develop and monitor policies and the development of appropriate legal framework. Maintain synergy between the line-function and corporate services directorates. Ensure that the projects and programs of the Directorate entail the following focus areas: Systematic poverty eradication through a holistic, integrated and multi-dimensional approach to pro-poor programming, Public sector and institutional transformation, Human Resource development, Infrastructure development, ensuring high motivational and productive levels of staff through capacity building skills development and proper management of PMDS, working in partnership with other core functions of the department to ensure a coordinated and integrated and approach, to serve as program manager for program 2 of VOTE 14, to ensure as a member in the bid specification Committee.

ENQUIRIES: Ms. NP Nomvete, Tel (043) 604 4110/4111
APPLICATIONS: Quoting the relevant reference number, direct applications to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 OR hand deliver at office no. 12, HR building, No. 5 Eales Street, King William’s Town.

OTHER POSTS

POST 05/84: ASSISTANT MANAGER PERFORMING ARTS: FILM DEVELOPMENT REF NO: HRMC/2/1/2016

SALARY: R361 659 per annum (Salary Level 10)
CENTRE: Head Office - King William’s Town
REQUIREMENTS: A relevant Degree in Film coupled with at least three (3) years’ experience in film project coordination and management. An experience in the entertainment industry, especially event management will be an added advantage. An applicant should also be a dynamic and versatile individual who is able to liaise with both public and private sector at a professional level. The candidate should also have knowledge of EC Film Policy Framework and National Film and Video Foundation Act, DTI Film Incentives, Independent Communication Authority of South Africa (ICASA) and Broadcasters as well as the Public Finance Management Act and the other relevant government prescripts in supply chain management. Good communication skills both verbal and written communication. Be able to write reports and formulate policy guidelines, strategy development and business plans. The candidate should also have a knowledge of local economic development (LED) and tourism. Computer Literacy. A valid driver’s license.

DUTIES: To implement the policy aims set forth by in the Eastern Cape Film Policy Framework, the facilitation of policies, strategies and effective programs that will
effectively stimulate the growth of the Film, television and video industry in the province of the Eastern Cape. To create and communicate a clear and definitive vision for the local film and television and video industry in South Africa. Prepare and package presentations, promotional and marketing material for the film. Assist industry stakeholders to access funding and support from all relevant institutions. To assist District and Local Municipalities to formulate film-bylaws that could regulate film related activities on locations. Assist film makers to access film markets, training support and production funding. Knowledge of the province is also vital and an ability to work with communities. Formulate public, private partnerships (PPP’s) where necessary in developing the film industry in the province as an economic sector. To build and maintain partnerships with key industry stakeholders. Portray leadership and work with other industry institutions to accomplish the objectives set forth in the Eastern Cape Film Policy Framework. To oversee international inquiries to secure positive outcomes in the shortest time frame. To identify linkages between foreign production companies and local producers seeking co-production of joint ventures. To maintain effective financial and administrative controls and reporting systems. To advise other government departments on film and television matters for both broadcasting and advertising.

ENQUIRIES:
Ms. NP Nomvete, Tel (043) 604 4110/4111

APPLICATIONS:
Quoting the relevant reference number, direct applications to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 OR hand deliver at office no. 12, HR building, No. 5 Eales Street, King William’s Town.

POST 05/85: ASSISTANT MANAGER PERFORMING ARTS REF NO: HRMC/2/2/2016

SALARY: R361 659 per annum (Salary Level 10)
CENTRE: Head Office King Williams Town

REQUIREMENTS: A relevant Degree in dance and drama coupled with at least three (3) years’ experience in dance and drama projects coordination and management. An experience in the entertainment industry, especially event management will be an added advantage. An applicant should also be a dynamic and versatile individual who is able to liaise with both public and private sector at a professional level. The candidate should also have a knowledge of Theatre performing Arts. Independent Communication Authority of South Africa (ICASA) and Broadcasters as well as the Public Finance Management Act and other relevant government prescripts in supply chain management. Good communication skills both verbal and written communication. Be able to write reports and formulate policy guidelines, strategy development and business plans. Computer Literacy. A valid driver’s license.

DUTIES: To implement the policy aims as set forth by in the Eastern Cape Film Policy Framework. The facilitation of policies, strategies and effective programs that will effectively stimulate the growth of the Film, television and video industry in the province of the Eastern Cape. To assist in the Strategic development of theatre and Performing Arts. Prepare and package presentations, promotional and marketing material for the film. Assist industry stakeholders to access funding and support from all relevant institutions. To assist District and Local Municipalities to formulate by dance and drama – bylaws that could regulate dance and drama related activities on locations. Assist artists to access performing arts markets, training support and production funding. To build and maintain partnerships with key industry stakeholders. To assist with policy design and implementation of theatre and performing arts. To assist with the planning of transformation of the Theatres. To identify linkages between foreign production
companies and local producers seeking co-production or joint ventures. To maintain effective financial and administrative controls and reporting systems. To assist with the Management of the performing arts programme in the NAF, Shukuma Dance Insingqi Sethu Wild Coast Festival. To advise other government departments on film and television matters for both broadcasting and advertising. To maximize job opportunities for artists in line with Mzansi’s Golden Economy Strategy and New Growth Path. Manage the assets of the section in accordance with the SCM prescripts and policies.

ENQUIRIES: Ms. NP Nomvete, Tel (043) 604 4110/4111
APPLICATIONS: Quoting the relevant reference number, direct applications to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 OR hand deliver at office no. 12, HR building, No. 5 Eales Street, King William’s Town.

POST 05/86: ASSISTANT MANAGER: PE REPOSITORY REF NO: HRMC/2/3/2016

SALARY: R361 659 per annum (Salary Level 10)
CENTRE: Port Elizabeth
REQUIREMENTS: A Degree or Diploma in Archives and Records Management coupled with 3-5 years’ experience in a supervisory level. A National Archives certificate is a prerequisite. Comprehensive knowledge of Archives Records Services legislation and policies. Knowledge of public service regulations and IT skills. Knowledge of electronic records management system. Good management and leadership abilities. Research and report writing skills. A valid driver’s license.

ENQUIRIES: Mr. A. Kitching, Tel: (041) 408 4533/32
APPLICATIONS: Quoting the relevant reference number, direct applications to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X 6003, Port Elizabeth 6000 or hand deliver at 1st Floor, Goldenmile Building, North End, Port Elizabeth.

POST 05/87: PRINCIPAL LANGUAGE PRACTITIONER REF NO: HRMC/2/4/2016

SALARY: R243 747 per annum (Salary Level 8)
CENTRE: Head Office – King William’s Town
REQUIREMENTS: A Degree in Languages or equivalent with 2 years’ experience in the promotion and development of Language and Literature Matric with 3 years’ experience in the field. Thorough understanding of the Language Industry, committed and dedicated to his / her work. Must be able to communicate in Sign Language and be able to transfer from English to isiXhosa and offer interpreting services when necessary, be able to work beyond normal hours of duty, knowledge of prescripts/policies governing language in the country and in the province and their implementation, be computer literate in Microsoft Word, Excel and Outlook, possess financial and budgeting skills. He / she must be willing to travel. A valid driver’s license.
DUTIES: Communicate and liaise with deaf stakeholders and institutions in the province, carry out deaf and language development functions and translation, assist in the execution of all language development duties in the sub directorate. Assist the supervisor in strategic planning, budgeting and operational planning, and preparation of reports, facilitate the promotion and co-ordination of Language and Literature in the province.

ENQUIRIES: Ms. NP Nomvete, Tel (043) 604 4110/4111
APPLICATIONS: Quoting the relevant reference number, direct applications to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 OR hand deliver at office no. 12, HR building, No. 5 Eales Street, King William’s Town.
POST 05/88  : PRINCIPAL ARCHIVIST: PE REPOSITORY REF NO: HRMC/2/5/2016

SALARY : R243 747 per annum (Salary Level 8)
CENTRE : Port Elizabeth
REQUIREMENTS : A Degree/Diploma in Archives and Records Management 2 years experience in repository and records management environment or Matric with 3 years’ experience in the field. Comprehensive knowledge of Archives and Records Service legislation. Knowledge of paper and electronic records management systems and digitized archiving. IT skills. Good verbal and communication skills. Good presentation skills. A valid driver’s licence.
DUTIES : Responsible for supervision and managing Government records in accordance with the Provincial Archives and Records Service Act. Liaise with organs of state regarding proper management and use of records. Supervise proper maintenance of records in registries of clients offices of the designated area. Supervise systematic disposal plans. Review polices and procedure manuals. Assist client offices in designing electronic records management environment.
ENQUIRIES : Mr. A. Kitching, Tel: (041) 408 4533/32
APPLICATIONS : Quoting the relevant reference number, direct applications to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X 6003, Port Elizabeth 6000 or hand deliver at 1st Floor, Goldenmile Building, North End, Port Elizabeth.

---

POST 05/89  : PRINCIPAL LIBRARIAN REF NO: HRMC/2/6/2016

SALARY : R243 747 per annum (Salary Level 8)
CENTRE : Amathole District – East London
DUTIES : Facilitation of Library operations within the district. Monitor Library operations within the Districts. Facilitate and coordinate Library awareness programs and promoting reading culture. Responsible for collection of user needs in the Library. Coordinate formation/revival of Library structures. Conduct professional visits to Public Libraries. Assist in the maintenance of Library assets in the district. Assist in maintenance of staff attendance registers and leave registers of Library staff in the district. Compile reports and submit to the supervisor. Supervise processing and distribution of Library material to Public Libraries.
ENQUIRIES : Mr Trevor Jantjies 043 704 7806
APPLICATIONS : Quoting the relevant reference number, direct applications to: The Senior Manager: Human Resource Management, Department of Sport, Recreation Arts and Culture, Private Bag X 9030, East London or hand deliver to Human Resource Management No 4 Gladstone House, East London.

---

POST 05/90  : LIBRARIAN REF NO: HRMC/2/7/2016

SALARY : R196 278 per annum (Salary Level 7)
CENTRE : Head Office – King William’s Town
REQUIREMENTS : A Degree in Library & Information Science or equivalent qualification with at least 2 years’ experience in Library work. Must be able to translate policies into implementation strategies. Good supervisory and communication skills. Able to catalogue and classify Knowledge of Provincial Libraries & Information Act and other relevant legislation.
ENQUIRIES : Ms. NP Nomvete, Tel (043) 604 4110/4111
APPLICATIONS : Quoting the relevant reference number, direct applications to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 OR hand deliver at office no. 12, HR building, No. 5 Eales Street, King William’s Town.
POST 05/91 : LIBRARIAN X 2 REF NO: HRMC/2/8/2016

SALARY : R196 278 per annum (Salary Level 7)
CENTRE : Amathole District – East - London
REQUIREMENTS : A Degree or National Diploma in Library & Information Science or equivalent qualification with at least 2 years’ experience in Library work. Must be able to translate policies into implementation strategies. Good supervisory and communication skills. Able to catalogue and classify Knowledge of Provincial Libraries & Information Act and other relevant legislation. A valid driver’s license. Computer literacy.


ENQUIRIES : Mr Trevor Jantjies 043 704 7806
APPLICATIONS : Quoting the relevant reference number, direct applications to: The Senior Manager: Human Resource Management, Department of Sport, Recreation Arts and Culture, Private Bag X 9030, East London or hand deliver to Human Resource Management No 4 Gladstone House, East London.

POST 05/92 : CULTURAL OFFICER: PERFORMING ARTS X 3

SALARY : R196 278 per annum (Salary Level 7)
REQUIREMENTS : A Degree or National Diploma in Arts and Culture with 2 years’ experience in the field or Grade 12/ Matric Certificate plus 3 years’ experience in Arts and Culture. General knowledge of government prescripts. Knowledge of Project Management. Good interpersonal and communication skills (verbal and written). Computer Literacy. Valid code 8 Drivers license.

DUTIES : Implement and coordinate the District office Arts and Culture activities and accordance with the provincial policy. Implement the approved micro plans for Arts and Culture in the District. Carry out the mandate of the Directorate with the Nelson Mandela Metropol District. Assist with the Development of Arts and Culture in the District. To manage, assist and coordinate District and / or Departmental projects, liaison with local artists, authorities and Arts and Culture bodies (Association Forum etc.)

ENQUIRIES : Mr. Trevor Jantjies 043 704 7806
Mr. X. Kwanini 045 807 7512/17
Ms N. Kenqa 047 502 9211
APPLICATIONS : Quoting the relevant reference number, direct applications to: The Senior Manager: Human Resource Management, Department of Sport, Recreation Arts and Culture, Private Bag X 9030, East London or hand deliver to Human Resource Management No 4 Gladstone House, East London.

POST 05/93 : CULTURAL OFFICER: ART CENTRE X 3

SALARY : R196 278 per annum (Salary Level 7)
CENTRE : Ngquza Art Centre - Umtata: REF. (HRMC/2/12/2016) Umtata Art Centre - Umtata: REF. (HRMC/2/13/2016) Gompo Art Centre – East London: REF. (HRMC/2/14/2016)
REQUIREMENTS : A Degree or National Diploma in Arts and Culture with 2 years experience in the field or Grade 12/ Matric Certificate plus 3 years’ experience in Arts and Culture. General knowledge of government prescripts. Knowledge of Project
DUTIES: 
- Manage Arts Centre: Implement and co-ordinate the Arts and Culture activities in accordance with the Provincial policy. To implement approved operational plans of the art Centre and the District. Manage and co-ordinate Art Centre and District Projects. Liaise with local artist, authorities and Arts and Culture structures, forums and associations. To assist with promotion and development of arts and culture activities in the Art Centre and the district in general. Facilitate partnerships with other departments, local municipalities and other non-governmental organizations. Establish and maintain Art Centre asset registers. Maintain an art Centre database of artists, groups and projects. Prepare weekly, monthly, quarterly and annual reports.

ENQUIRIES: 
- Ms N. Kenqa 047 502 9211
- Mr. Trevor Jantjies 043 704 7806

APPLICATIONS: 
- Quoting the relevant reference number, direct applications to: The Senior Manager: Human Resource Management, Department of Sport, Recreation Arts and Culture, Private Bag X 5003 Umtata, 5100 or hand deliver to Human Resource Management, 6th floor, Botha Sigcau building, corner Leeds and Owen Street, Umtata
- Quoting the relevant reference number, direct applications to: The Senior Manager: Human Resource Management, Department of Sport, Recreation Arts and Culture, Private Bag X 9030, East London or hand deliver to Human Resource Management No 4 Gladstone House, East London.

POST 05/94: 
- CULTURAL OFFICER: VISUAL ARTS & CRAFTS X 2 REF NO: HRMC/2/15/2016

SALARY: 
- R196 278 per annum (Salary Level 7)

CENTRE: 
- Nelson Mandela District – Port Elizabeth

REQUIREMENTS: 
- A Degree or National Diploma in Arts and Culture with 2 years’ experience in the field or Grade 12/ Matric Certificate plus 3 years’ experience in Arts and Culture. General knowledge of government prescripts. Knowledge of Project Management. Good interpersonal and communication skills (verbal and written).
- Computer Literacy. Valid code 8 Drivers license.

DUTIES: 
- Implement & coordinate Visual Art & Craft in accordance with Provincial Policy. Manage, implement and coordinate exhibitions in the Craft Centers of the District as well as coordination of projects for craft hub collection. Liaison with local artists, authorities and Art & Culture bodies (Association structures of the Art Forums). Facilitate partnerships with other departments’ Local Municipalities, Art Centres, CBO’s and other non-governmental organisations. To implement approved operational plan of the District. Assist with the promotion and development of Cultural Industries in the District. Assist in training and development of Arts for Visual Art and Craft.

ENQUIRIES: 
- Mr. A. Kitching, Tel: (041) 408 4533/32

APPLICATIONS: 
- Quoting the relevant reference number, direct applications to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X 6003, Port Elizabeth 6000 or hand deliver at 1st Floor, Goldenmile Building, North End, Port Elizabeth.

POST 05/95: 
- ARCHIVIST: PE REPOSITORY REF NO: HRMC/2/16/2016

SALARY: 
- R196 278 per annum (Salary Level 7)

CENTRE: 
- Port Elizabeth

REQUIREMENTS: 
- Tertiary qualification specializing in Archives and Records Management or equivalent qualification 2 years’ experience in the field or Matric with 3 years’ experience in the field. Knowledge of Archives and Records Service policies. Knowledge of electronic records management systems and digitized archiving. IT skills, good verbal and written communication skills. A valid driver’s license will be an added advantage.

DUTIES: 
- Responsible for managing Government records in accordance with the Provincial Archives and Records Services Act. Liaise with organs of state regarding proper maintenance of records in registries of client offices of the designated area. Train records managers in client offices. Supervise systematic disposal plans. Review policies and procedure annually. Assist client offices with the management of electronic records.

ENQUIRIES: 
- Mr. A. Kitching, Tel: (041) 408 4533/32
APPLICATIONS: Quoting the relevant reference number, direct applications to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X 6003, Port Elizabeth 6000 or hand deliver at 1st Floor, Goldenmile Building, North End, Port Elizabeth.

POST 05/96: ARCHIVIST: REPOSITORY–PE REPOSITORY REF NO: HRMC/2/17/2016

SALARY: R196 278 per annum (Salary Level 7)
CENTRE: Port Elizabeth
REQUIREMENTS: Tertiary qualification specializing in Archives and Records Management Studies or equivalent qualification with 2 years’ experience in the archiving environment or Matric with 3 years’ experience in the field. Comprehensive knowledge of Archives and Records Service legislation and policies. Knowledge of relevant Government prescripts and regulations. IT skills. Knowledge of electronic records management systems and digitized archives. Good management and leadership qualities. Research and report writing skills. Good communication and presentation skills. A valid driver’s license will be an added advantage.

DUTIES: Receive transfers from governmental bodies, ensure that received records are fumigated. Arrange and describe archives records. Compile finding aids. Render reading room/reference services. Attend to visiting researchers. Telephone/e-mail requests. Data code records for capturing to NAAIRS. Restore records according to the set guidelines. Maintain and monitor temperatures in the strong rooms. Ensure the archivalia in acid free boxes. Participate in outreach programmes. Write reports.

ENQUIRIES: Mr. A. Kitching, Tel: (041) 408 4533/32
APPLICATIONS: Quoting the relevant reference number, direct applications to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X 6003, Port Elizabeth 6000 or hand deliver at 1st Floor, Goldenmile Building, North End, Port Elizabeth.

POST 05/97: HUMAN RESOURCE CLERK X 2

SALARY: R132 399 per annum (Salary Level 5)
CENTRE: Chris Hani District – Queenstown: REF. (HRMC/2/18/2016) Nelson Mandela District – Port Elizabeth: REF. (HRMC/2/19/2016)
REQUIREMENTS: A Degree/Diploma in Human Resources Management or equivalent qualification or Matric with 2 years’ experience in the field of Human Resource Management. Good communication skills. Ability to ensure maximum level of confidentiality. Computer Literacy. Knowledge of the PERSAL system will be an added advantage.

DUTIES: Assist in the implementation of HR policies. Assist in the implementation of service benefits as well as personnel provisioning. Provide good human resources administration. Implement transactions on the PERSAL system. Follow up on PERSAL messages and reports. Ensure that personnel files meet the required standards. Monitor leave in the district and its institutions. Reconcile and capture leave. Provide information for reports to supervisor.

ENQUIRIES: Mr. X. Kwanini 045 807 7512/17
APPLICATIONS: Quoting the relevant reference number, direct applications to: The Senior Manager: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X 7190 Queenstown 5320 or hand deliver to Human Resource Management No 6 Ebden Street Queenstown.

ENQUIRIES: Mr. A. Kitching, Tel: (041) 408 4533/32
APPLICATIONS: Quoting the relevant reference number, direct applications to: The Senior Manager: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X 6003, Port Elizabeth 6000 or hand deliver at 1st Floor, Goldenmile Building, North End, Port Elizabeth.

POST 05/98: REGISTRY CLERK X 3

SALARY: R132 399 per annum (Salary Level 5)
REQUIREMENTS: A Diploma or certificate in Records Management or Matric with 2 years’ experience in records management/registry. Sound knowledge of records management/registry. Customer care skills. Good verbal and communication
skills. Ability to work under pressure. Ability to hold on to confidential information.
Good telephone etiquette. Computer literacy.

DUTIES:
Filing all documents according to the approved departmental filing index.

ENQUIRIES:
Ms. NP Nomvete, Tel (043) 604 4110/4111
Mr. EM Madikane, Tel (039) 2540960
Mr. V. Ketelo, Tel (046) 603 4244

APPLICATIONS:
Quoting the relevant reference number, direct applications to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 OR hand deliver at office no. 12, HR building, No. 5 Eales Street, King William’s Town.
Quoting the relevant reference number, direct applications to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X 531, Mt Ayliff, 4735 OR hand deliver at HR building, No. 67 Church Street, Mt Ayliff.
Quoting the relevant reference number, direct applications to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X 1003, Grahamstown, 6140 OR hand deliver at Registry, 1st floor, corner African and Milner Street, Grahamstown.

POST 05/99:
ARCHIVES ASSISTANT: PE REPOSITORY REF NO: HRMC/2/23/2016

SALARY:
R132 399 per annum (Salary Level 5)

CENTRE:
Port Elizabeth Archives

REQUIREMENTS:
Grade 12 coupled with 2 years’ experience in the Records Management and Archival environment.

DUTIES:
Assist in the retrieval of files for research purposes. Assist in the filing and retrieval of files for the repository. Assist in the proper functioning of the records centre Control and monitor the use of reading room equipment and machines.

ENQUIRIES:
Mr. A. Kitching, Tel: (041) 408 4533/32

APPLICATIONS:
Quoting the relevant reference number, direct applications to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X 6003, Port Elizabeth 6000 or hand deliver at 1st Floor, Goldenmile Building, North End, Port Elizabeth.

POST 05/100:
LIBRARY ASSISTANT X 2 REF NO: HRMC/2/24/2016

SALARY:
R132 399 per annum (Salary Level 5)

CENTRE:
Head Office - King William’s Town

REQUIREMENTS:
A Degree/Diploma in Library and Information Studies or Matric with 2 years’ experience in Library environment. Good command of at least 2 official languages. Knowledge of Library systems and relevant government prescripts. Good verbal and written skills. Computer literacy.

DUTIES:
Assist with 1st level cataloguing and classification. Responsible for dispatching of library material to districts. Compile dispatch lists. Assist in the procurement of library material. Generate catalogue cards and spine labels. Responsible for manual processing of library material.

ENQUIRIES:
Ms. NP Nomvete, Tel (043) 604 4110/4111

APPLICATIONS:
Quoting the relevant reference number, direct applications to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 OR hand deliver at office no. 12, HR building, No. 5 Eales Street, King William’s Town.

POST 05/101:
LIBRARY ASSISTANT REF NO: HRMC/2/25/2016

SALARY:
R132 399 per annum (Salary Level 5)

CENTRE:
Sarah Baartman District - Grahamstown

REQUIREMENTS:
A Degree/Diploma in Library and Information Studies or Matric with 2 years’ experience in Library environment. Good command of at least 2 official languages. Knowledge of Library systems and relevant government prescripts. Good verbal and written skills. Computer literacy.
DUTIES: assist with cataloguing and classification of library material to libraries. Allocation and distribution of library material to libraries. Quality check loading of item records. Prepare material for mobile library services/book van tour. Assist with stock taking and setting up literature libraries. Issue library material to members of the community. Join/renew library membership. Assist with shelving and circulation of library materials. Attend to reference queries brought by members of the public and learners. Maintain good public relations with the neighborhood, community or target populations served by a library.

ENQUIRIES: Mr. V. Ketelo, Tel (046) 603 4244

APPLICATIONS:Quoting the relevant reference number, direct applications to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X 1003, Grahamstown, 6140 OR hand deliver at Registry, 1st floor, corner African and Milner Street, Grahamstown.

POST 05/102: MESSENGER/DRIVER X3

SALARY: R93 444 per annum (Salary Level 3)


REQUIREMENTS: Grade 10 and a valid driver’s license. 1 – 3 years’ experience in driving. Knowledge of government procedures and processes. Experience in messenger/driving duties will serve as an added advantage. Ability to read and write. Sense of responsibility and loyalty. Good communication skills.

DUTIES: Collect and deliver mail. Collect and deliver documents within the department and to various departments in the province. Perform administrative and clerical procedures and systems such as managing files and records. Perform any other administrative/clerical duties as directed by the supervisor.

ENQUIRIES: Ms. NP Nomvete, Tel (043) 604 4110/4111 Mr. A. Kitching, Tel: (041) 408 4533/32 Mr. X. Kwanini 045 807 7512/17 NP NOMVETE

APPLICATIONS:Quoting the relevant reference number, direct applications to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 OR hand deliver at office no. 12, HR building, No. 5 Eales Street, King William’s Town.

Quoting the relevant reference number, direct applications to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X 6003, Port Elizabeth 6000 or hand deliver at 1st Floor, Goldenmile Building, North End, Port Elizabeth.

Quoting the relevant reference number, direct applications to: The Senior Manager: Human Resource Management, Department of Sport, Recreation Arts and Culture, Private Bag X 7190 Queenstown 5320 or hand deliver to Human Resource Management No 6 Ebden Street Queenstown.

POST 05/103: GENERAL ASSISTANT REF NO: HRMC/2/26/2016

SALARY: R78 156 per annum (Salary Level 2)

CENTRE: East London Museum

REQUIREMENTS: Grade 8 certificate or ABET qualification. Must be able to write and read. Good interpersonal skills. Good verbal and written communication skills. Self-motivated.

DUTIES: Perform routine duties relating to cleanliness and maintenance of the Museum. Load and move equipment. Offload delivered goods from the suppliers. Assist in packing the delivered items to the storeroom and offices. Perform any other duties related to the general work that may arise in the Museum.

ENQUIRIES: Ms. NP Nomvete, Tel (043) 604 4110/4111

APPLICATIONS:Quoting the relevant reference number, direct applications to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 OR hand deliver at office no. 12, HR building, No. 5 Eales Street, King William’s Town.

POST 05/104: GENERAL ASSISTANTS: REPOSITORY X2

SALARY: R78 156 per annum (Salary Level 2)

CENTRE: Umtata: REF. (HRMC/2/27/2016) and Port Elizabeth: REF. (HRMC/2/28/2016)

REQUIREMENTS: Grade 8, ABET or equivalent
DUTIES : Perform routine duties to the repositories. Load transfers from other repositories. Offload transfers from governmental bodies. Assist in the sorting room by loading sorted records and packing them in the strong rooms. Loading and offloading exhibition material. Ensure cleanliness of the strong rooms. Assist in any other duties related to General Assistant work that may arise.

ENQUIRIES : Ms N. Kenqa 047 502 9211
Mr. A. Kitching, Tel: (041) 408 4533/32

APPLICATIONS : Quoting the relevant reference number, direct applications to: The Senior Manager: Human Resource Management, Department of Sport, Recreation Arts and Culture, Private Bag X 5003 Umtata, 5100 or hand deliver to Human Resource Management, 6th floor, Botha Sigcau building, corner Leeds and Owen Street, Umtata.
Quoting the relevant reference number, direct applications to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X 6003, Port Elizabeth 6000 or hand deliver at 1st Floor, Goldenmile Building, North End, Port Elizabeth.
ANNEXURE T

PROVINCIAL ADMINISTRATION: GAUTENG
GAUTENG INFRASTRUCTURE FINANCING AGENCY

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: Applications must be submitted on a Z83 form, certified copies of CV, ID and Qualifications to be attached. Application should be submitted by post to Gauteng Infrastructure Financing Agency: P.O. Box 650780, Benmore, 2010 or emailed to: s.mahlakwane@gifa.co.za or v.motloung@gifa.co.za.

CLOSING DATE: 26 February 2016 (Applications received after the closing date will not be considered).

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). 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 please accept that your application was unsuccessful.

OTHER POSTS

POST 05/105: SECRETARY
Directorate: Project Development & Project Finance

SALARY: R196 278 per annum (Level 7)

CENTRE: Sandton

REQUIREMENTS: Grade 12 with typing as a subject or any other training course / qualification that will enable the person to perform the job satisfactorily. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer Literacy. Sound organizational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation.

DUTIES: Provides a secretarial/ receptionist support service to the managers. This will entail the following: Receives telephone calls and refers the calls to the correct role players if not meant for the relevant managers. Records appointments and events in the diary of the managers. Types documents for the managers and other stuff within the unit on a word processor. Operates office equipment like fax machines and photocopiers. Provides a clerical support service to the managers. This will entail the following: Liaise with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received. Arranges meetings and events for the managers and the staff in the unit. Identifies venue, invites role players, organizes refreshments and sets up schedules for meeting and events. Processes all invoices that emanate from the activities of the managers. Records basic minutes of the meetings of the managers where required. Drafts routine correspondence and reports. Does filing of documents for the managers and the unit where required. Administers matters like the leave registers and telephone accounts. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. collects all relevant documents to enable the managers to prepare for meetings. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the managers. This would entail the following: Studies the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remains abreast with the procedures and processes that apply in the office of the managers.

ENQUIRIES: Ms. Vuyiswa Motloung Tel: (011) 290 6600/6650/6625
DEPARTMENT OF HEALTH

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.

NOTE

Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). 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 please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 05/106: HEAD OF CLINICAL UNIT REF NO: S-000184

Directorate: Anaesthesia

SALARY

R1 678 821 per annum (all inclusive package)

CENTRE

Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

Appropriate qualifications that allows registration with the HPCSA as Medical Specialist in a normal speciality or a recognised Sub-Speciality. Registration with the HPCSA as Medical Specialist in a normal speciality or in a recognised sub-specialty. A minimum of 3 years appropriate experience as a Specialist after registration with the HPCSA as a Medical Specialist in a normal Speciality or in a recognised Sub-Speciality. Appropriate teaching and learning skills. Demonstrate research skills. Provide leadership qualities, management experience will be an added advantage.

DUTIES

Supervision and delivery of Anaesthesia services at Charlotte Maxeke Johannesburg Academic Hospital. Teaching and training at undergraduate and postgraduate levels. Human capital management and administrative duties as allocated. Participation in the research and publication agenda of the academic department and university. Engage in the outreach activities of the department.

ENQUIRIES

Prof. E Oosthuizen, Tel. No; (011) 488 4344

APPLICATIONS

The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a CV, Certified copies of I.D. HPCSA and Qualifications to be attached. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: www.gautengonline.gov.za

CLOSING DATE

19 February 2016

POST 05/107: CLINICAL MANAGER (MEDICAL ADVISOR) GRADE 1

Directorate: HAST

SALARY

R911 796 – R 1 011 954 per annum (all inclusive remuneration package)

CENTRE

Ekurhuleni Health District

REQUIREMENTS

Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. A minimum of 04 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner.

DUTIES

Work with DOH, EMM and HIV partners at Sub district and District Management teams to improve health systems in support of good clinical practice in District Hospitals, CHC’s and PHC Clinics. Provide guidance for implementation of DOH HAST treatment protocols. Keep abreast of the development in the TB/HIV programme areas. Perform clinical audits to ensure adherence to guidelines and best practice. Facilitate TB/HIV training for internal and external stakeholders as may be required. Contribute to the District operational planning activities. Liaising and negotiating with private sector to improve the health status of communities. Perform all other duties delegated by Supervisor/Manager

ENQUIRIES

Ms T.M Maboe Tel No: (011) 876 1820

APPLICATIONS

Applications to be hand delivered to Ekurhuleni Health District to 40 Catlin Street Germiston 1400 or posted to Private Bag X1005 Germiston 1400. Attention: Human Resource Manager
CLOSING DATE: 19 February 2016
NOTE: Please note this post is open to Public Service and Private employees. Attach certified registration certificate, HPCSA Receipt, qualifications and failure to attach the above mentioned documents will lead to the disqualification of your applications.

OTHER POSTS

POST 05/108: DEPUTY MANAGER NURSING (LEVEL 1 & 2) REF NO: 000160
Directorate: Health Programmes

SALARY: R655 257 per annum (all inclusive remuneration package)
CENTRE: Ekurhuleni Health District
REQUIREMENTS: A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Basic R425 qualification, i.e. Diploma/Degree in nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Clinical Health Assessment, treatment and Care that allows registration with SANC. Degree/Diploma in Nursing Administration. Current registration with SANC. 4 Years of the period referred to above must be appropriate/recognizable experience at management level. Masters in Public Health would be an added advantage. Knowledge, skills, training and competencies required: Knowledge of relevant legislative framework governing the public service. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication and writing skills. Good human relations, Leadership and Management skills. Problem analysis and decision making skills. Demonstrate basic understanding of Human Resource and Financial policies and practices. Demonstrate computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure proper implementation of health programmes in the District. Be able to work under pressure.

DUTIES: Provide guidance and leadership towards the realization of strategic goals and objectives of health programmes within the District. Provide professional, technical and management support for the provision of quality patient care through proper management of health programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to implementation of health programmes in the District. Establish, maintain, and participate in inter professional and multi-disciplinary teamwork that promotes efficient and effective implementation of health programmes across all settings. Ensure effective management, supervision and utilization of human and material resources. Supervise and support all Health Programmes (Youth, Communicable and Non communicable, Environmental Health, Mother Child Women Health, Health promotion, Nutrition). Ensure adherence to prescribed nursing policies and procedures. Supervise and ensure the provision of disciplinary and grievance matters. Evaluate and monitor compliance with clinical adherence to National Core standards. Demonstrate computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure proper implementation of health programmes in the District. Be able to work under pressure.

ENQUIRIES: Mr C.S Modise Tel No: (011) 876 1817
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager.
CLOSING DATE: 19 February 2016

POST 05/109: DENTIST GRADE 1 REF NO: S-000164
Directorate: Oral Health

SALARY: R 619 131 – 687 144 per annum (all inclusive remuneration package)
CENTRE: Ekurhuleni Health District
REQUIREMENTS: Grade 12 qualification or equivalent, Bachelor’s Degree in Dental Science (BDS or equivalent), registration with Health Professions Council of South Africa (HPCSA) as a Dentist, proof of current registration with the HPCSA. A valid driver’s license is essential.

DUTIES: The incumbent will be rendering a comprehensive oral health service in the clinics, dental mobile, prisons, institutions, hospitals and performing administrative duties as well as other community outreach programmes. Ensure proper running of services and provide good management skills within the clinic. The person will also provide relief duties in the sub-district and rotate within the
sub-districts. The person should have a sound knowledge of departmental policies. The person should have good communication skills, good interpersonal relation and an ability to work under pressure as well as problem solving skills.

**ENQUIRIES**

Dr F. Moola, Tel No: (011) 876 1775

**APPLICATIONS**

Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager. or apply online at www.gautengonline.gov.za

**CLOSING DATE**

19 February 2016

**POST 05/110**

SOCIAL WORKER MANAGER GRADE 1 REF NO: S-000155

Directorate: ALLIED

**SALARY**

R613 947 per annum (all inclusive package)

**CENTRE**

Sterkfontein Hospital, Krugersdorp

**REQUIREMENTS**

Appropriate, acknowledged Bachelor of Arts qualification in Social Work; Proof of current registration with SACSSP; valid driver’s license; computer literacy and typing skills. Experience: 10 years as a Social Worker after registration with SACSSP. Previous work experience in a Health Facility and in the Mental Health field will be an advantage. Previous experience in supervision. Previous experience in managerial responsibilities.

**DUTIES**

Staff Management (Operational Plans, Absenteeism, Job Description and Performance Management, Work load allocation, Supervision, Policies, protocols, Meetings, post filling plan, organogram, Quality Assurance) Financial Management (Budget meetings and procurement requirements, inventory and work orders, annual demand plan) Administrative Function (Minutes of all relevant meetings, Monthly Statistics, record keeping audit, canalize communication) Clinical Work (Patient record forms/reports, Patient satisfaction surveys, Record keeping audits, monitor reintegration of users into community structures) Training and Development (Supervision, staff development, liaising with Tertiary Institutions and NGO’s/relevant other external stakeholders, induction of new employees, study and interpret relevant legislation and policies, journals and publications, stay abreast of HR and Finance developments) Social Work Executive duties: Participate in Provincial meetings and relevant Task Teams Hospital Management: Participate in hospital committee meetings as required by Management.

**ENQUIRIES**

Ms. G.E. Pieterse, Tel. No.: (011) 951-8355

**APPLICATIONS**

Applications must be submitted on a Z83 form, CV, certified copies of ID, Driver’s Licence and Qualifications must be attached. Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

19 February 2016

**POST 05/111**

MEDICAL PHYSICIST REF NO: S-000185

Directorate: Medical Physics

**SALARY**

R 509 505 per annum (all inclusive package)

**CENTRE**

Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**

Honours Degree in Physics or Medical Physics. Registration with HPCSA as a Medical Physicist (independent practice). Must be a South African citizen.

**DUTIES**

Providing clinical service to the Department of Radiation Sciences according to the roster. Duties will be allocated within the cluster. Conducting research and development work in new technologies and techniques. Participating in the education of students, registrars and interns in Radiation Sciences. Ensuring regulatory compliance and adequate radiation safety. Participating in professional development activities.

**ENQUIRIES**

Prof. D. van der Merwe, Tel No: (011) 488 2167

**APPLICATIONS**

The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA and Qualifications to be attached. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

19 February 2016
POST 05/112: OPERATIONAL MANAGER (ORTHOPEDIC /TRAUMA SURGICAL WARD)
REF NO: 000108
Directorate: Nursing

SALARY: R433 029 per annum (All inclusive package)
CENTRE: Odi District Hospital

REQUIREMENTS: Basic R425 qualification i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Diploma in Midwifery. Diploma in Nursing Administration. Current registration with South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification with a duration of at least 1 year accredited with the SANC (Diploma in Orthopedic/Trauma Nursing. At least 7 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after registration. Less 1 year experience for candidates appointed from outside the public service after complying with registration requirements. Experience as an operational Manager will be an advantage.

DUTIES: Coordination of optimal, holistic specialized nursing care provided within the set standards and professional/ legal framework. Manage the utilization and supervision of human (managing workplace discipline) and financial resources effectively. Coordination of the provision of effective training and research. Provision of effective support to nursing Service: to assist with relief duties of the hospital supervision (day and night). To act on behalf of the area manager. Maintain professional growth /ethical standards and self –development: SANC, Nurses Day involvement, promoting the image of the nursing profession and hospital.

ENQUIRIES: Ms. SJ Boshoman, Tel NO: (012 ) 725 2312
APPLICATIONS: Kindly forward your application to :Odi Hospital, Human Resource Department for the attention of Human Resource Manager, Odi District Hospital, Private Bag X509, Mabopane, 0190 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 19 February 2015
NOTE: Application must be submitted on form Z83, obtainable from any Public Service Department. The completed and signed forms should be accompanied by a recently updated CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certified copies should not be more than three months old. 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 please accept that your application was unsuccessful. People with disabilities and females are encouraged to apply.

POST 05/113: OPERATIONAL MANAGER SPECIALTY STREAM REF NO: S-000186
Directorate: Nursing Division Child and Family Unit (Child Psychiatry)

SALARY: R433 029 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: Basic R425 qualification (diploma /degree in nursing) that allows registration with the South African Nursing Council as a professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in advanced Psychiatry Nursing. Have minimum of 9 years appropriate / recognisable experience in nursing after registration as a professional Nurse with the SANC in general nursing. At least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the 1 year post basic qualification in advanced Psychiatric nursing.

DUTIES: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as a determined by the relevant health facility. Promote quality of nursing care as a directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work,
time and that of junior colleagues to ensure proper nursing service unit. Provide
and advice to health and educational institutions within the cluster and catchm
are. Control the provision of nursing care through staff scheduling and
supervision. Ensure that the environment complies with the Health and Safety Act
and scheduling and supervision. Ensure that the environment complies with the
Health and Safety act and Infection and Prevention Control Policies. See in
service training as part of the daily duties. Ensure effective and efficient budget
control and assets control for the department. Demonstrate an understanding of
financial policies and practices.

ENQUIRIES: Mr. O.C. Selebi, Tel. No: (011) 488 3155
APPLICATIONS: The Department of Health is committed to the achievement and Maintenance of
diversity and equity employment, especially of race, gender and disability.
Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D.
SANC Registration and Qualifications to be attached. Applications should be
submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building
first floor, Room 8, No. 17 Jubilee Road, Parktown, Or apply online at:
www.gautengerline.gov.za

CLOSING DATE: 19 February 2016
POST 05/114: ASSISTANT MANAGER NURSING (AREA) 3 POSTS REF NO: S-000167
Directorate: HAST
SALARY: R433 029 per annum (plus benefits)
CENTRE: Ekurhuleni Health District (Northern SDR, Eastern SDR and Southern SDR)
REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice No.
R425, qualification, i.e. Diploma/ Degree in Nursing as a Professional Nurse. A
minimum of 08 years appropriate recognizable experience in Nursing after
registration.

DUTIES: Implementation of the HAST Strategic plan in line with the 90 90 90. HIV and TB
strategy. Improving access to HIV and TB services through routine HCT, TB
screening, Genexpert and PCR. Implementing quality assurance to the HIV and
TB programme to ensure sustained treatment viral suppression and cure rates.
Liaison with HIV partners and Municipality to improve service delivery.
Implementation of intergrated health information systems for ART, HCT,Pre-ART
and TB on Tier.net. Community mobilisation and NGO support with particular
focus on key populations. Conducting quarterly reviews for performance
monitoring at sub district. Mange human, financial and physical resources for the
HAST at sub district and prepare source documentation for audit purposes.
Report writing.

ENQUIRIES: Ms T.M Maboe, Tel No: (011) 876 1820
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means
of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005
Germiston 1400. Attention: Human Resource Manager, or apply online at
www.gautengerline.gov.za

CLOSING DATE: 19 February 2016
POST 05/115: PN-A7 ASSISTANT MANAGER (NIGHT SUPERVISOR) REF NO: 000219
Directorate: Nursing Department
SALARY: R433 029 – R501 996 per annum (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: Basic R425 qualification in nursing, Degree / Diploma in General Nursing,
Midwifery, Community Nursing and Psychiatry, Diploma in Nursing
Administration/Management. Nursing Education will be an added advantage. A
minimum of 8-years appropriate / recognizable experience as Professional Nurse
with SANC in General Nursing. At least 3-years of the period referred above
must be appropriate / recognizable experience at management level for inpatients
in hospital situation. Appropriate experience in managing people, financial
management and conflict management. Proof of paid up SANC receipt.
Computer literacy (MS Excel, MS Outlook (e-mail), MS PowerPoint), driver’s
license will be an added advantage. Knowledge of Nursing care processes and
procedures, nursing strategy, nursing statutes, National Core Standards and
other relevant frameworks such as Nursing Act, OHS Act, Patients Rights
Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act,
Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership,
Organizational, decision making and problem solving abilities within the limit of
the Public Sector and institutional policy framework. Financial and budgetary
knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperative, team player, supportive and assertive.

**DUTIES**: Delegate, supervise and coordinate provision of effective and efficient Patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (inter-professional, inter-sectorial and multi-disciplinary team work). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure proper utilization of financial and physical resources. Manage Human Resources.

**ENQUIRIES**: Ms. M.V. Mathabatha, Tel No: (012) 318-6622

**APPLICATIONS**: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

**CLOSING DATE**: 26 February 2016

**POST 05/116**: PNA7 ASSISTANT MANAGER (HAST MANAGER) REF NO: 000220

Directorate: Nursing Department

**SALARY**: R433 029 – R501 996 per annum (plus benefits)

**CENTRE**: Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**: Basic R425 qualification in nursing, Degree / Diploma in General Nursing, Midwifery, Community Nursing and Psychiatry. Diploma in Nursing Administration/Management. Nursing Education will be an added advantage. A minimum of 8-years appropriate / recognizable experience as Professional Nurse with SANC in General Nursing. At least 3-years of the period referred above must be appropriate / recognizable experience at management level as HAST Programme Coordinator. Extensive knowledge and skills related to HAST. In-depth understanding of the NDOH HIV/STI & TB Policy guidelines. Excellent leadership and management skills. Appropriate experience in managing people, financial management, facilitation and conflict management. Proof of paid up SANC receipt. Computer literacy (MS Excel, MS Outlook (e-mail), MS PowerPoint), driver’s license will be an added advantage (Computer skills in basic programmes). Knowledge of Nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patients Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the Public Sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperative, team player, supportive and assertive.

**DUTIES**: Steer and coordinate the implementation, monitoring of the HAST Programme within the hospital complex. Develop the HAST annual operational plan and coordinate HAST training and development within the hospital complex. Supervise, support and advice members of the multidisciplinary team with related to HAST issues. Coordinate HAST training and development. Delegate, supervise and coordinate provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (inter-professional, inter-sectorial and multi-disciplinary team work). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure proper utilization of financial and physical resources. Manage Human Resources.

**ENQUIRIES**: Ms. M.V. Mathabatha, Tel No: (012) 318-6622

**APPLICATIONS**: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

**CLOSING DATE**: 26 February 2016
POST 05/117 : OPERATIONAL MANAGER: NURSING – PN-B3 ICU REF NO: 000146
Directorate: Nursing services

SALARY : R433 029 per annum (plus benefits)
CENTRE : Helen Joseph Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African nursing council as a professional nurse. Degree/Diploma in nursing Administration will be an added advantage. A minimum of nine (9) years appropriate/recognizable experience in a clinical speciality after obtaining the one (1) year post-basic qualification in critical care nursing science (general). Current registration with the South African nursing council Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions Display empathy for patients, promoting advocacy and facilitating proper treatment and nursing care Knowledge of administration policies and guidelines.

DUTIES : To ensure safe and effective clinical nursing practice Ensure effective management of quality nursing service Mentoring of operational managers Ability and knowledge to carry out ICU nursing procedures and management Manage ventilated patient and identify complications Ensure that the nursing standards are upheld and maintained Manage PMDS of subordinates Ensure effective communication within the health setting Ensure optimal utilization of personnel in the unit Develop SOP’s and protocols for the Department Ability to deal with conflict and knowledge of DoH policies. Ensure that the national core standards are maintained and upheld. Manage the Human Resource in the Department and ensure skilling and quality care in the department. Manage the department efficiently and cost effectively

ENQUIRIES : Mrs. JK Moitsiwa (011)489 0896
APPLICATIONS : Applicants to attach all the necessary documents which are certified in your application including your valid identity document and relevant certificates, applications without proof of the necessary documents will be disqualified. forms must be delivered to HR Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department or apply online at:www.gautengonline.gov.za
CLOSING DATE : 19 February 2015
NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). 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 please accept that your application was unsuccessful.

POST 05/118 : PN-A5 CLINICAL PROGRAMME COORDINATOR REF NO: 000218
Directorate: Quality Assurance Department

SALARY : R341 835 – R384 735 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 or equivalent NOF Level / Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration as a Professional Nurse. A minimum of 7-years appropriate / recognizable experience in general nursing after registration as Professional Nurse with SANC in general nursing. At least 3 years in Quality Assurance, Complaints Management and Serious Adverse Events practical experience. Current registration with the South African Nursing Council (SANC). Proof of service record certificate. Must be computer literate / MS Excel, MS Word, and PowerPoint. Driver’s license will be an added advantage. Good communication skills and ability to work under pressure. Knowledge and in-depth understanding of National Core Standards. SKILLS: Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills, coordination skills, serious adverse events management, complaints management, evaluation skills and analyzing skills.

DUTIES : Responsible for the monitoring and assistance with the implementation of institutional quality improvement plan in all wards. Responsible for baseline inspections, audits and surveys. Responsible for complaints management
system in the institution and assist with investigations of Serious Adverse Events. Responsible for management of customer care programmes in the institution. Conduct training on quality related matters. Assist in planning and arrangements of service excellence functions in the institution. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guideline, practices, standards and procedures to improve quality of service in the institution. Assisting with the implementation of the hospital quality improvement plan. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice.

ENQUIRIES : Ms. J.M. Mbiza, Tel No: (012) 318-6606/6910
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.
CLOSING DATE : 26 February 2016

POST 05/119 : CLINICAL PROGRAM COORDINATOR GRADE 1 (CHRONIC DISEASE: OLD AGE HOMES AND OXYGEN PROGRAM ) REF NO: S-000165
Directorate: Primary Health Care

SALARY : R 341 835 – 384 735 per annum (plus benefits)
CENTRE : Ekurhuleni Health District (Eastern SDR)
REQUIREMENTS : Registration with the South African Nursing Council as a Professional Nurse. A minimum of 7 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Good Interpersonal relationship skills to work with colleagues and all internal and external stakeholders. A valid driver's license is essential. Computer skills.
DUTIES : Coordinate the program at sub district level. Ensure implementation of policies and guidelines related to the program in all facilities ,Performs support visits to clinics and Old Age Homes in the Sub-District, Ensures proper professional development of staff at the PHC Facilities with emphasis on policy and protocol implementation through Formal and informal training Organise and coordinates workshops, Seminars, conferences and campaigns within the Sub-District, Participate in development of operational Plans and research projects. Conduct monthly records audits to improve the quality of the health program and to take remedial action to address gaps identified. Assist to implement ICSM and Ideal Clinical Principles. Be part of the management team by compiling reports and analyse data for the Sub district .Attend Meetings and ensures feedback to all stakeholders.

ENQUIRIES : Ms J.F Joubert Tel No: (011) 737 9746
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager. or apply online at www.gautengonline.gov.za
CLOSING DATE : 19 February 2016

POST 05/120 : SOCIAL WORKER SUPERVISOR GRADE 1 REF NO: HRM 07/2016
Directorate: Social Work

SALARY : R295 635 per annum
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 Certificate. 4 years degree in Social Work. A minimum of 7 years appropriate experience in Social Worker after registration with the SACSSP. Proof of supervisory experience of 3-5 years will be an advantage. To have computer literacy and a valid driver’s license.
DUTIES : Provide Social Work Services of an advanced and specialized nature. Attend ward rounds and meetings, market role of Social Work within the institution. Staff supervision and be conversant with Performance Management and Development system. Facilitate and implement the Operational Plan. Adhere to quality assurance and National Core Standards. Contribute to the Departmental planning and procurement processes and attend to any duties as delegated by the Social Work Manager. Training to be offered to the Social Work Team, the hospital staff, students and communities where indicated. Networking with team members, communities and resources in the community to assist the client population effectively. To have effective administration skills, record-keeping and completion of compulsory statistics.
ENQUIRIES: Mrs. NA Mashego. Tel: (012) 354 1212
APPLICATIONS: Application must be submitted on a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
CLOSING DATE: 19 February 2016

POST 05/121: ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: S-000168

SALARY: R289 761 per annum (plus benefits)
CENTRE: Central Office, Johannesburg
REQUIREMENTS: Degree/ National Diploma in Finance with 5 years relevant experience in financial management or a Grade 12 Certificate with 10 years relevant experience in financial management. Knowledge of PFMA, Treasury Regulations, Communication skills, Computer skills on BAS, Sap e-receipting, Microsoft Power Point, Excel, Word, Medicom and PAAB. Ability to work under pressure. Drivers licence.

DUTIES: Manage and roll out the SAP e-receipting system to all Gauteng Health Institutions that are collecting cash. Regularly monitor the interface between SAP e-receipting system and BAS and resolve any queries with Provincial Treasury. Manage and monitor the reconciliation of SAP e-receipting and BAS. Manage and monitor the reconciliation of TPH45a (Cash Book) and BAS. Provide training on SAP e-receipting system, debit/credit card machines, reconciliation of SAP e-receipting and BAS and reconciliation of TPH45a (Cash book and BAS). Manage the updating of Department’s bank accounts details with clients. Provide support to all the institutions relating to revenue matters. Perform general management functions.

ENQUIRIES: Mr J Fakude, Tel (011) 355 3454
APPLICATIONS: Applications must be submitted to: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon Building for attention of: Ms S Dladla, or apply online by visiting www.gautengonline.gov.za.
CLOSING DATE: 19 February 2016
NOTE: It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

POST 05/122: ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO: S-000173

SALARY: R289 761 per annum (plus benefits)
CENTRE: Central Office, Johannesburg
REQUIREMENTS: Degree or National Diploma in Accounting/Financial Management or related field with 5 years relevant experience of which 3 years should be at supervisory level or a Grade 12 Certificate with at least 10 years’ experience of which 3 years should be at supervisory level. Knowledge of the PFMA, DORA, Treasury Regulations, BAS and SAP. Report writing and management skills. Computer literacy. Drivers licence.

DUTIES: Monitor compliance of the funded NPIs and other Entities with the PFMA requirements. Ensure that MOAs are fully signed and renewed when due. Ensure that NPIs have proper internal controls. Ensure that NPIs have effective, efficient and transparent accounting systems. Implement and monitor recommendations of the Auditor-General and Risk Management component. Conduct scheduled and unscheduled visits to NPIs to enhance accountability. Analyse monthly and quarterly expenditure reports of NPIs and other Entities to determine compliance. Train funded NPOs in financial and contract management on an annual basis. Analyze AFS of NPIs and other Entities against business plans. Clear misallocations on a monthly basis. Authorise and approve claims for payments. Participate in the Adjudication of funded NPOs. Compile financial information on transfers to Municipalities for gazetting. Compile annexures to Interim financial statements. Supervise subordinates. Implement positive change in pursuit of service delivery.

ENQUIRIES: Mr L Makabate, Tel. No: (011) 355 3028
APPLICATIONS: Applications must be submitted to: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon Building for attention of: Ms S Dladla, or apply online by visiting www.gautengonline.gov.za.
CLOSING DATE: 19 February 2016
POST 05/123: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: S-000174
Directorate: Mental Health

SALARY: R289 761 per annum (plus benefits)
CENTRE: Cullinan Care and Rehabilitation Centre
REQUIREMENTS: Grade 12 certificate with 10 years’ experience in Human Resource Management which 5 years must be managerial/supervisory experience Or National Diploma \ Bachelor’s degree in Human Resource Management/ Public Management with 3-5 experience in Human Resource Management. Sound knowledge of PERSAL system, National Core Standards, HR prescripts, legislative frameworks, procedures PSCBC Resolutions and Human Resource Regulatory frameworks (PILIR, OSD and others). Computer literacy, interpersonal, conflict management and Good communication skills (written and verbal). Ability to work under pressure and independently. Reporting and adherence to strict deadlines. Valid code 8/10 drivers’ license.

DUTIES: Implement and maintain sound quality management system, including applicable Legislation, policies, best practices and standards, effective and efficient management of HR administrative aspects (Appointments, transfers, terminations, Leave management, Service Benefits and management of condition of services). Ensuring that PERSAL transactions and related mandates forwarded to GSSC are captured correctly. Manage audit queries, Manage Staff Establishment, and Manage Recruitment and Selection. Management of Employee Wellness, HR Training and Development. Render HR advisory to all staff and management, assist with the management and effective implementation of Performance Management and Development System (PMDS). Assist with Job Evaluation processes. Ensure that proper job descriptions are in place. Assist with Labour Relations matters. Draft memorandum, reports, submissions and circulars on HR related matters. Ensure compliance to current and new HR legislation and Policies. Supervise and support staff and manage their work. Lead Human Resource related committees.

ENQUIRES: Ms. M.P.O Nyatlo, Tel No (012) 734 7000
APPLICATIONS: Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X 1005, Cullinan, 1000 or apply online at www.gautengonline.gov.za
CLOSING DATE: 19 February 2016
NOTE: People with disability are encouraged to apply.

POST 05/124: HUMAN RESOURCE MIDDLE MANAGER REF NO: 000143
Directorate: Human Resource

SALARY: R289 761 per annum (plus benefits)
CENTRE: Helen Joseph Hospital
REQUIREMENTS: Recognised three (3) year tertiary qualification/Degree or Diploma in Human Resource or Public Management. Minimum 10 years’ experience in Public Service with 5 years’ experience in HR environment. Of which 3 years must be supervisory experience. A valid driver’s licence any code. Computer Certificate in Microsoft Office (MS Word, Excel, Power Point and Outlook).

DUTIES: Overall management of Human Resources general administration in human resource management division which includes amongst others, service benefits, recruitment of staff, effective management of staff establishment and leave management including Incapacity leave management. Develop and implement Operational plan for Human Resources in line with the objectives of the Department. Overall management of performance of HR staff and the entire organisation. Evaluate performance of staff and take corrective measures where warranted. Manage and address Auditor General matters effectively including adherence to relevant deadlines. Effective management of payrolls including adherence to all AG compliance issues. Develop HR Standard Operating Procedures (SOP). Establish and maintain HR systems and processes. Develop the strategies in line with staff retention and succession planning. Knowledge and understanding of the Public Service Regulation, PSCBC Resolutions, PERSAL, BCOEA, LRA, SDA, and other Human Resource regulatory frameworks. Ability to work under pressure and independently. Ability to handle stressful environment. The following attributes are essential: Presentation skills, Office Organisation skills. Knowledge of the National Core Standards, Management, problem solving,
communication (verbal and written, financial management and good interpersonal
relations.

ENQUIRIES: Ms. DT Mkwanazi, Tel No: (011) 1989 1089/5050
APPLICATIONS: The institution reserves the right not to fill the post. Application must
be submitted or hand delivered to: Helen Joseph Hospital, No14 Perth Road Auckland
Park, Human Resource Department. Please attach all necessary documents which are
certified in your application including your valid identity copy and certificates. Failure
to comply with these instruction will disqualify applications from being
processed. Invited candidates will be subjected to oral and written practical test. Successful
candidate will subjected to Medical surveillance. or apply online at: www.gautengonline.gov.za
CLOSING DATE: 19 February 2015
POST 05/125: ASSISTANT DIRECTOR: DEMAND MANAGEMENT ACQUISITIONS AND
CONTRACT REF NO: 000159
Directorate: Logistics
SALARY: R289 761 per annum (plus benefits)
CENTRE: Ekurhuleni Health District (District Office)
REQUIREMENTS: Grade 12 with ten years experience in supply chain management with 5
years supervisory experience, Diploma /degree in Logistics Management / Supply Chain
Management with 5 years experience in supply chain management with 3
years supervisory experience. Ability to liaise at all management levels, Ability to
work independently under intense pressure. Good knowledge and application of
government procurement policies and procedures. Interested personnel's should
have been trained in SRM, BAS and have practical knowledge to work on SRM.
The person should be able to write submissions, reports and minutes. Computer
literacy will be a requirement. The Officer must be able to practically apply all
relevant legislative prescripts. The officer should be able to lead, communicate,
motivate others and be a team player and good time management skills. A valid
driver's license will be an added advantage.
DUTIES: Ensure compliance in terms of Supply Chain Management process and
procedures. Implement the departmental supply chain strategy in terms of
Demand, Acquisition and contract management. Support Gauteng Department of
Health and GDF in term of BBBEE, SMME and manage development. Contract
management function and ensure compliance in terms of sourcing. Implement
Circular 3 of 2015 where in the emphasis is on Township Economy Revitalization.
Management of work cycle and monthly reporting about progress made. Facilitate
effective payments of terms contract arranged by the Health District Office.
Management of monthly commitment report and give progress to the end user
pertaining to creation of PO., Supervision of Human resource allocated and
activities within SCM and Logistics and scribe for the Supply Chain Management
Committee and ensure minutes are timely distributed.. Attend to queries and do
any other task as delegated by Deputy Director SCM and Logistics.
ENQUIRIES: Mr K.R Dikobe, Tel No: (011) 876 1723
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other
means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005
Germiston 1400. Attention: Human Resource Manager. or apply online at
www.gautengonline.gov.za
CLOSING DATE: 19 February 2016
POST 05/126: HUMAN RESOURCE MIDDLE MANAGER REF NO: REFS-000180
Directorate: Human Resource
SALARY: R289 761 per annum (plus benefits)
CENTRE: Helen Joseph Hospital
REQUIREMENTS: Recognised three (3) year tertiary qualification/Degree or Diploma in Human
Resource or Public Management. Minimum 10 years' experience in Public Service with 5 years’
experience in HR environment. Of which 3 years must be supervisory experience. A valid driver's licence any code. Computer Certificate in
Microsoft Office (MS Word, Excel, Power Point and Outlook).
DUTIES: Overall management of Human Resources general administration in human
resource management division which includes amongst others, service benefits,
recruitment of staff, effective management of staff establishment and leave
management including Incapacity leave management. Develop and implement
Operational plan for Human Resources in line with the objectives of the
Department. Overall management of performance of HR staff and the entire
organisation. Evaluate performance of staff and take corrective measures where warranted. Manage and address Auditor General matters effectively including adherence to relevant deadlines. Effective management of payrolls including adherence to all AG compliance issues. Develop HR Standard Operating Procedures (SOP). Establish and maintain HR systems and processes. Develop the strategies in line with staff retention and succession planning. Knowledge and understanding of the Public Service Regulation, PSCBC Resolutions, PERSAL, BCOEA, LRA, SDA, and other Human Resource regulatory frameworks. Ability to work under pressure and independently. Ability to handle stressful environment. The following attributes are essential: Presentation skills, Office Organisation skills. Knowledge of the National Core Standards, Management, problem solving, communication (verbal and written), financial management and good interpersonal relations.

ENQUIRIES
Ms. DT Mkwanazi, Tel No: (011)489 1089/5050
APPLICATIONS
Application must be submitted or hand delivered to: Helen Joseph Hospital. No14 Perth Road Auckland Park. Human Resource Department. or apply online at:www.gautengonline.gov.za
CLOSING DATE
19 February 2015
NOTE
The institution reserves the right not to fill the post. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Failure to comply with these instructions will disqualify applications from being processed. Invited candidates will subjected to oral and written practical test. Successful candidate will be subjected to Medical surveillance.

POST 05/127
RADIOGRAPHER GR 1 REF NO: 000148
Directorate: Clinical Division

SALARY
R 243 513 per annum (plus benefits)
CENTRE
Odi District Hospital
REQUIREMENTS
Diploma / B-Rad / B-Tech in diagnostic Radiography, valid registrations with HPCSA in the relevant profession. A minimum of 05 years relevant experience in Radiography after registration with HPCASA. Computer literacy will be added as an added advantage.
DUTIES
Produce x-ray images according to prescribed protocols, radiation control measures and medico legal requirements. Participate in a 24 hour roster and ensure that Radiographic service is complying with radiation control legislation. Supervise and manage the Community Service Radiographers and students. Active participation and facilitation in CPD Programmes as required by the HPCSA. Be able to perform Quality Assurance Test and have knowledge of ALARA principle. Ensure the provisioning of an active and effective Radiographic service and be to work well independently and with co-workers.
ENQUIRIES
Ms ML Mthombeni, Tel No. (012) 725 2429
APPLICATIONS
Kindly forward your application to: Odi District Hospital Human Resource office for the attention of Human Resource manager, Odi District Hospital, Private Bag X509, Mabopane, 0190 or hand-delivered to Odi District Hospital Klipgat Road, Mabopane, or apply online at www.gautengonline.gov.za
CLOSING DATE
19 February 2016
NOTE
Application must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently Updated CV as well as certified copies of all qualification/s an ID document (no copies of certified copies allowed, certification should not be more than six months old), 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 months after the closing date please accept that your application was unsuccessful Male are encouraged to apply.

POST 05/128
DENTAL THERAPIST GRADE 1 REF NO: S-000163
Directorate: Oral Health

SALARY
R243 513 per annum (plus benefits)
CENTRE
Ekurhuleni Health District
REQUIREMENTS
Grade 12 or equivalent qualification, Dental Therapy degree. A current Proof registration with HPCSA. A driver’s license is essential.
DUTIES
The incumbent will be working in the clinics, mobile, prisons and/or institutions and performing administrative duties. The person will provide oral health...
treatment: relief of pain and sepsis, restorations, fissure sealants, scaling and polishing and be involved in community outreach programmes. The person will also serve relief in other clinics, prisons, mobile and institutions. The person will also be rotating within the sub-districts. The person should have a sound knowledge of departmental policies. The person should have good communication skills, good interpersonal relations and an ability to work under pressure as well as problem solving skills.

ENQUIRIES: Mr L.B Muda, Tel No: (011) 876 1775
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager. or apply online at www.gautengonline.gov.za
CLOSING DATE: 19 February 2016

ENQUIRIES: Mrs. J. Gassiep - (011) 247- 3303-3300
APPLICATIONS: All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa , Private Bag X 116 Melville, 2109 Human Resource Department or apply online at www.gautengonline.gov.za
CLOSING DATE: 19 February 2016

ENQUIRIES: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager. or apply online at www.gautengonline.gov.za
CLOSING DATE: 19 February 2016

ENQUIRIES: Mr. L.B Muda, Tel No: (011) 876 1775
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager. or apply online at www.gautengonline.gov.za
CLOSING DATE: 19 February 2016

ENQUIRIES: Each position must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa, Private Bag X 116 Melville, 2109 Human Resource Department or apply online at www.gautengonline.gov.za
CLOSING DATE: 19 February 2016

ENQUIRIES: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager. or apply online at www.gautengonline.gov.za
CLOSING DATE: 19 February 2016
stock and store room and order day to day maintenance accessories of the section, control and organize all the activities of the section. Rendering support in OHS, infection control and quality assurance committees. Take water and electricity meter readings on monthly basis and submit to finance for billing. Attend meetings, compiling of reports and motivations. Drafting and management of sectional budget. Develop and management of maintenance plan. Conduct monthly inspection of all critical areas and develop plan of action. Supervise and manage subordinate. Perform all delegated responsibilities.

ENQUIRIES : Mr. N.A Rasidzoge, Tel No: (012) 734 7047/7000
APPLICATIONS : Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 19 February 2016
NOTE : People with disability are encouraged to apply.

POST 05/131 : HUMAN RESOURCE OFFICER REF NO: S-000157
Directorate: Human Resource Management & Administration

SALARY : R196 278 per annum (plus Benefits)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : Appropriate 3 year Degree/Diploma in Human Resources OR Grade 12 Certificate with 3 – 5 years relevant PERSAL experience in Human Resource Information or Staff Establishment. Knowledge of related Human Resources procedures is essential. Ability to interpret, and assist in implementation of, policies; procedures; regulations and other legislative HR frameworks. Logical thinking, good planning, effective problem solving, and good communications skills are essential. Evidence based command of the Microsoft Tools (Word; Excel; and PowerPoint) – this knowledge will be tested as part of the interview process.

ENQUIRIES : Applications must be addressed to: Mr. T Mphelo, The Head of Department, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon or apply online at www.gautengonline.gov.za
APPLICATIONS : Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 19 February 2016
NOTE : It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and Candidates whose transfer/promotion/appointment will promote representivity will receive preference.

POST 05/132 : ADMINISTRATIVE OFFICER (TRANSPORT) REF NO: S-000172
Directorate: Primary Health Care

SALARY : R196 278 – 231 210 per annum (plus benefits)
CENTRE : Ekurhuleni Health District (ESDR)
REQUIREMENTS : Grade 12 Certificate or equivalent qualification with minimum of 5 years’ experience as a transport officer. National diploma/degree in Public Management / Transport Management with 3 years’ experience as a transport officer. Good interpersonal relations, computer literacy skills, verbal and written communication skills. Understanding of fleet management functions. A valid driver’s license is essential.

DUTIES : Responsible for control, inspection and allocation of vehicles daily. Give advises to staff regarding transport policy on handling of accidents, damages, hijacking and theft or loss of petrol cards. To check transactions/log sheets are correctly completed by users. Ensure that monthly, quarterly, and annual expenditure is completed. Ensure that vehicles are send in for maintenance on time. Workshop staff and new employees on the use of GG vehicles. Monitoring and capturing of log sheets on the electronic log sheets system. Negotiate with the government garage for the replacement of condemned vehicles. Monitor kilometers travelled versus petrol used. Identify abuse and recover from individuals. Responsible to compile daily program of drivers and give orders. Manage human resources. Perform all other duties delegated by Supervisor/Manager.
ENQUIRIES: Ms J.F Joubert, Tel No: (011) 737 9746
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager or apply online at www.gautengonline.gov.za
CLOSING DATE: 19 February 2016
POST 05/133: ADMINISTRATIVE OFFICER: DEMAND AND CONTRACT MANAGEMENT
REF NO: 000158
Directorate: Logistics
SALARY: R196 278 per annum (plus benefits)
CENTRE: Ekurhuleni Health District – District Office
REQUIREMENTS: Grade 12 with five years’ experience in Supply Chain Management, Diploma /degree in Logistics management, Supply Chain Management with minimum of three year’s experience. Knowledge of Public Sector procurement processes, rules, and regulations including procurement best practices. Correct interpretation and understanding of PFMA, PPPFA, Treasury Regulations, Supply Chain Management Framework Act and BBBEE Act. Interested personnel's should have been trained in SRM, and have practical knowledge of working on SRM. The person should be able to write submissions reports and, minutes. Computer literacy will be a requirement. Practical knowledge to all legislative prescripts. A valid driver's license will be an added advantage. Good communication skills and able to, motivate others and be a team leader and player. Good time management skills.
DUTIES: Coordination of demand management plans for Ekurhuleni Health District includes the sub - districts. Collect information from end user per district on the schedule of Procurement plan. Assist sub –districts specification committees and circulate contracts. Compile quotation specification and preference points. Liaise, correspond, advise and meet with sub-districts with regard to demand requirements. Ensure that all the requirements are linked to the approved budget and strategic objectives of the department. Check the correctness of all documents before they are been captured on SRM. Allocate work to ensure that the job is fairly distributed and turnaround time in terms of creation of PO is acceptable. Management of human resource allocated. Assist with taking of minutes in the absence of the AD and attend to queries and do any other task as delegated by the supervisor.
ENQUIRIES: Mr K.R Dikobe Tel No: (011) 876 1724
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager. or apply online at www.gautengonline.gov.za
CLOSING DATE: 19 February 2016
POST 05/134: ADMINISTRATION OFFICER REF NO: 000127
Directorate: Management and support
SALARY: R196 278 per annum (plus benefits)
CENTRE: Rahima Moosa Nursing College
REQUIREMENTS: A 3 year recognized National Diploma /Degree with 1-2 years government experience or a Grade 12 with 3- 5 years experience in a government service. Good knowledge of Human Resource (HR) Practices, knowledge of Information Technology (IT), Library, Transport and Facility Management (FMU). Good managerial skills, organizing ability, computer literacy and typing skills (Advanced Ms Word and Excel). Candidate must be in a possession of a drivers license (Manual).
ENQUIRIES: Mrs. J. Gassiep - (011) 247- 3303-3300
APPLICATIONS: All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2109 or posted to Rahima Moosa ,
Private Bag X 116 Melville, 2109 Human Resource Department or apply online at www.gautengonline.gov.za

CLOSING DATE : 19 February 2016

POST 05/135 : PROCUREMENT/ASSET CLERK REF NO: S-000216
Directorate: Administration-Procurement

SALARY : R132 399 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Nursing College
REQUIREMENTS : Grade 12 with Mathematics and Accounting as passed subjects. Minimum one (1) to two (2) years’ experience in procurement. Knowledge of procurement directives and procedures.
DUTIES : Capture RLS 01 on PAP system, complete RLS 02 for payment issue inventory to departments (VA2) update VA 11 A. Conduct stock count annually ensure that proper asset system and process exits, including preventative mechanism to eliminate theft, losses, wastage and misuse of assets. Good understanding of policies and procedures. Keep Assets Register up to date to conduct annual asset count. Compile monthly reconciliation. Manage disposals of assets and stocks. To attend to all circulars and queries within the specified time frames. To ensure that all reports are submitted to central office and assist supervisor with disposal of assets. Keep the proper register of orders.
ENQUIRIES : Mrs. D Lekalakala, Tel No: (011) 983 3060
APPLICATIONS : Applications must be submitted on a Z83 form with C. V. Certified copies of I.D. and Qualifications attached. Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertrham, 2013 or apply online at www.gautengonline.gov.za
CLOSING DATE : 19 February 2016

POST 05/136 : REGISTRY CLERK LEVEL5 3 POSTS REF NO: HRM 08/2016
Directorate: Admin and Logistics

SALARY : R132 399 per annum
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Must be computer literate and well number orientated. Be prepared to rotate and act as reliever. A registry background will be an added advantage. Be able to work under pressure. Good interpersonal and communication skills. Must be in good health and able to do physical hard work. Must be able to function well in a team.
DUTIES : Accurate numerical sorting and filing of patient files and documentation. Drawing of files for wards, clinics, billing section, patient record office, auditors etc. File tracking and checking movement history of patients on the Medicom system. Efficient handling of queries. Daily checking of files for misfiles. Regular removal of inactive patient files according to prescribed policies and moving of files around. Performing other tasks as allocated by the supervisor.
ENQUIRIES : Ms. C Janse van Rensburg/ Mr. P.F Pitjeg. Tel: (012) 354 1659/4879
APPLICATIONS : Application must submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
CLOSING DATE : 19 February 2016

POST 05/137 : LINEN SUPERVISOR LEVEL 4 REF NO: HRM 09/2016
Directorate: Linen and Laundry Services

SALARY : R110 739 per annum
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Minimum Grade 12 and 5 years experience in Linen and Laundry Services or Grade 10 with 10 years experience in Linen and Laundry Services. Good communication skills, problem solving skills and organizational skills. Supervisory skills will be an added advantage. Be able to work shifts and under pressure.
DUTIES : Monitor the distribution, supply, tying and packing of clean and dirty linen to inpatients, outpatients and theatres. Replenish linen in accordance to set standards inspection of all clinical sections. Record linen counted, inventory taking and condemning. Supervise the loading and off loading of the Masakhane truck. Provide daily reports on the linen and laundry status. Adhere to the
National Quality Core Standards. To assist in any other linen, laundry and curtain management activities. Participate in rotation program. Relieve where necessary.

APPLICATIONS: Application must submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

ENQUIRIES: Mr. M.E Mhlongo. Tel: (012) 354 1421

CLOSING DATE: 19 February 2016

POST 05/138: DENTAL ASSISTANT GRADE 1 REF NO: S-000161
Directorate: Oral Health

SALARY: R128 382 per annum (plus benefits)

CENTRE: Ekurhuleni Health District

REQUIREMENTS: Grade 12 or equivalent qualification with Dental Assistant certificate. Proof of current registration with HPCSA is essential. A driver's license is essential.

DUTIES: The incumbent should have knowledge of dental assisting including: infection control, chair side assisting, maintenance of equipment, stock control, knowledge of materials and instruments and conducting inventory. The person will work in the dental surgery in the clinic, mobile, prison, institutions and perform administrative duties including compiling of data, registering patients, answering of the telephone, filing of cards, ordering of materials, giving appointments to patients. The person will also be doing relief duties in other clinics, prisons, mobile and institutions. He or she will be assisting the oral hygienist at schools as well as in the clinics. The person will also be rotating within the sub-districts. The person should have good communication skills, good interpersonal relations and an ability to work under pressure.

ENQUIRIES: Ms. S.M Stephens,Tel No: (011) 876 1759

APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager, or apply online at www.gautengonline.gov.za

CLOSING DATE: 19 February 2016

POST 05/139: DIETICIAN AUXILLARY WORKER LEVEL 3 2 POSTS REF NO: HRM 10/2016
Directorate: Dietetics Department

SALARY: R93 444 per annum

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: Grade 12 certificate. Be able to read and write. Good communication skills, ability to work in a team as well as independently, high motivation level and good interpersonal skills. Be able to stand for a long time, work shifts (day and night), weekends and public holidays. Follow the Batho Pele principles. Basic computer skills.

DUTIES: Accurately preparing of powdered infant and decanting of expressed breast milk and/or donated breast milk and specialized feeds for children and adults. Check expiry dates of all stock. Collect stock and labels for feeds from dieticians daily. Label all feeds/cups correctly according to patient details. Deliver feeds to wards. Check ward fridges daily for wastage and report to the supervisor. Check fridge temperatures in the kitchen twice daily. Report any problems to the supervisor immediately. Follow hygiene procedures as stipulated. Report illness to the supervisor.

ENQUIRIES: Ms. Ida Heyneke/Ms. Judy Schoeman Tel: (012) 354 1692/3253

APPLICATIONS: Application must submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

CLOSING DATE: 19 February 2016
ANNEXURE U

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SPORT, ARTS AND CULTURE

The Department of Sport, Arts and Culture is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply. The Department of Sport, Arts and Culture 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.

APPLICATIONS

Applications should be submitted to: The Head of Department, Department of Sport, Arts and Culture, Private Bag X 9549, POLOKWANE, 0700 or submitted by hand at 21 Rabe Street, POLOKWANE. Enquiries: Ms. Ledwaba M.S @ 015 284 4138 and Ms Hanyane N.P. @ 015 284 4133 Faxed or emailed will not be considered.

CLOSING DATE: 19 February 2016

NOTE: 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 identity document, valid driver’s license where required 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. "Shortlisted candidates for the above posts will be subjected to a Security clearance, and verification of qualifications. NB: faxed or e-mailed applications will not be considered. Communication will only be limited to shortlisted candidates and if you do not receive any response from us within three (3) regard your application as unsuccessful

OTHER POSTS

POST 05/140

DEPUTY DIRECTOR: LEGAL SERVICES REF NO: 2015/01

SALARY: R569 538 per annum (All-inclusive salary package). Salary level 11

CENTRE: Head office- Polokwane

REQUIREMENTS: Bachelor’s Degree in LAW or equivalent qualification. At least 3-5 years’ experience in Legal Service Environment. Knowledge of Interpretation and implementation of Social assistance Legislations and Administrative Justice. Competencies: Negotiating skills, People management, Financial solving, Planning and organizing, Time management, Strategic planning, Policy analysis and development, Good communications skills, Diversity management, Leadership skills, Change knowledge management, Creative legal thinking, Group dynamics, Facilitation skills, Co-ordination skills.

DUTIES: Furnish formal legal opinions to the Head of Department in connection with civil litigation matters. Prepare legal opinion and submission to the Head of Department. Provide legal advice and assistance to the Head of Department. Make legal inputs concerning policy formulation an implementation. Ensure that service delivery is not hampered by illegal actions of third parties and stakeholders by instituting legal proceedings and recovery of debts on behalf of the department. Collect evidence for purpose of litigation. Ensure that service delivery is not hampered by unfounded lawsuits by defending any claim or actions instituted against the department. Attendance of court proceedings for purpose of guiding counsel and giving instructions to protect the rights of the State. Liaise with the State Attorney in litigation matters including the briefing of counsel and correspondent attorneys. Provide legal representation to officials in criminal proceedings when charged for transgressions related to their officials functions. Ensuring that all obligations pertaining to payment of agency fees and costs are compiled with. Research and keep abreast of all developments in the legal field (studying or articles, opinions, circulars, legislation, etc) and assisting all legal personnel with research.

ENQUIRIES: Ms. Ledwaba M.S @ 015 284 4138 and Ms Hanyane N.P. @ 015 284 4133

POST 05/141

DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: 2015/02

SALARY: R569 538 per annum (All-inclusive salary package). Salary level 11

CENTRE: Head office- Polokwane
REQUIREMENTS: Bachelor Degree in Financial/ Public Management or Accounting, or equivalent qualification from a recognised institution of Higher Education. Extensive three (3) to five (5) years relevant experience in Acquisition Management. National Certificate in Public Procurement and Supply Management/ Strategic Sourcing and Supply Chain Management will be added as an advantage. Sound knowledge of PFMA, BAS, PPPFA and National Treasury Practice Notes and National Treasury Regulations. Administration and Organisational skills. Liaise with, and attend to Provincial Supply Chain Management forums. Excellent communication and report writing skills. Computer literacy in MS-Word, MS-Excel and MS-Power point. Valid and unendorsed vehicle driver’s licence. Clear understanding of National Treasury Supply Chain Management Guide for Accounting Officers/ Authorities.


ENQUIRIES: Ms. Ledwaba M.S @ 015 284 4138 and Ms Hanyane N.P. @ 015 284 4133

POST 05/142: DEPUTY DIRECTOR: APPOINTMENT SECRETARY REF NO: 2015/03

SALARY: R569 538 per annum (All-inclusive salary package). Salary level 11

CENTRE: Head office- Polokwane

REQUIREMENTS: Bachelor’s degree/National Diploma or equivalent qualification. At least 3-5 years’ experience within the Administrative services. Preparedness to work under pressure, travel extensively and work beyond normal working hours. Political relations skills. Policy analysis and development skills. Research skills. Report writing skills. Interpersonal relations skills. Strategic Capability and leadership skills. Communication skills (written and verbal). Problem solving and analysis. Facilitation and presentation skills. Planning and organising skills. Customer care. Computer literacy. A valid driver’s licence

DUTIES: Management of Executive Authority’s diary: Compile programmes and itinerary for the Executive Authority. Make appointment on behalf of the Executive Authority. Confirm all the appointments agreed to by the Executive Authority: Communicate with the relevant stakeholder regarding the proceedings of appointments. Reception of visitors and/or guests and managing the guests. Attend to all logistical matters both at the Executive Authority’s office and residence: Ensure proper maintenance and security of the Executive Authority’s office and residence, Handle furniture arrangements and ensure proper maintenance of the transport for the Executive Authority. Attending to the official travel matters of the EA. Manage resources in the office of the EA. Administration of office and general policy management.

ENQUIRIES: Ms. Ledwaba M.S @ 015 284 4138 and Ms Hanyane N.P. @ 015 284 4133

POST 05/143: ASSISTANT DIRECTOR: COMPLIANCE REF NO: 2015/04

SALARY: R289 761 per annum (All-inclusive salary package). Salary level 09

CENTRE: Head office- Polokwane

REQUIREMENTS: Bachelor’s Degree in Accounting, Finance/ Internal Auditing or equivalent qualification. At least 2-3 years’ experience in risk and compliance management. Presentation skill and reporting skill. Knowledge and ability to translate relevant legislations. Project management skills. Excellent communication and analytical skills. Accounting skills and internal Audit skills. Computer skills. A valid driver’s licence. Negotiation skills. Interpersonal relations skills. Project management skills, Knowledge of revenue and expenditure. Knowledge of assets and liability management.

DUTIES: Conduct internal audits and inspections of assets management and stores. Ensure the existence of internal control measures. Ensure compliance with rules and regulations. Coordinate Auditor-general and internal Audit queries and enquiries / coordinate internal and external audit management letters. Report on Audit findings. Ensure responses are provided on time. Checking of revenue collection, expenditure vouchers and payroll for compliance. Coordination of SCOPA resolutions to the units concerned for responses. Compile monthly reports on progress on the resolutions. Investigate and follow up on the detected irregularities.

ENQUIRIES: Ms. Ledwaba M.S @ 015 284 4138 and Ms Hanyane N.P. @ 015 284 4133
POST 05/144 : **ADMIN OFFICER: ACQUISITION REF NO: 2015/05**

**SALARY** : R196 278 per annum (All-inclusive salary package). Salary level 07

**CENTRE** : Head office- Polokwane


**DUTIES** : Invite price quotations through approved Departmental Suppliers database. Compile bid document for price quotations that exceed R30 000 (VAT inclusive) and bid administration. Capture approved requisitions / submissions into FINEST & BAS. Adequate record keeping and administering of Departmental Contracts. Serve as Secretarial to Bid Evaluation Committee. Receive and process service-rendered Tax invoices for payment.

**ENQUIRIES** : Ms. Ledwaba M.S @ 015 284 4138 and Ms Hanyane N.P. @ 015 284 4133

---

POST 05/145 : **ADMIN OFFICER: MUSEUM & HERITAGE REF NO: 2015/06**

**SALARY** : R196 278 per annum (All-inclusive salary package). Salary level 07

**CENTRE** : Head office- Polokwane


**ENQUIRIES** : Ms. Ledwaba M.S @ 015 284 4138 and Ms Hanyane N.P. @ 015 284 4133

---

POST 05/146 : **ARCHIVIST REF NO: 2015/07**

**SALARY** : R196 278 per annum (All-inclusive salary package). Salary level 7

**CENTRE** : Head office- Polokwane

**REQUIREMENTS** : Bachelor’s degree / National Diploma in Arts or equivalent qualification. At least 2 years’ experience within the relevant field. Knowledge of relevant government prescripts. Good verbal and written communication skills planning and organising skills. Basic computer skills. Project planning and report writing. Problem solving skills. Good interpersonal relations. Workplace relations. Problem solving. Ability to work under pressure.

**DUTIES** : Design, evaluate, implement and maintain records classification systems: design records classification systems in consultation with client offices, which includes all governmental bodies, ensure that client offices submit draft records classification systems for evaluation and approval by the Provincial Archivist. Provide records management training; prepare an annual training programme, update the training manual and compile in line with policies and procedures. Conduct appraisal of records for disposal purposes: conduct a contextual analysis, a comprehensive study of the organisation concerned, Provide professional support and advice to stakeholders: Conduct presentation on archives and records management based on the need or request received. Collect, arrange, describe and preserve non-public and public records. Promote and market archival functions and services.

**ENQUIRIES** : Ms. Ledwaba M.S @ 015 284 4138 and Ms Hanyane N.P. @ 015 284 4133

---

POST 05/147 : **ADMIN CLERK: ACQUISITION REF NO: 2015/08**

**SALARY** : R132 399 per annum (All-inclusive salary package). Salary level 5
CENTRE: Head office-Polokwane

REQUIREMENTS: Grade 12 / Matric / Senior Certificate or equivalent qualification. Computer skills. Planning and organising skills. Good verbal and written communication skills. Workplace relations. Problem solving. Valid driver’s licence will be an added advantage.

DUTIES: Invite price quotations through approved Departmental Suppliers Database. Compile bid document for price quotations that exceed R30 000 (VAT inclusive) and bid administration. Capture the approved requisitions / submission into FINEST & BAS. Adequate record keeping and administering of Departmental Contracts. Receive and process service-rendered Tax Invoices for payment.

ENQUIRIES: Ms. Ledwaba M.S @ 015 284 4138 and Ms Hanyane N.P. @ 015 284 4133

POST 05/148: HUMAN RESOURCE OFFICER REF NO: 2015/09

SALARY: R132 399 per annum (All-inclusive salary package). Salary level 5

CENTRE: Head office-Polokwane

REQUIREMENTS: Grade 12 / Matric / Senior Certificate or equivalent qualification. Computer skills. Planning and organising skills. Good verbal and written communication skills. PERSAL system. Workplace relations. Problem solving.


ENQUIRIES: Ms. Ledwaba M.S @ 015 284 4138 and Ms Hanyane N.P. @ 015 284 4133

POST 05/149: DRIVER/MESSENGER REF NO: 2015/10

SALARY: R110 739 per annum (All-inclusive salary package). Salary level 4

CENTRE: Head office-Polokwane

REQUIREMENTS: Grade 10/Standard 8/ Form 3 or equivalent. Valid driver’s licence and Public Drivers Licence as an added advantage. Competencies: Communication skills: Time management. Organising, confidentiality and writing skills.

DUTIES: Deliver and collect mail outside and within the office of the MEC. Transport documents from different destination. Drive light and medium motor vehicles. Conduct routing maintenance on allocated vehicles and report defects timely.

ENQUIRIES: Ms. Ledwaba M.S @ 015 284 4138 and Ms Hanyane N.P. @ 015 284 4133
ANNEXURE V

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
PROVINCIAL TREASURY

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. It is our intention to promote representivity (race, gender and disability) through the filling of these posts, and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

APPLICATIONS: Application must be forwarded to: The Head of Department, Northern Cape Provincial Treasury, Private Bag, X5054, Kimberley, 8300
FOR ATTENTION: Mr M. Ngcobo
CLOSING DATE: 19 February 2016
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service department, which must be originally signed, and completed in full by applicant. A recently original certified copy of your Identity Document, qualifications (including academic record) and 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. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, e-mailed applications, or application received after the closing date will be disqualified. Due to the large volume of responses anticipated, receipt of application will not be acknowledged and correspondence will be limited to short-listed candidates only. The department reserves the right not to make appointment(s). Please forward the applications for the post quoting the relevant reference number to:

MANAGEMENT ECHELON

POST 05/150: GENERAL MANAGER: ASSETS AND LIABILITIES REF NO: NCPT/2016/08

SALARY: R 1 042 500 – R 1 246 449 (all package inclusive)
CENTRE: Kimberley
REQUIREMENTS: Three year bachelor degree (NQF 7) in Finance/Accounting. 10 years’ experience in financial management or accounting of which 5 years must be at senior management level. Computer literacy with strong comprehensive of financial systems. Management skill at senior management level and a demonstration knowledge of capacity to interpret, analyse and present complex financial information. Track record in preparing and management of strategic business plans and budgeting, expenditure and revenue, would be an added advantage. Knowledge of legislation, policies, framework and relationship between different spheres of government in terms of PFMA, Treasury Regulations and GRAP. A valid driver’s license. COMPETENCIES AND COMPETENCIES: Knowledge of Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations, GRAP and GAAP. Administration procedures relating to specific working environment including norms and standards, Planning and organizing, Compilation of management reports, Financial Reporting, Accounting reforms in the Public Sector, Management Accounting, Strategic Planning and Leadership, Budgeting and Financial Management, Public Service laws and regulations, Functioning of provincial Treasury and more specifically cash management and banking services, Provincial Revenue Fund, budgets etc. Report writing, Communication, Accounting and auditing skills, Networking skills, Financial management, People management/change management, Interpersonal relationship, Problem solving and decision making, Ability to interpret directives and policy and implementation thereof, Conflict Management, Project Management, Analytical thinking, Facilitating, Mentoring. Policy development, Training and Research skills.

DUTIES: The incumbent shall be responsible for the efficient management and administration of the Chief Directorate, including the effective utilization and training of staff, the maintenance of discipline and the promotion of sound labour relations. He/she shall be primarily responsible of Supply Chain Management in all provincial departments, municipalities and entities/ Facilitation of all national and provincial transversal contracts. Monitoring the development and maintenance of a credible provincial supplier’s database. Providing assistance to the provincial departments to identify assets and maintain up-dated asset
registers, Implementing and monitoring disposal procedures. Popularises the use of Vulindlela and Basic Accounting System by departmental management. Oversees transversal financial system integrity. Implementing LOGIS financial system in all provincial departments. Providing leadership on cash flow management. Building capacity and skills required for PPP implementation. Facilitate and promote the developmental issues in conjunction with relevant role-players, for new PPP opportunities. Ensure provincial compliance with IDIP and IDMS requirements and support infrastructure management and monitoring to ensure steady inflow of infrastructure funding to the province. Please note that successful candidates will be required to sign a performance agreement and will be subjected to a competency assessment and security clearance. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

ENQUIRIES

: Mr. H.V. GUMBO (053) 830 8407

OTHER POSTS

POST 05/151

MANAGER: LEGAL SERVICES AND LABOUR RELATIONS REF: NCPT/2016/10

SALARY

: R569 538 – R670 890 per annum (All Inclusive Package)

CENTRE

: Kimberley

REQUIREMENTS


DUTIES

: Manage and monitor the labour relations function in the department. Manage the administration of misconduct cases and ensuring that they are disposed of within the prescribed periods. Coordinate the representation of the department in the relevant forums dealing with legal administration and labour relations e.g. Bargaining Councils. Monitor investigation of misconduct cases. Monitor and ensure procedural and substantive compliance in disciplinary processes within the department. Develop policies regarding the Promotion of Access to Information, Promotion of Administrative, Promotion of Equality and Elimination of Unfair Discrimination and other legislation. Conduct labour relations training by coordinating the compilation of the quarterly case law reviews and ensure that they are circulated to staff accordingly, and managing the conducting of labour relations workshops within the department accordingly. Manage and monitor the legal services function in the department. Co-ordinate all matters relating to litigation, conciliation and arbitration at any dispute resolution forum and court. Provide advice on legal processes, through the analysis and evaluation of departmental requirements. Monitor and review progress on ongoing and outstanding litigation matters. Monitor contract management services. Keep abreast with legal developments in the Public Service. Manage the advice given to management and line-functionaries on the legal and policy-implications of decisions taken. Manage the provision of advisory services, legal opinions, etc. to the department in relation to Administrative, Labour, Constitutional and Contract Law; among others. Manage grievances and ensure that they are administered in line with the rules for dealing with grievances in the Public Service. Manage the handling of grievances lodged and monitor that prescribed periods are adhered to. Coordinate the submission of grievances reports to the prescribed forums and ensure that it is done within the prescribed timeframes. Manage the relationship with organized labour within the department. Engage organized labour in Labour Relations matters. Ensure that organized labour/stakeholder meetings and
consultations are adhered to accordingly. Negotiate, consult or share information with organized labour when appropriate in line with the department’s policies and in compliance with the law.

ENQUIRIES : Mr T. NGAMOLE (053) 830 8312

POST 05/152 : ASSISTANT MANAGER: MUNICIPAL ACCOUNTING SERVICES REF NO: NCPT/2016/01

SALARY : R361 659 – R426 009 per annum
CENTRE : Kimberley
REQUIREMENTS : An appropriate three year Bachelor’s Degree (NQF/7) (B.com or B. Acc) or National Diploma (NQF/6) in Accounting with Accounting 3 as a major subject. A minimum of 3 years relevant experience in an accounting environment with exposure to the processes of preparing financial statements, preferably within a municipal environment (Articles will serve as an added advantage). A valid driver’s license. SKILLS AND COMPETENCIES: Good knowledge of accounting standards, guidelines and frameworks i.e. GRAP, GAMAP, IFRS, etc. Knowledge of MFMA and other applicable legislation, regulations and prescripts. Analytical thinking, problem solving, report writing, communication (written and verbal), interpersonal and presentation skills. Planning, organizing and preparation of management reports. Computer literate (MS. Word, excel & power point). Ability to analyze financial data and Auditor-General reports. Work under pressure with minimum supervision.

DUTIES : Monitor, assist and guide delegated municipalities with the implementation of GRAP and related accounting standards, framework guidelines etc. for accurate and complete financial reporting. Review the accounting systems and processes and implement strategies to improve the integrity of financial data. Monitor, assist and guide delegated municipalities to improve in audit outcomes. Provide/facilitate training in accounting standards, frameworks, guidelines etc. Maintain a library of financial information (AFS, Auditor-General Reports, etc.).

ENQUIRIES : Mr E.H Salome (053) 802 5084

POST 05/153 : ASSISTANT MANAGER: ASSET MANAGEMENT REFERENCE: NCPT/2016/02

SALARY : R 289 761 – R 350 025 per annum
CENTRE : Kimberley

DUTIES : Monitor the maintenance of the Asset Register. Ensure the bar-coding of new assets: ensure the assigning of assets to officials, plan and report on physical verification of assets, authorize asset movements, and conduct monthly reconciliation of assets between BAS and LOGIS. Coordinate redundant/obsolete and losses/theft of assets: Identify redundant/obsolete assets, record missing and disposal of assets, compile a list of identified assets to losses, theft and disposal committee for recommendation, ensure that all unused assets are stored in an access control place, submit all reported cases to security unit for internal investigation, present all reports of losses and theft to losses, theft and disposal committee for recommendation, follow up on reported cases with security unit. Facilitate the applications of Cell phones and 3G contracts: Compile a memo for new applications/upgrades of cellphones and 3G contracts; ensure allocations of cellphones and 3G cards to end-users. Manage personal allocation files, cancel and upgrade contracts, check and verify invoices prior payment, update the cellular phone register on a monthly basis.

ENQUIRIES : Ms. N. Lethuli (053) 830 8338
POST 05/154 : ASSISTANT MANAGER: ORGANIZATIONAL EFFICIENCY REF NO: NCPT/2016/03

SALARY : R289 761 – R 350 025 per annum
CENTRE : Kimberley
REQUIREMENTS : An appropriate three (3) year tertiary qualification in Management Services/Organizational Work Study (NQF/6 or 7). 3 years’ experience as a Senior Organizational Development Officer. 2-3 experience in a similar environment. Valid Driver’s licence


DUTIES : Co-ordinated Job Evaluation process in the Department: Receive job evaluation requests and coordinate job analysis. Analyse and capture the coordinated information on the Equate system. Prepare necessary documentation for the JE panel meeting. Liaise with the Office of the Premier regarding the date and time for the panel and quality assurance meeting. Qualifies assure job evaluation reports and job description with the Office of the Premier. Amend the job report as recommended by the Office of the Premier. Present posts in the Office of the Premier for job evaluation to the panel sitting. Receive submission of all approved posts and communicate the outcome to relevant stakeholders. Keep abreast with the new development of job evaluation matters. Facilitate the development of job description within the Department: Identify and prioritize job descriptions to be developed and reviewed. Facilitate the development and review of identified job descriptions. Quality assure job descriptions before final sign-off by the incumbents. Maintain job description database. Provide advice to the clients on matters relating to job descriptions. Provide organizational design and establishment services within the Department: Provide assistance in the development of the organizational structure. Liaise with Office of the Premier and the Department of Administration (DPSA) regarding the development of the organisational structure. Review and align the structure with the PERSAL establishment of the Department. Receive requests for creation of newly established posts. Create and abolish posts in the PERSAL system. Monitor updating of information on PERSAL.

ENQUIRIES : Mr. N.H. Cloete (053) 830 8234
ANNEXURE W

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF CULTURE, ARTS AND TRADITIONAL AFFAIRS

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

APPLICATIONS

Applications should be forwarded to the Director: HRM, Department of Culture, Arts and Traditional Affairs, Private Bag X90, Mmabatho 2735 or delivered to Gaabomotho Building, between Mmabatho Convention Centre and Broadcasting Centre. Please note that some of these posts are being re-advertised. People who applied previously are encouraged to apply.

FOR ATTENTION

The Director: Administrative Support Services

CLOSING DATE

12 February 2016

NOTE

People from the designated groups, especially women and disabled people, are encouraged to apply and will be given preference. Applications must be accompanied by a signed Z83 and recent updated comprehensive CV, certified copies of all qualifications and ID document as well as the names of three (3) referees. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of foreign qualifications must furnish this Department with the evaluation certificate from the South African Qualifications Authority (SAQA). It will be expected of candidates to be available for selection interviews on a date, time and place determined by the Department. Candidates who have previously applied are encouraged to re-apply. Applications received after the closing date will not be considered. The successful candidates will be expected to sign a performance agreement after assumption of duty, as well as an employment contract. NB: The Department reserves the right not to fill the posts.

Please Note: Security clearance will be conducted on all short-listed candidates and appointment will be subject to positive security clearance. We encourage all applicants to declare any criminal and/or any negative credit records.

MANAGEMENT ECHELON

POST 05/155

DIRECTOR: ARTS AND CULTURE

SALARY

All-inclusive salary package of R864 177 per annum in terms of the SMS policy, which can be restructured according to the individual’s needs (Level 13)

CENTRE

Head Office, Mmabatho

REQUIREMENTS

3-year National Diploma or Bachelor’s degree in the field of Arts and Culture, Heritage or any other relevant field, Postgraduate qualification in Social Science will be an advantage, At least 3-5 years’ proven experience in a managerial and leadership position, Extensive knowledge and understanding of the Arts and Culture sector, In-depth knowledge of Government legislation, policies and the National Programme of Action, High level of financial and people management skills, Ability to inspire staff and communicate effectively in a wide range of situations, Change and knowledge management skills, Programme management and Service Delivery Innovation (SDI), Problem-solving and analytical skills, Client orientation and customer focus, Strong strategic and leadership abilities, Good communication and interpersonal skills, Good networking skills.

DUTIES

KPA: Develop and implement an SSME Development Plan geared towards the establishment of a business culture within the Creative Industries Sector, Develop a sustainable, integrated, Heritage Resource Management Plan involving the community therefore ensuring that they benefit from the Heritage of the Province • Develop a Financial Plan and Budget Management process, Develop and manage a plan that promotes language development aimed at integrating society thereby contributing towards the social cohesion project, Develop a competency framework designed to measure performance of Human Resource within the Directorate, Infuse Batho Pele culture into Directorate activities. Provide strategic leadership as well as effective and efficient management and administration of the Arts, Culture and Heritage Directorate, Oversee the interpretation and implementation of Arts, Culture and Heritage-related policies as well as oversee the development of regulations in line with the White Paper on Arts, Culture and Heritage, the Mmabana Act and Provincial Arts and Culture Council Act and other related legislation, Promote and encourage access to, participation in, and enjoyment of the Arts, Culture and Heritage activities, See to the integration of
Arts and Culture into all aspects of socio-economic development, Ensure timeous preparation and submission of Business Plans, budgets and reports, Advise the office of the Chief Director on matters related to Arts, Culture Heritage Language and Museums, Develop appropriate procedures relating to all aspects of the directorate as well as procedures in terms of the new Public Service regulations, Continuously study and analyse the Arts and Culture policies, programmes and practices, so as to keep Senior Management informed of new developments, Plan, implement and monitor the development of Arts, Culture and Heritage physical resources such as Art Centres, Museums and Heritage sites and monuments, Develop, maintain and monitor sound relations with all our stakeholders and partners, Plan and develop proper research practices in relation to the national, international trends on all matters relating to the Arts, Culture Heritage and Museums, Develop and maintain appropriate records of all provincial and national heritage resources within the Province.

ENQUIRIES: Mr Thabo Mabe, tel. (018) 388-2902

OTHER POSTS

POST 05/156: DEPUTY DIRECTOR: RECREATION

SALARY: All-inclusive salary package of R569 538 per annum in terms of the MMS policy, which can be restructured according to the individual’s needs (Level 11)

CENTRE: Head Office, Mmabatho

REQUIREMENTS: 3-year Bachelor’s degree in Recreation Management and Leisure fields or equivalent qualification coupled with relevant experience, Proven experience in conceptualisation and implementation of Siyadlala Mass Participation Strategy, In-depth knowledge of all relevant policies and legislation, Ability to work independently and under pressure with excellent written and verbal communication and presentation skills as well as computer literacy, Valid driver’s licence, Ability to work with all age groups and to ensure full understanding of gender equality and representation.

DUTIES: Perform generic management functions, Plan and develop Siyadlala Community Mass Participation Programmes and Strategies, Promote and implement indigenous games, Draft and develop Siyadlala Mass Participation policies, Conduct research according to the needs of Siyadlala Mass Participation Programmes, Facilitate and coordinate Indigenous Games with relevant stakeholders, Monitor and evaluate Siyadlala Mass Participation Programmes, Represent the Department at various Siyadlala Mass Participation meetings.

ENQUIRIES: Mr TJ Mpuiusang, tel. (018) 388-2739

POST 05/157: ASSISTANT DIRECTOR: EVENTS MANAGEMENT

SALARY: R289 761 per annum (Level 9)

CENTRE: Head Office, Mmabatho

REQUIREMENTS: Recognised Bachelor’s degree in Public Relations, Marketing, Journalism or equivalent qualification • Relevant work experience • Knowledge of Public Relations, Marketing and Communication and Government processes • Ability to work independently and under pressure, with little supervision marketing management and publication production • Knowledge of finance, project management and systems thereof • Knowledge of graphics and project /events management and application systems thereof • Preparedness to work long and irregular hours • Code 08 driver’s licence is essential.

DUTIES: Assist in the development of an events management strategy • Assist in coordination of events within the Department • Assist in the formulation of an events management team of the Department • Assist in research and reporting on the impact of events and campaigns of the Department • Be responsible for departmental calendar of events • Conceptualise an events management policy and monitor implementation and impact.

ENQUIRIES: Ms Shirley Montsho, tel. (018) 388-2763/4

POST 05/158: ASSISTANT DIRECTOR: SECURITY MANAGEMENT

SALARY: R289 761 per annum (Level 9)

CENTRE: Head Office, Mahikeng

REQUIREMENTS: 3-year degree/National Diploma in Security Management plus credible experience in the field of security and risk management, of which at least 3-5 years must have been at supervisory level, Experience in the following specific
fields of security is recommended: Physical security; personnel security; document security; communication security; IT security; security investigations, Good leadership and managerial skills, Ability to communicate effectively at all levels, both verbally and in writing, Ability to motivate and train people, Good human relations skills, Ability to manage conflict situations effectively, High standards or proposed levels of achievement, Questioning attitude and be able to discover and use new ideas.

**DUTIES**

- Manage the total security function (personnel, document, physical, communication, computer, occupational health, safety and environment) of the department.
- Draft internal security policy, based on the MISS document (national information security policy) and advise management on amendments to such a policy.
- Advise management regarding the security implications of management decisions.
- Devise all security measures and procedures for the department, based on security policy.
- Evaluate and improve the effectiveness of security measures and procedures.
- Ensure the security training of all officials.
- Run a security awareness programme in the department.
- Monitor the extent of adherence to and compliance with the security policy and measures (including that officials with access to sensitive information are vetted).
- Initiate corrective/disciplinary steps in case of non-adherence, in line with the policy on misconduct.
- Liaise regularly with SSA for advice, assistance and information regarding information security.
- Liaise with the SAPS regarding all physical security needs and problems in order to ensure effective security.
- Ensure the effective implementation of all security measures.

**ENQUIRIES**

Mr T Mpuisang, tel. (018) 388-273

**POST 05/159**

ASSISTANT DIRECTOR: LIBRARY SYSTEMS

**SALARY**

R289 761 per annum (Level 9)

**CENTRE**

Head Office, Mafikeng

**REQUIREMENTS**

- Degree or diploma (NQF Level 6) in Library and Information Studies.
- 3 years’ experience in library service.
- Good knowledge of Library Management Systems.
- Basic computer software, hardware and operating systems.
- Valid driver’s licence and willingness to travel.

**ENQUIRIES**

Mr T Mpuisang, tel. (018) 388-273

**POST 05/160**

PRINCIPAL LIBRARIAN: LIBRARY SYSTEMS

**SALARY**

R243 747 per annum (Level 8)

**CENTRE**

Head Office Mafikeng

**REQUIREMENTS**

- Degree or diploma (NQF Level 6) in Library and Information Studies.
- 3 years’ experience in a community library/district library.
- Knowledge of library management system (eg Slims).
- Basic computer software, hardware and operating systems.
- Valid driver’s licence and willingness to travel.

**DUTIES**

- Support the development, maintenance and provision of library management systems.
- Facilitate the implementation and monitoring of Public Internet Access in community libraries.
- Develop and update procedure manuals for the use of computers, Internet and library management systems in community libraries.
- Facilitate the procurement of computer hardware and software for the Directorate.
- Provide ongoing professional support and training on the library management system to the Directorate.

**ENQUIRIES**

Mr IL Segone, tel. (018) 388-3962

**POST 05/161**

CULTURAL OFFICER 6 POSTS

**SALARY**

R196 278 per annum (Level 7)

**CENTRE**

- Ngaka Modiri Molema District (Ramotshere Moilwa Service Point, Tswaing Service Point).
- Bojanala District (Kgetleng Service Point, Dr Kenneth Kaunda District (Tlokwe Service Point x 2), Dr Ruth Segomotsi Mompati District (Molopo Service Point).

**REQUIREMENTS**

- Bachelor’s degree/National Diploma in Arts Administration plus relevant experience in the field of arts and culture.
- Computer literacy.
- Valid driver’s licence.
- Knowledge of applicable policies and procedures at provincial and
national level, Knowledge of arts and culture and Public Service delivery strategies, Indigenous knowledge.

**DUTIES**
Identify, develop and promote artists and crafters as well as implement projects related to performing and visual arts and craft, Create awareness programmes for crafts, performing and visual arts and crafts, Render administrative functions in relation to programmes that are implemented, Implement and promote arts, culture and heritage programmes, Administer language programmes in the service point area, Develop and update database.

**ENQUIRIES**
Dr Kenneth Kaunda District: Ms C Motjuwadi, tel. (018) 294-6860
Dr Ruth Segomotsi District: Mr T Motsumi, tel. (053) 927-1190
Ngaka Modiri Molema District: Mr KJ Lebotse, tel. (018) 384-1391
Bojanala District: Mr A Sekati, tel. (014) 594-8500

**POST 05/162**
**MUSEUM EDUCATIONAL OFFICER**

**SALARY**
R196 278 per annum (Level 7)

**CENTRE**
Mafikeng Museum

**REQUIREMENTS**
3-year diploma/degree in the field of Museums & Heritage/IKS/Tourism & Conservation/Social/ Human Sciences, 2-3 years’ experience in the above-mentioned fields, Background on research, curation, exhibitions, public outreach programmes, events coordination and project management, interpersonal and liaison skills, Computer literacy, Knowledge of Batho Pele principles.

**DUTIES**
Conceptualise exhibitions, educational and outreach programmes, Organise schools, public and communities to visit the museum, Conduct tours in the museum and neighbouring heritage sites, Coordinate museum events and activities, Liaise with relevant structures to promote the museum (ie NWMC, etc), Undertake site visits to museums and heritage sites, Compile reports for the museum, manage collections and exhibitions.

**ENQUIRIES**
RasMpho Molapisi, tel. (018) 388-3692

**POST 05/163**
**CHIEF LIBRARY ASSISTANT**

**SALARY**
R196 278 per annum (Level 7)

**CENTRE**
Dr RS Mompati District Library: Vryburg

**REQUIREMENTS**
Matric, 3 years’ experience in library service, Computer literacy, Driver’s licence.

**DUTIES**
Process and deliver library materials to community and institutional libraries in the district, Procure goods and services required in the district library, Perform administrative duties in the district library, Provide support in the Directorate and Departmental events, Supervise district operational duties.

**ENQUIRIES**
Mr J Govender, tel. (053) 927-1190

**POST 05/164**
**SENIOR LIBRARIAN 2 POSTS**

**SALARY**
R196 278 per annum (Level 7)

**CENTRE**
Ngaka Modiri Molema District Library: Lichtenburg

**REQUIREMENTS**
Degree or diploma (NQF Level 6) in Library and Information Studies, At least 2 years’ experience in library field, Valid driver’s licence and willingness to travel, Computer literacy.

**DUTIES**
Provide professional guidance and support to community libraries, Monitor and evaluate community library services, Allocate and process library resources to community libraries, Gather data and compile monthly, quarterly and annual reports on the activities of community libraries.

**ENQUIRIES**
Ngaka Modiri Molema District Library: Mr G Maphoto tel. (018) 632-1790/1676
Dr RS Mompati District Library: Mr J Govender tel. (053) 927-1190

**POST 05/165**
**CONDITIONAL GRANTS ADMINISTRATION POSTS**
NB: These are fixed-term contracts ending on 31 March 2017, which are reviewed annually based on performance and availability of funds. POSTS 11: Librarian: Community Libraries (3 Posts)

**SALARY**
R196 278 per annum (Level 7)

**CENTRE**
Bojanala District: Moses Kotane Local Municipality: Tlokweng Community Library, Ngaka Modiri Molema District, Mahikeng Local Municipality: Lomanyaneng Community Library, Tswaing Local Municipality: Delareyville Community Library

**REQUIREMENTS**
BBibl degree or equivalent qualification, Computer literacy, Code B driver’s licence will be an added advantage.
**DUTIES**

Provide professional library and information services, which include reference and information services. Participate in planning and implementing of reading awareness programmes. Circulate library materials. Keep statistical records of library usage. Report on library activities on a monthly basis.

**ENQUIRIES**

Bojanala District: Mr M Moalusi, tel. (014) 538-1290
Ngaka Modiri Molema District: Mr L Mapholo, tel. (018) 632-1790/1676
ANNEXURE X

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH

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

NOTE: It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

MANAGEMENT ECHELON

POST 05/166: SENIOR MANAGER: MEDICAL SERVICES

SALARY: R 1 174 413 per annum (A portion of the package can be structured according to the individual’s personal needs.)

CENTRE: Chief Directorate: General Specialist and Emergency Services

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as a Medical Practitioner. Competencies (knowledge/skills): Knowledge of Human Resource Management, Financial Management and policies relevant to the Government and Health Services. Strong leadership, strategic, operational and contingency planning, managerial and organisational skills. Sound knowledge of the delivery of quality health services within the general specialist services component of the department of health. Practical knowledge of the Vision of the Department. Appropriate and proven managerial experience in the Public Healthcare sector especially in a Psychiatric/ Regional Hospital Service environment. Note: No payment of any kind is required when applying for this post. Expected date of filling: 1 June 2016. *Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payments of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status “

DUTIES:
Key result areas/outputs: Overall strategic and operational management of clinical services, clinical governance and quality improvement of the general specialist and psychiatric hospitals. Continuous improvement of internal efficiency, effectiveness and appropriateness of clinical services, ensuring well-functioning clinical centre management of the various institutions, within available resources. Liaise with members of the hospital management and other appropriate service entities; and participate in strategies to strengthen the health care system to ensure equity of access. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Ensure the effective, sufficient and sustainable functioning of the General Specialist and Psychiatric Hospitals within National and Provincial Health policies. Provide support to teaching, clinical training and research that takes place within the General Specialist and Psychiatric facilities.

ENQUIRIES: Dr S Kariem, tel. no. (021) 918-1506
APPLICATIONS: The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION: Ms C Versfeld
CLOSING DATE: 19 February 2016
POST 05/167 : DEPUTY MANAGER NURSING (LEVEL 1 & 2 HOSPITALS)

SALARY : R655 257 per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE : Oudtshoorn Hospital Eden District

REQUIREMENTS : Minimum educational qualifications: 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. Proof of current registration i.e. annual licensing receipt for 2015 and proof of payment for 2016. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Sound knowledge of financial management, application and implementation of regulations policies and standards pertaining to nursing practises and care regimes. Ability to work effectively in a management and multidisciplinary team, work under pressure, meet deadlines and solve complex problems. Note: No payment of any is required when applying for this post. Shortlisted candidates may be subjected to a practical evaluation test.

DUTIES : Key result areas/outputs: Provide guidance on leadership and innovation to realise the strategic goals and objectives of the Nursing Directorate. Promote effective and efficient management of human and material resources as well as financial governance. Establish, maintain and participate in inter-professional and multidisciplinary teamwork that promotes efficient, effective and quality patient care. Promote and implement change management strategies within nursing governance.

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

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

FOR ATTENTION : Ms S Pienaar

CLOSING DATE : 19 February 2016

POST 05/168 : OPERATIONAL MANAGER NURSING: (SPECIALITY AREA: OBSTETRICS)

(Chief Directorate: Metro District Health Services)

SALARY : R433 029 (PN-B3) per annum

CENTRE : Michael Mapongwana Community Health Centre

REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to do after-hour and standby duties. Competencies (knowledge/skills): Basic computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution skills. Good organisational skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Note: no payment of any kind will be required when applying for this post.

DUTIES : Key result areas/outputs: Manage, plan, co-ordinate and maintain an optimal, specialised nursing service in an Obstetrics setting. Effectively manage and utilise human and financial resources to ensure optimal operational functions. Initiate and participate in training and research. Provide support services to the nursing

ENQUIRIES : Ms C Steyn, tel. no. (021) 360-4713
APPLICATIONS : The Director: Khayelitsha/Eastern Sub-structure Office, Khayelitsha District Hospital, Corner of Steve Biko and Walter Sisulo Drive, Khayelitsha, 7784.
FOR ATTENTION : Ms Z Willie
CLOSING DATE : 19 February 2016

POST 05/169 : OPERATIONAL MANAGER NURSING (SPECIALITY: NEPHROLOGY)

SALARY : R 433 029 (PN-B3) per annum
CENTRE : Groote Schuur Hospital, Observatory
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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Nephrology or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirements of the job: Will be required to work shifts, public holidays and weekends. After hours/weekend cover for the nursing department and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Strong leadership and management skills including supervisory, problem-solving, conflict resolution, motivational and interpersonal skills. Ability to manage with in the human resource parameters with regards to labour relations, time management, disciplinary and grievance procedures recruiting and training and development. Knowledge and understanding of nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols. Good (verbal and written) communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint, Outlook). Ability to understand basic finances to stay within allocated budgets and active participation and understanding of the Functional Business Unit. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Responsible for the coordination and delivery of person-centered quality nursing care by the nursing team in accordance with the scope of practice and nursing standards within the relevant department. Participate in the setting, implementation and monitoring of policies guidelines, standards, procedures, programs, practices and regulations. Manage, monitor and ensure proper utilisation of physical, human and financial resources. Participate in multidisciplinary teamwork that promote efficient and effective health care. Collect, provide and utilise relevant health information for the enhancement of service delivery and participate in and encourage nursing research. Provide effective support, leadership, direction and management of human resources including the management of performance and underperformance, training and personal development of employees under his/her supervision including management of grievances.

ENQUIRIES : Ms MJ Ross, tel. no. (021) 404-2071
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 19 February 2016