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

AMENDMENTS

DEPARTMENT OF WATER AND SANITATION: POST 05/71: DIRECTOR: STRATEGIC SUPPORT REF NO: 120216/05 which was advertised with the closing date of 12 February 2016. The correct requirement is any relevant degree is required. POST 05/77: CONTROL ENGINEERING PRODUCTION GRADE A REF NO: 120216/12 which was advertised with the closing date of 12 February 2016. The correct centre is Potchefstroom.

GAUTENG INFRASTRUCTURE FINANCING AGENCY: Kindly note that Post 05/105: Secretary which was advertised in circular no: 05 is withdrawn from the Public Service Vacancy Circular.
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ANNEXURE A

DEPARTMENT OF DEFENCE

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

NOTE : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which 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). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. 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. Successful candidates will be appointed on probation for the period of twelve (12) months in to the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons not employed by the DOD/Public Service may thus not apply for the vacancies advertised in this Circular.

OTHER POSTS

POST 06/01 : SENIOR STATE ACCOUTANT, REF NO: CFO 16/2/1

SALARY : Level 8 (R243 747 per annum).

CENTRE : Financial Management Division, Directorate Finance Support Services, Contract Admin, Pretoria

REQUIREMENTS : Minimum requirement: B degree in Law or studying towards a LLB will be a strong recommendation or Diploma in further education studies coupled with at least three years relevant experience or grade 12 certificate with a minimum of seven years relevant experience. Studies or experience with Contract management. Good knowledge of the Public Finance Management Act (PFMA), Policy prescripts relating to Studies at State expense. Analytical thinking ability and problem solving skills. Communication skills (verbal and written). Ability to compile effective reports, letters, memorandum, minutes and statistics. Must be able to work in a team and operate independently. Must have good interpersonal relations. Receptive to work-related suggestions /ideas and decisive/persevering in respect of task finalisation. Valid driver’s license and Experience in a supervisory level would serve as a strong recommendation. Must be able to obtain security clearance within a year.

DUTIES : Assist with research, drafting, negotiating and litigation of formal and study contracts, as requested by different clients. Attending to meetings, negotiations and legal opinions as directed by the Assistant Director Contract Services. Represent the Department of Defence and assist the State Attorney and appointed Legal Council with litigation in terms of contracts. Provide monthly and quarterly management information reports to the Assistant Director Contract Services. Attend to Reimbursements and contractual obligations. Management of Personnel under your direct supervision. Management of the complete administration process of study contracts within the Sub-directorate.

ENQUIRIES : Mr. P.J. Rabie, (012) 392

APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications
may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

**POST 06/02**

**SENIOR STATE ACCOUNTANT, REF NO: CFO 16/2/2**

**SALARY**
Level 8 (R243 747 per annum).

**CENTRE**
Finance Management Division, Chief Directorate Budgeting, Directorate Budgeting (Armament), Defence Head Quarters, Erasmuskloof, Pretoria.

**REQUIREMENTS**
Applicable tertiary qualification (NQF 6) will be a strong recommendation or Grade 12. Financial Management Systems (FMS) and Information Centre (ICS) qualified and able to draft complex programs in this regard as well as basic knowledge of database design and computer programming with a thorough knowledge of MS Excel and Word. Sound mathematical and problem solving ability. Broad exposure in budget preparation process, Capital projects and Costing of Strategic plan. Well-developed verbal and written communication skills, able to maintain good inter-personal relations, adaptable and resourceful. Ability to effectively function as part of a team. Receptive to work-related suggestions/ideas and decisive/persevering in regard of task finalisation. Preferably in possession of a drivers licence, a valid DOD vehicle will serve as a recommendation. Successful applicant will be required to obtain a Secret security clearance.

**DUTIES**
Assist in enhancing Costing Tables. Canalise and scrutinise all received cost data. Handle all administrative functions in respect of cost meetings and presentations. Update and maintain costing data. Update “REDLIGHT” (Capital Projects) in regard of expenditure, baseline amendments and critical financial information. Act as Secretary during monthly Costing Steering Committee meetings. Recording, filing and general administration in respect of “REDLIGHTS” Supervising and managing all subordinates who resort under control of the post.

**ENQUIRIES**
Mr A.A. Jordaan Tel (012) 355-5848

**APPLICATIONS**
Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. NOTE: (Please use reference number not Post number)

**POST 06/03**

**FINANCE CLERK SUPERVISOR, REF NO: CFO 16/2/3**

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

**CENTRE**
Finance Management Division, Chief Directorate Accounting, Directorate Central Accounts, Sub-Directorate Debtors Accounts, Debtors Management- Durban.

**REQUIREMENTS**
Minimum requirements: B Degree/ three year National Diploma with finance related subjects with a minimum of two (02) years relevant experience or Grade 12 certificate with finance related subjects with a minimum of three (3) years experience in debtors management. Computer literate: MS Office, MS Word and Excel. Knowledge of the PERSOL/PERSAL mainframe applications and programs as used in the Public Service and/or the Department of Defence (DOD) would be a strong recommendation. Basic knowledge of the processes and procedures with regard to the collection, recording and management of debt and the related accounting transactions and actions are required. Reasoning, mathematical and problem solving ability. Ability to effectively communicate with clients/debtors. Positive, trustworthy, loyal, sound judgmental ability and aiming for zero defects. Valid Driver’s license. Preference will be given to geographical applications and military driver’s license.

**DUTIES**
Assisting the Senior State Accountant with all Debtors Accounts by Rendering support and assistance in controlling, follow up and maintaining current and new Departmental debts within in the Department of Defence. Regularly implementing actions to recover outstanding debts from ex-members of the SA National Defence Force (SANDF), Public Service Act personnel (PSAP), private institutions and other state departments. Implementing and maintaining processes to effectively control Departmental debts. Checking, controlling, registering and processing outgoing correspondence and all related accounting transactions. Liaising and corresponding with the State Attorney's office. In-post training of other Accounting Clerks in the section. Implementing effective actions and processes to ensure that deadlines are met and that Departmental debts are recovered. Liaising and communicating with the Senior State Accountant in control of the section. Effective managing all personnel, assets, information and materiel under his/her control. Strict application of the prescripts contained in the
Public Finance Management Act (PFMA), Treasury Regulations (TR's) and other applicable instructions. Recording, filing and safeguarding of all Debtors administration related documentation and information for future reference and audit purposes.

ENQUIRIES: Mrs G. Stahmer, Tel (012) 392-2786
APPLICATIONS: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not post number.

POST 06/04: FINANCE CLERK SUPERVISOR, REF NO: CFO 16/2/4

SALARY: Level 7 (R196 278 per annum)
REQUIREMENTS: Minimum requirements: B Degree/ three year National Diploma with finance related subjects with a minimum of two (02) years relevant experience or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience. In possession of a valid driver's licence. Knowledge: Thorough knowledge of State Tender Board regulations, State contracts as well as the financial processes and core processes of the Department of Defence (DOD) will be an added advantage. Thorough knowledge of computer systems and programs utilised in the DOD and Public Service, including PERSOL/PERSAL, Financial Management System (FMS), MS Word and Excel. Skills: Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy, especially in regard of State contracts. Well-developed verbal and written communication skills and able to compile effective reports. Personal attributes: Ability to function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in respect of task finalisation and able to effectively function under pressure. Added advantages: The Financial Service Centre Management course (FASCMC) qualification or Regional Accounting Management course (RAMC) or DSSRP course qualification will be recommendation.
DUTIES: Timely payment of all invoices. Timely confirmation of all TELKOM and Freight Order accounts. Timely finalisation of all Central Advance System events and transactions. Successful monthly execution of Central Advance System cash counts. Quarterly confirmation of correctness of Face Value Document administration. Report investigates and follows up of all finance related irregularities. Manage the preparation of medical accounts as well as supplier accounts by verifying payment documents for anomalies verify payments on FMS and PERSOL, register and couple invoices for payment. Manage administration in respect of cash payments, advances purchases and PMG account deposits. Final approval of S&T claims for Clients in area of responsibility. Manage/supervise all personnel who resort under the post.

ENQUIRIES: Ms C. Potgieter, Tel: (012) 392-2893.
APPLICATIONS: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not post number.

POST 06/05: FINANCE CLERK SUPERVISOR REF NO: CFO 16/2/5

SALARY: Level 7 (R196 278 per annum)
CENTRE: Finance Management Division, Directorate Central Accounts, Sub-Directorate Debtors Accounts, Pretoria.
REQUIREMENTS: Minimum requirement: B Degree/ three year National Diploma with finance related subjects with a minimum of two (02) years relevant experience or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience. Computer literate in MS Word, Excel and Access applications. Literacy with regard to the Financial Management System (FMS) and PERSOL/PERSAL mainframe programs utilized in the Department of Defence (DOD) and the Public Service would be a very strong recommendation. Ability to effectively utilize the Estimating and Budgeting, Expenditure Control, Financial Administration as well as the Accounting mainframe programs will serve
as a very strong recommendation. Knowledge of and exposure to the prescribed processes and procedures regarding departmental debt as well as the related accounting transaction and actions. Sound reasoning, mathematical and problem solving ability. Ability to effectively liaise and communicate with clients, debtors and management, both verbally and in writing. Good managerial skills, positive, creative, possess sound judgemental ability.

DUTIES: Rendering support and assisting in managing, controlling, following up and maintaining current as well as new departmental debt within the Department of Defence (DOD). Implementing effective actions and procedures to efficiently recover and control departmental debt within the DOD. Liaising and corresponding with the State Attorney as and when required. Regularly controlling and checking all accounting transactions relating to the debtor accounts control function. Ensuring that all related documentation, correspondence and files are recorded and kept safely for audit purposes. Regular reporting and feedback to the Deputy Director Debtors Accounts in Pretoria. Executing all other related functions and duties as per the prescription of the Public Finance Management Act (PFMA), Treasury regulation (TR's) and other related policies. Effectively managing all personnel, assets, information and material under his/her control.

ENQUIRIES: Mr E. Vermeulen, tel: (012) 392-2777

APPLICATIONS: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

POST 06/06: FINANCE CLERK, REF NO: CFO 16/2/6

SALARY: Level 5 (R132 399 per annum)

REQUIREMENTS: Minimum requirements: Grade 12 certificate with finance related subjects. Grade 12 certificate with finance related subjects with a relevant experience in preparing budgets and controlling expenditure against budget. Ability to correctly interpret and apply regulatory frameworks relevant to financial management. Proven ability of understanding, interpreting and correctly applying financial policy and prescripts. Must be computer literate (MS Word, MS Excel, Power Point and have knowledge of financial management mainframe computer systems, Sound knowledge of the content of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Basic knowledge of the financial and accounting processes and core processes in the Department of Defence/Public Service. Well-developed verbal and written communication skills with good interpersonal relations. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive/persevering in regard to task finalization and able to effectively function under pressure. Sound reasoning, mathematical and problem solving ability as well as being trustworthy, honest and loyal, positive and creative. The successful candidate will be required to complete all relevant courses. A valid driver’s licence. Added advantage: Post Matric qualification in Finance and/or a minimum of one year relevant experience in the relevant environment.


ENQUIRIES: Mr S.J. Mabaso, (012) 367-9075.

APPLICATIONS: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

POST 06/07: FINANCE CLERK, 6X POSTS

SALARY: Level 5 (R132 399 per annum)
CENTRE : Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services and Related Payments (DSSRP), Finance Accounting Service Centres
FASO Poynton Building REF NO: CFO 16/2/7A
FASO Mtubatuba REF NO: CFO 16/2/7B
FASC Kimberley REF NO: CFO 16/2/7C
X2 FASC Pochefstroom REF NO: CFO 16/2/7D
FASC Garison REF NO. CFO 16/2/7E

REQUIREMENTS : Minimum requirements: Grade 12 certificate with Finance-/Accounting-related subjects. Relevant experience will serve as a strong recommendation. Proven ability in understanding, interpreting and correctly applying of financial policy and prescripts. Basic knowledge of financial and accounting processes. Basic knowledge of contract management or State Tender Board regulations and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of financial management mainframe. Computer literate in MS Office software packages will serve as strong recommendation. Ability to effectively liaise and communicate with clients. Decisive and persevering in regard of task finalisation. Permanent RSA citizen with no criminal record. Willing to be detached to Satellite Offices across geographical boundaries. The successful candidate will be required to complete all relevant courses. Added advantage: Post Matric qualification in Finance, a minimum of one year relevant experience in the relevant field and a valid driver's licence.

DUTIES : Scrutinize, verify, register and couple medical and supplier invoices for payment. Strictly apply policy, prescriptions and regulations. Detect and report on all irregularities. Safekeeping of payment and other accounting documentation for audit purposes. Utilize the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries. Performing of cashier duties by paying out of cash advances, administering of claims on the Central Advance System and capturing of all related accounting transactions on the FMS. Recording, safekeeping and issuing of Face Value Documents (FVD) and updating the FVD System. Confirmation of TELKOM accounts. Administering of Paymaster General (PMG) account deposits and assisting with general administration and accounting functions at the FASC.

ENQUIRIES : Ms C. Potgieter, Tel: (012) 392-2893.

APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

POST 06/08 : FINANCE CLERK, REF NO: CFO 16/2/8

SALARY : Level 5 (R132 399 per annum)

CENTRE : Finance Management Division, Chief Directorate Budgeting, Fleet Command Budget Management, Simon’s Town.

REQUIREMENTS : Minimum requirement: Grade 12 certificate with finance related subjects. Successful completion of the Budget Management Courses will be a strong recommendation. Knowledge: Basic knowledge of financial policy, PFMA and Budget process, Ability to understand and interpret basic financial policy. Skills: Sound reasoning, mathematical and problem solving skills. MS Word, Excel, PowerPoint, Well developed verbal and written communication skills. Personal attributes: Able to compile effective reports and statistics. Trustworthy, honest and loyal. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive/persevering in respect of task finalisation and able to effectively function under pressure. Added advantage: Post matric qualification in Finance, Basic knowledge of the financial function in the Department of Defence/Public Service, Basic knowledge of the Financial Management System (FMS) and/or a minimum of one year relevant experience

DUTIES : Assist in preparing a variety of financial/budgetary reports and statistics as well as manage an effective internal registry for incoming/outgoing correspondence and maintain a filing system. Collect/deliver budget related documentation from and to other directorates and sections. Assist management with regard to general administrative functions at the Budget Management office.

ENQUIRIES : Mr G. Viljoen, tel: (012 339 4290).

APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195
Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not postnumber).
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. 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, faxed and emailed will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 12 months.

**MANAGEMENT ECHELON**

**POST 06/09**: TECHNICAL UNIT MEMBER: PRESIDENTIAL INFRASTRUCTURE COORDINATING COMMISSION (PICC) REF NO: EDD2015/02/01

**SALARY**: Salary Band B: R 1 042 500.00 to R 1 246 449.00 all-inclusive flexible remuneration package per annum.

**CENTRE**: Pretoria

**REQUIREMENTS**: Master’s degree in Engineering, Finance or Economics or a similar commercial academic qualification. At least 10 years relevant experience, preferably within an infrastructure environment with management experience. Knowledge and insights of the National Infrastructure Plan/Infrastructure Development Act. Experience monitoring and evaluating projects. Experience working in an environment that integrates projects across more than one sector or geographical area. A general understanding of operating in the spheres of government including state owned enterprises. Experience working within government or in an SOE would be an advantage.

**DUTIES**: Provide quarterly briefings to EDD leadership. Identify opportunities for acceleration of projects for the PICC structures. Keep track of government and public sector spends trends. Engage with stakeholders at all levels in government and private sector on a wide variety of infrastructure projects to be implemented. Chair / direct engagement with officials across the state. Chair / direct infrastructure business / Government engagement. Provide reports, analysis or assessments on a regular basis to relevant stakeholders as required through the PICC task team. Coordinate the development of communication reports or dashboards on specific industries / sectors, government initiatives and projects. Collect data and information to assess the performance of progress made in delivering on the NIP and its developmental objectives. Guide and coordinate the technical work of the PICC technical task team. Unblock issues in relation to the rollout of infrastructure. Assess and improve the rigour and logic in the integrated infrastructure business plans to ensure that government’s development objectives are taken into account as well as integrated and are improving urban and rural plans.

**ENQUIRIES**: Ms Lethabo Gwangwa (012) 394 5028 OR Mr Albert Malatji (012) 394 3501
ANNEXURE C

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 : 26 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 POST

POST 06/10 : DEPUTY DIRECTOR: AUXILIARY SUPPORT SERVICES

SALARY : R569 538.00 per annum (inclusive package) Level: 11

CENTRE : HEAD OFFICE

REQUIREMENTS : A National Diploma in Public Management/Business Management/Transport and Logistics with 3-5 years management experience. (Logistics / Facilities background will be an added advantage) PLUS the following key competencies:

1. Knowledge of: Public Finance Management Act, Treasury Regulations, Electronic Logging System, Understand the legislative/prescripts requirements relating to subsidises and GG vehicles, archive, documents, etc
2. Understand the needs of the department and its structure in order to effectively assess needs and allocate accommodation and provide other relevant auxiliary services: Thinking Demand: Problem solving, Creativity, Report writing. To solve problems arising from issuing of transport, participating in subsidized motor scheme by employees, collecting and delivering of mail, etc Understand the accommodation needs of employees and creatively allocating accommodation, Producing meaningful reports. Skills: Good communicator at all levels (verbally and in writing, Good numerical skills, Negotiation skills, Computer Literacy, Organizing skills. Personal Attributes: Self driven, Innovative and self-confident, Ability to work under pressure, Ability to work independently without close supervision and produce quality work, Understanding the environment and address common problems properly and promptly, Meeting tight deadlines

DUTIES : KRA’s: Control and ensure compliance (with national and departmental prescripts, policies and procedures) of the processes pertaining to transport, accommodation, records and facilities management, Develop, maintain and implement departmental strategies, policies processes and procedures pertaining to transport, accommodation, records and facilities management, Manage the sub directorate, Advise users and suppliers on national and departmental strategies, policies processes and procedures pertaining to transport, accommodation, records and facilities management.

ENQUIRIES : Ms TS Nengwekhulu ☎ 012 406 7704
ANNEXURE D

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.

APPLICATIONS: Application must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered, and forwarded for 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.

CLOSING DATE: 22 February 2016

NOTE: 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. Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the 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. 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.

OTHER POSTS

POST 06/11: ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: EIA PROTECTED AREAS REF NO: LACE24/2015

SALARY: Appropriate salary will be determined according to the Public Service regulatory framework (based on OSD)

CENTRE: PRETORIA

REQUIREMENTS: An appropriate Bachelor’s Degree in the field of Environmental Management, Natural Sciences or equivalent relevant qualification. Proven experience on environmental management. Other related work conducted in the Antarctic or sub-Antarctic sector will be an added advantage. A thorough and practical understanding of environmental impact assessment (EIA). Ability to work independently and as part of a team, under stressful and physically challenging conditions. Willing to travel extensively, being away from home for periods longer than 3 months conducting site visits and audits in Antarctica and at the Prince Edward Islands (PEIs). Good verbal and written communication/report writing skills. Ability to multi-task, with good organising and planning skills. Problem solver and strategic thinker. Advanced computer literacy skills and relevant experience. A valid code EB driver’s licence (light motor vehicle).

DUTIES: Provide professional advice and draft reports on the practical implementation of Environmental Impact Assessments (EIAs) conducted in terms of applicable national legislation for the PEIs and in terms of the relevant treaty/protocol requirements for Antarctica. Review applications under the EIA Regulations and relevant treaty/protocol for activities at the PEIs and in Antarctica and draft decisions on applications (including conditions) in terms of the applicable legislation and treaties /protocols. Provide professional input and draft reports on the practical implementation of other integrated environmental management tools for Antarctica and the PEIs. Conduct the annual Environmental Health and Safety (EHS) audit on site for SANAP’s operations and activities in Antarctica and at the PEIs. Monitoring compliance with environmental authorisations/decisions issued. Provide professional advice to the Director-General and the Minister of DEA on enquiries and parliamentary questions related to environmental management aspects in Antarctica and at the PEIs. Provide a support function with any appeals lodged to the Minister of DEA in terms of the relevant legislation for
ENQUIRIES: Mr D. Smit, Telephone: 012-399 9394
FOR ATTENTION: Mr R Mashele

POST 06/12: ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: EIA
AUTHORISATIONS: INTEGRATED ENVIRONMENTAL AUTHORISATIONS
INTEGRATED PERMITTING SYSTEM & S24 REF NO: LACE22/2015

SALARY: Appropriate salary will be determined according to the regulatory framework (Based on OSD)
CENTRE: Pretoria
REQUIREMENTS: An Appropriate 3 year qualification in environmental management/ sciences / or social sciences field or relevant equivalent qualification. A post-graduate qualification, attendance of environmental management or EIA courses, and GIS skills will serve as an added advantage. Must have experience in processing applications for Environmental Authorisations, Waste Management Licenses and S24G applications and is currently involved in the EIA sector. Thorough knowledge and experience of the National Environmental Management Act, as amended and National Environmental Management: Waste Act. Thorough knowledge and experience of GN Regulation 543, 544, 545, 546 and 547 and its proposed amendments. Thorough knowledge of S24 of NEMA. Thorough knowledge of integrated environmental management and its application. Knowledge of sustainable development ideals and objectives. Working experience in the administration and review of EIA’s and the dynamics of EIA administration systems. Advanced computer literacy skills will serve as an advantage. 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 without supervision and multi-task. Applicants must be willing to travel extensively. A valid code driver’s licence and the ability to undertake long journeys.

DUTIES: Review and evaluate applications for Integrated Environmental Authorisations. Review and evaluate S24G applications. Conduct site inspections and compile site visit reports. Coordinate with Enforcement & Licensing sections unit within the department. Provide professional advice in respect of EIA decision-making. Draft submissions and recommend for EIA decisions. Assist in the development of relevant SOPs. Implement approved systems, tools and Standard Operating Procedures (SOPs) related to environmental impact management. Internal and external liaison regarding applications for Environmental Authorisations (communication with stakeholders and clients). Provide a support function and technical inputs into appeals lodged with the Minister in terms of the NEMA and NEMA Regulations. Provide assistance in the administration and monitoring of compliance with environmental authorisations issued. Provide inputs into environmental related legislation and policies.

ENQUIRIES: Ms P. Skepe-Mngcita Tel: (012) 399 9374
FOR ATTENTION: Ms K Sellemela
ANNEXURE E

NATIONAL DEPARTMENT OF HEALTH

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

APPLICATIONS: 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 06/13: MEDICAL SPECIALIST (EPIDEMIOLOGY) REF NO: NDOH 8/2016

SALARY: Grade I: R 859 086 – R 911 796 per annum: An appropriate qualification that allows registration with the HPCSA as a Medical Officer
Grade 2: R 982 263 – R 1 042 542. The qualifications and registration requirements as indicated for Grade 1 plus five (5) appropriate experience
Grade 3: R 1 139 958 – R 1 425 201. The qualifications and registration requirements as indicated for Grade 1 plus ten (10) appropriate experience
Salary grade will be determined in accordance with the above requirements as per the OSD. Originally certified copies of certificates of service must be submitted with your application as well as proof of current registration as a Medical Specialist in a normal Specialty.

CENTRE: Office of the Chief Director: Communicable Diseases, Pretoria.

REQUIREMENTS: An MBCH Degree with a post graduate qualification in Epidemiology or Tropical Medicine and Hygiene that allows registration with the HPCSA as Medical Officer, Experience in communicable diseases and their control, Knowledge of epidemiology and research principles, Knowledge of monitoring and evaluation principles, Willingness to travel and work irregular hours, Good communication (written and verbal), co-organisational, computer and project management skills, A valid driver’s licence.

DUTIES: Provide epidemiological, medical and scientific support to the Chief Directorate and the Department on communicable diseases and their control, Co-ordinate epidemiological support to the control of communicable diseases, Provide epidemiological and technical advice for the efficient management of communicable diseases, Assist in developing of guidelines for the prevention and control of communicable diseases within the country and at ports of entry, Co-ordinate case management workshops for clinicians, traditional health practitioners, nurses and community health workers, Facilitate local, regional and international collaboration on epidemic prone diseases, Liaise and communicate
with stakeholders, including the media on epidemiological issues regarding communicable diseases, Serve on Departmental and National committees requiring epidemiological input for the management and control of communicable diseases, Assist in formulating regulations/guidelines on preventing the emergence of epidemic prone diseases, Co-ordinate and facilitate the implementation of the International Health Regulations.

**ENQUIRIES**: Dr. F. G. Benson at tel no (012) 395 8094.

**CLOSING DATE**: 7 March 2016

**POST 06/14**:

**DIRECTOR: NURSING PRACTICE REF NO: NDOH 9/2016**

**SALARY**: An all inclusive remuneration package of R864 177 per annum [basic salary consist of 70% of total package, the State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.


**REQUIREMENTS**: A Bachelor’s Degree in Nursing equivalent to NQF 7 Qualification in Nursing, A post graduate qualification in Nursing will be an added advantage, At least five (5) years clinical experience in the nursing environment at middle management or equivalent level and three (3) years experience as a Nurse Manager in Administration, Education, or Primary Health Care, Knowledge of statutory body requirements as well as legislative framework governing the practice of nursing and midwifery, general public service administrative policies, labour relations and employment equity issues, strategic priorities of the Department of Health and the Public Finance Management Act, Good communication (written and verbal), computer literacy, managerial, project and programme management skills, Ability to work under pressure, Proof of current registration with South African Nursing Council (SANC), A valid driver’s licence.

**DUTIES**: Develop relevant policy guidelines for nurses and midwives, based on their scopes of practice, Provide leadership and support provincial development of Standard Operating Procedures (SOP) as guided by the new scope of practice, Liaise with statutory bodies and other relevant stakeholders in the development and update of the regulatory framework to institutionalize nursing practice, Facilitate and promote establishment of mentorship programmes in all the practice areas to enhance quality of care, Monitor and evaluate all practice issues through regular (quarterly) feedback as well as compilation of the annual performance report, Manage financial and human resources including continued advocacy to ensure availability of adequate resources to create positive practice environments in all provinces.

**ENQUIRIES**: Dr NJ Makhanya (012 395-9783)

**CLOSING DATE**: 29 February 2016

**OTHER POSTS**

**POST 06/15**:

**ASSISTANT DIRECTOR: ADMINISTRATION REF NO: NDOH 5/2016**

**SALARY**: R361 659 per annum

**CENTRE**: Chief Directorate: Women’s, Maternal and Reproductive Health, Pretoria.

**REQUIREMENTS**: A Bachelor’s degree/Diploma or equivalent NQF 6 certificate in Public Administration or any relevant administrative qualification, At least three (3) years experience in general administration including financial, supply chain and human resource management at a Senior Admin Officer level, Knowledge and application of legislation framework governing public service, Good communication (written and verbal), computer literacy (MS Office), planning, leadership, interpersonal and organisational skills, Ability to work independently as well as in a team, A valid driver’s licence.

**DUTIES**: General office administration and management that includes distribution of documents, meeting of deadlines, manage the filing system and provisioning administration duties, Editing of all submissions /letters/reports sent to senior management, check the financial implications and format thereof, Responsible for the financial and human resource management as well as procurement, Take minutes at meetings scheduled “Management of risk and audit queries.

**ENQUIRIES**: Dr P Holele at tel no (012) 395 9763

**CLOSING DATE**: 22 February 2016
POST 06/16: PERSONAL ASSISTANT II: PHARMACEUTICAL TRADE AND PRODUCT REGULATION REF NO: NDOH 3/2016

SALARY: R196 278 per annum (plus competitive benefits).


REQUIREMENTS: A Senior Certificate (Grade 12) and a (three) 3 year tertiary qualification in Office Administration or related field, At least three (3) years experience as a personal assistant or rendering secretarial services to senior management, Good interpersonal, telephone etiquette, co-ordination, planning, organization, computer (Ms Word, Ms Excel, PowerPoint and email) and communication (written and verbal) skills, High level of reliability, Ability to communicate well with people at different levels and from different backgrounds, Ability to act with tact and discretion, Ability to maintain confidentiality, A valid driver’s license.

DUTIES: Provide a secretarial/receptionist support service to the manager, Record minutes/information and communicate to relevant role players and make follow up on progress made, Render administrative support, Ensure the effective flow of information and documents to and from the office of the manager, Provides support to manager regarding meetings, Scrutinize documents to determine actions and information, Assist with financial reporting of the Cluster, Assist with compilation of subsistence and travelling allowance, Answering and screening of telephone calls, Risk management, Assess any risk related situation and report it accordingly, Adhoc OHS in the Department – First Aider, Assess any risk related circumstances in terms of the OHS Act and report to OHS Committee.

ENQUIRIES: Ms S Molepo tel no (012) 395 – 8014

CLOSING DATE: 29 February 2016

POST 06/17: PERSONAL ASSISTANT II: GLOBAL FUND (CONTRACT UNTIL 31 SEPTEMBER 2019) REF NO: NDOH 10/2016

SALARY: R196 278 per annum

CENTRE: OFFICE: Chief Directorate: Global Fund, Pretoria

REQUIREMENTS: A three (3) year tertiary qualification in Secretarial/Office Administration or related field, At least three (3) years experience in rendering secretarial and administrative services to senior management, Good interpersonal, telephone etiquette, co-ordination, planning, organization, computer (Ms Word, Ms Excel, PowerPoint and email) and communication (written and verbal) skills, High level of reliability, Ability to communicate well with people at different levels and from different backgrounds, Ability to act with tact and discretion, Ability to maintain confidentiality, A valid driver’s license.

DUTIES: Provide a secretarial/receptionist support service to the Chief Director, Manage the Chief Director’s diary, Handle all telephone calls in the Chief Director’s office, Arrange and confirm appointments and meetings, Plan and organize meetings including workshops, Record minutes and information as well as communicate to relevant role players and make follow up on progress made, Render administrative support, Ensure the effective flow of information and documents to and from the office of the Chief Director, Provides comprehensive support to the Chief Director regarding meetings, including packaging meeting documents booking of venue and provision of refreshments, Scrutinize documents to determine actions and information, Draft standard memos, letters, submissions and typing services for the Chief Director, Make travel and logistical arrangements for the Chief Director including compilation and processing of travel requests and claims, Order and purchase stationery and office equipment, Ensure public service and departmental administrative prescripts/policies and other documents are applied.

ENQUIRIES: Ms SC Makakole-Nene tel no (012) 395 – 8072

CLOSING DATE: 29 February 2016
JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services is an independent statutory body established to facilitate the inspection of Correctional Centres in order that the Inspecting Judge may report on the treatment of inmates and conditions in Correctional Centres.

APPLICATIONS: Applications for Attention: The Judicial Inspectorate for Correctional Services, Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at 9th Floor, Standard Bank Building, 1 Thibault Square, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001.

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 www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s)(including Senior Certificate/Matric) and ID-document (Driver’s license where applicable) not older than 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). Applications who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Judicial Inspectorate for Correctional Services 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 six (6) 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. Successful candidates will be appointed on a probation period of 12 months. Judicial Inspectorate reserves the right not to make any appointment(s) to the above/below posts. The successful candidate will be expected to sign a performance agreement. Please Note: Before you apply: All costs associated with an application will be borne by the applicant.

OTHER POSTS

POST 06/18: VISITORS COMMITTEE COORDINATOR (LEVEL 7) 2 POSTS REF NO: 06/01
Directorate: Management Regions

SALARY: R196,278.00 per annum plus 37% in lieu (3 year contract)
CENTRE: Durban (Ref. no: JI 01/2016)

DUTIES: The incumbent will be responsible to provide support to the Independent Correctional Centre Visitors, as well as to the Visitors Committee/Stakeholders meetings. Conduct performance audits and inductions of Independent Correctional Centre Visitors. Facilitate the payment of Independent Correctional Centre Visitors. Monitor the resolution of inmates complaints and mandatory reports. Rendering of administrative support services to the Independent Correctional Centre Visitors. Manage the relationship with stakeholders (good working relationship).

POST 06/19: ADMINISTRATIVE ASSISTANT (LEVEL 5) REF NO: 06/02
Directorate: Management Regions

SALARY: R132,399.00 per annum plus 37% in lieu (3 year contract)
CENTRE: Bloemfontein (Ref. no: JI 02/2016)
REQUIREMENTS: Applicants must be in possession of a senior certificate. Minimum of 1 year relevant experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general admin capabilities. Computer literate (Word, Excel, Access, PowerPoint & Outlook). Driver’s license an added advantage.
DUTIES: The incumbent will be responsible to manage the office. Assist the travel arrangements. Preparations for meetings. Typing documents. Managing the assets at the Regional Office. Provide general administrative support to the Regional Office. Ensure logistic support to all. Supervisory role of support staff. Fill in for reception duties.

POST 06/20: SENIOR PROVISIONING ADMIN CLERK – PROCUREMENT & LOGISTICS (LEVEL 6) REF NO: 06/03
Directorate: Support Services (Finance & Supply Chain Management)

SALARY: R158,985.00 per annum plus 37% in lieu (3 year contract)
CENTRE: Cape Town (Ref. no: JI 03/2016)

DUTIES: The incumbent will be responsible to assist with procurement of goods and services and liaise with suppliers. Provide logistical support. Administer inventory, allocation of assets in line with policies and guidelines. Perform physical asset verification, bar-coding, updating asset register. Maintain proper records and communication and reporting, handling of asset disposals. Provide admin support and act as SYSCON.

POST 06/21: MESSENGER/DRIVER (LEVEL 5) REF NO: 06/04
Directorate: Support Services

SALARY: R132,399.00 per annum plus 37% in lieu (3 year contract)
CENTRE: Cape Town (Ref. no: JI 04/2016)
REQUIREMENTS: Applicants must be in possession of a senior certificate. Two years relevant experience. Valid RSA driver's license. Good communication skills. Good telephone etiquette. Basic VIP training, Advanced driving training and exposure to protocol training will be an added advantage. Willingness to work overtime and abnormal hours.

DUTIES: The incumbent will be responsible for the safety and security to serve as a messenger/driver for the Inspecting Judge and office staff. Compile and update the logbook and complete monthly kilometre claims. Undertake logistical/personnel and financial administration. Execute tasks assigned on a day-to-day basis by the Inspecting Judge and Support Services Directorate.

ENQUIRIES: Ms. Phumza Luphuwana Tel:021 421 1012
ANNEXURE G

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 29 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. 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, 1996 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. 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.

OTHER POSTS

POST 06/22 : AREA COURT MANAGER DEPUTY DIRECTOR REF NO: 24/15/WC

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

CENTRE : Magistrate Office, Vredendal

REQUIREMENTS : A three year Bachelor Degree in Administration (NQF Level 6) and/or National Diploma in Service Management (NQF Level 5) plus module on Case Flow Management or equivalent qualification; Six (6) years relevant experience of which three (3) years should be at management level; A valid driver's license; Knowledge and experience of financial management, PFMA, office and district administration will serve as strong recommendations. Skills and Competencies: Communication (verbal and written) skills; Good interpersonal relations; Computer literacy; Language Skills; Ability to operate technical equipment; Motivating skills; Organising skills; Leadership skills; Finance Management skills; Project Management.

DUTIES : Key Performance Areas: Develop, present and implement strategic and business plans in the area; Play a leadership role in determining and implementing departmental policies; Manage the facilities, physical resources, information and communication related to the courts; Compile, analyse and present court performance statistics and trends as required by relevant users; Develop and implement strategies towards value – added services; Lead and manage the transformation process in the designated offices; Provide case tracking services to the judiciary and prosecuting authority.

ENQUIRIES : Mr H Mzaca Tel: (021) 462 5471

APPLICATIONS : Please forward your application to: The Regional Head, Department of Justice, X 9171, Cape Town, 8000 OR Physical address: Plein Park Building Mezzanine floor, Plein Street, Cape Town

FOR ATTENTION : Mr H Mzaca
**POST 06/23**

**DEPUTY DIRECTOR: SECURITY SERVICES MANAGEMENT REF NO: 2016/07/GP**

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

**CENTRE**: Regional Office: Gauteng

**REQUIREMENTS**: An appropriate recognized Bachelor's degree or equivalent qualification in security or public disciplines; Three years management experience in security management; A valid driver’s license; The successful candidate must have completed the following courses: Security Administration Official or Security Management Course; Risk Management; Intensive Fire Prevention(Fire Regulations); Communication Security (Cryptography); Extensive experience in security relating to Physical, Personnel, Document, Communications and IT aspects as well as a broad knowledge of investigations; Knowledge of Budget planning control; Knowledge of Occupational Health and Safety (OHS) Act. Skills and Competencies: Communication (verbal and written) skills; Conflict management; Financial management; Proven management ability and attributes of dynamic leadership

**DUTIES**: Key Performance Areas: Manage the total court security function in a provincial context (personnel, document, physical, communications, computer and surveillance security) draft internal security policy, based on the MISS document; Advice management on security policy and implications of management decisions; Identify all risks and threats to the security of the institution. Evaluate and improve the effectiveness of security measures and procedures and conduct security training sessions for all officials. Liaise with NIA/SAPS and report all incidents or suspected incidents of security breaches and/or leakages for investigations to NIA/SAPS; Ensure the proper administration of vetting applications; Analyze and present research findings in a written format to support and facilitate decision making on projects; Draft annual Action and Business Plans for his/her component; Direct and manage the tender process of contracts, e.g, cash in transit /guarding service and the financing of different related services and projects; Efficiently and reliably manage the budget in accordance with the regulations and procedures defined in the PFMA.

**ENQUIRIES**: Ms. D Mngomezulu (011) 332 9000

**APPLICATIONS**: Quoting the relevant reference number, direct your application to: Regional Office, Gauteng Private Bag X 6, Johannesburg, 2000 •7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg

**FOR ATTENTION**: Ms D Mngomezulu

**POST 06/24**

**FAMILY COUNSELLOR SUPERVISOR GRADE 1 REF NO: 26/16/FA/WC**

**SALARY**: R295 635 – R 342 720 per annum. The successful candidate will be required to sign a performance agreement. (Salary will be in accordance with OSD determination)

**CENTRE**: Office of the Family Advocate, George

**REQUIREMENTS**: Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Proof of current registration with the SACSSP; A minimum of seven (7) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP; Social Work Supervisor experience will be an added advantage; Knowledge and experience in Mediation and the principles and practices of Social work profession; Court experience in Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; Children’s Act (inclusive of Hague Convention on International Child Abduction); A valid drivers’ licence.; Skills and Competencies: Supervisory skills; Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.

**DUTIES**: Key Performance Areas: Assist in the supervision of the work of Family Counsellors; Conduct mediation and/or inquiries as part of a multi – disciplinary team in custody, access, guardianship, child abduction and related Family Law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interests on children in Family Law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes.
ENQUIRIES: Ms L Baartman at Tel: (021) 426 1216 Adv. J Gerber at Tel: (044) 802 4200
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Department of Justice, Private Bag X9171, Cape Town, 8000 OR Physical Address: Mezzanine Floor, Plein Park Building, Plein Street, Cape Town
FOR ATTENTION: Mr M Ketelo
NOTE: Candidates whose name appears on Part B of the child Protection Register as mandated by the Section 123 (5) of the Children’s Act, 2005 need not apply. Applicants are required to attach proof of registration with SACSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACSSP.

POST 06/25: CLUSTER MANAGER: COURT INTERPRETING 02 POSTS REF NO: 02/16/LMP.

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

CENTRE: Polokwane Cluster and Thabamoopo Cluster

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 (verbal and written) skills; Listening skills; interpersonal skills; Time management; Computer literacy; Analytic thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.

DUTIES: Key Performance Areas Manage the legal interpreting, language services and stakeholder relations in the cluster; Develop and implement the legal interpreting and language services business plan for the cluster; Manage both human and non-human resources of legal interpreting and language services in the cluster; Manage special projects of legal interpreting and language services; Manage training and development of court interpreters; Manage compliance of the code of conduct.

ENQUIRIES: Mr Makhobotloane PNP. 015 287 2081.
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
FOR ATTENTION: Mr Makhobotloane

POST 06/26: ASSISTANT DIRECTOR – HUMAN RESOURCE MANAGEMENT 2 POSTS REF NO: 23/16/WC

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

CENTRE: Regional Office, Cape Town

REQUIREMENTS: A three year tertiary qualification in Public Management/ Human Resource Management (NQF 6) or equivalent qualification with 3 years relevant supervisory experience; Knowledge of Public Service Act of 103 of 1994, Public Service Regulation; Public Finance Management Act (PFMA) and in depth knowledge of Human Resource Legislation and prescripts; A valid driver's licence.

DUTIES: Key Performance Areas Skills and Competencies Computer literacy (Microsoft Word, Power Point, Excel and MS Outlook, PERSAL, Internet); Proven leadership skills and communication (verbal and written) skills; Reliability; Planning and execution; Interpersonal skills; Problem solving skills Provide effective and efficient office support services including information and document management; Monitor, evaluate and report to middle management; Supervision of staff; Compiling of statistics and reporting; Perform the following functions: Human Resource and Administration, Recruitment and Selection; Training Management; Performance Management and Leave Administration; Maintain the approved staff establishment; Liaise with internal and external stakeholders in the region.

ENQUIRIES: Mr. H Mzaca Tel. (021) 462 5471
APPLICATIONS: Please forward your application to: The Regional Head: Private Bag x 9171 Cape Town 8000 or physical address: Mezzanine floor, Plein Park Building, Plein Street Cape Town
FOR ATTENTION: Mr. M Ketelo

POST 06/27: FINANCIAL OPERATIONAL MANAGER REF NO: 27/16/WC

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

CENTRE: Magistrate Office, Worcester

REQUIREMENTS: A Bachelor’s Degree in Finance or Commercial field or equivalent qualification; Three (3) years in Expenditure and Budget Management; A valid driver’s license; The following will serve as an added advantage: Knowledge and experience of the financial systems of the Department of Justice including the JYP system.; Skills and Competencies: Computer literacy (MS Office with focus on Excel and PowerPoint); Good communication skills (written and verbal); General office and project management; Sound financial management; Good interpersonal relations; Strong analytical skills and assertiveness; Ability to work under pressure and be self-motivated; Accuracy and attention to detail.

DUTIES: Key Performance Areas: Ensure financial administration, maintenance and compliance within (courts) cluster; Identify financial problems and risks; Analyze procurement and asset management within the cluster; Provide financial capacity building within own designated area; Support the department in financial operations and strategic requirements; Review monthly performance with the Regional Financial Manager.

ENQUIRIES: Mr R Myburg at Tel: (023) 342 2325

APPLICATIONS: Please forward your application to: The Regional Head, Department of Justice, X 9171, Cape Town, 8000 OR Physical address: Mezzanine Floor, Plein Park Building, Plein Street, Cape Town

FOR ATTENTION: Mr H Mzaca

POST 06/28: IT CO-ORDINATOR REF NO: 01/16/LMP

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

CENTRE: Regional Office, Limpopo

REQUIREMENTS: Tertiary qualification: IT National Diploma / Degree (NQF 6) coupled with minimum of 3 years relevant IT experience with training/project management modules; 2 years experience in rendering an IT related LAN Support service; Experience in network administration, help – desk first line support; Knowledge of government prescripts, regulations and laws; Knowledge of the development of user training manuals, guidelines and procedures and drafting of budget; Evaluation of End – User training; Knowledge of IT in Public Sector; Project Management, Change Management and LAN Support; One year experience in End User training; One year experience in Project Management; One year experience in systems management; A valid driver’s licence. Skills and Competencies: Communication (written and oral) skills; Excellent writing skills; Training skills; Computer skills (Ms Word, Powerpoint, Outlook and Internet, etc); Problem solving and Analysis; Change and Diversity Management; Presentation skills; Project Management; Ability to offer lessons and practical training; Interpersonal relations; Planning and organizing; Ability to operate presentation equipment; Customer service orientation; Ability to work independently, under pressure and meet deadlines; Understanding of confidentiality in government; Diversity Management; Extensive travelling.

DUTIES: Key Performance Areas: Provide/conduct functional training on Business System Applications; Provide application first line support and liaison with the end – user on LAN Support; Liaise with contracted service providers at the regions; Conduct infrastructural assessment (Applications Support) and coordinate all the related activities within the region; Manage project for the rollout of Business systems and training; Provide end-user assistance with IT solutions and systems in the regions; Compile provincial reports on the IT system usage and Project Status reports.

ENQUIRIES: Mr Maakamedi TP. 015 287 2026 or Ms Mongalo MP 015 287 2082

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

FOR ATTENTION: Mr. Maakamedi TP.
Ms.Mongalo MP
POST 06/29: ADMINISTRATIVE OFFICER, REF NO: 098/15/NC

SALARY: R243 747.00 – R287 121 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Office of the Family Advocate: Kimberley

REQUIREMENTS: A Bachelor’s degree in Public Administration or National Diploma in Public Administration/Management, three years Supervisory experience in Administration within Public Sector; extensive knowledge of the Medium Term Expenditure Framework, and Basic Accounting System will be an advantage; a valid driver’s license. Skills and Competencies: Computer literacy (MS Office); Communication (written and verbal) skills; Good Interpersonal relations; Organizational and leadership skills.

DUTIES: Key Performance Areas Execute administrative functions and provide effective management within the office/service point, Work independently as office manager in respect of the Family Advocacy at a service point (Kimberley Office), Attend and report at Family Advocate Review meetings, Execute a variety of administrative tasks pertaining to render administrative support to the line functionaries, i.e. control of documents, draft memoranda, submissions, correspondence to public members, organizations and state departments, Render advice/assistance on a wide spectrum of matters within occupational class context, i.e. the interpreting of statutes/provisions, budgeting, maintenance, planning actions and special projects, Compile and submit monthly statistics and expenditure in respect of an office, Attend to Performance Management and appraisals of administrative component of the Family Advocate office at the service point, Manage and control allocated government vehicles, Manage and safeguard departmental assets, Manage and oversee the procurement processes in the Unit.

ENQUIRIES: Ms M. Molokwane (053) 833 1062

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.

FOR ATTENTION: Ms. M Molokwane

NOTE: People with disabilities are encouraged to apply

POST 06/30: ADMINISTRATIVE OFFICER REF NO: 16/28/SA

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

CENTRE: State Attorney: Johannesburg

REQUIREMENTS: A Bachelor’s degree in Public Administration or National Diploma in Public Administration/Management or equivalent qualification; A minimum of 2 years’ experience; Knowledge of the Public Finance Management Act, DFI and Treasury Regulations; A valid driver’s license. Skills and Competencies: Computer literacy (MS Office); Sound Interpersonal relations; Communication (verbal and written) skills; Planning and organizational skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to pay attention to detail.

DUTIES: Key Performance Areas: Coordinate monthly and quarterly stats from different sections; Assist in the drafting of the operational plans in the office; Procurement of goods and services for the office; Capture stats on NOC Tool; Compile and assist in compilation of financial reports on monthly basis; Perform general supervision of administrative function; Respond to queries, internal and external stakeholder.

ENQUIRIES: Ms. E. Seerane (012) 315 1870

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 06/31: COURT INTERMEDIARY

This post is a re-advertisement; candidates who previously applied are encouraged to re-apply
SALARY: R243 747 – R287 121 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate Office Kuruman, REF NO: 042/15/NC will serve Kathu, Mothibistad, Postmasburg, Danielskuil, Upington and Kuruman

REQUIREMENTS: Bachelor Degree or National Diploma/Diploma in the field of Teaching or Social work or Child Care and youth development, Pediatrics, Psychiatry, Clinical, counseling, educational psychologist and Family counselors, Minimum of three years experience in teaching/three years experience in child or youth care/Social workers who are registered in terms of section 17 of the Social Science Act, 1978 with two years experience in social work, In Terms of Medical Practitioners who have a specialty of Pediatrics or Psychiatry who are registered in terms of section 17 of the Health Profession, Knowledge of legislation and regulations pertaining to public service and administration, Knowledge of trauma and developmental stages of witnesses, Knowledge of legal terms, terminology and understanding of human Rights, A valid driver’s license. LANGUAGE REQUIREMENTS: A combination of the following will be considered, Fluency in Setswana and English

ENQUIRIES: Mr. L. Modisane 📞 (053) 832 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 06/32: SENIOR COURT INTERPRETER REF NO: 16/05/FS

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

CENTRE: Magistrate’s Office, Welkom

REQUIREMENTS: NQF level 4 / Grade 12 plus three (3) years experience as a Court Interpreter. Nation Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5. A valid driver’s licence; Must have a good knowledge of; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication skills; Listening skills; Interpersonal skills; Time management; Analytical thinking; Problem solving; Planning and organising; Confidentiality and ability to work under pressure and Art of interpreting. Language requirements: Virginia: Sesotho, SeTswana, IsiXhosa, IsiZulu, English and Afrikaans. Knowledge of Shona and Tsonga will be an added advantage

DUTIES: To interpret in court of Law (Civil and Criminal matters), confessions and Commissions, Entering of criminal cases in the criminal record book / register, To interpret in small claims courts, disciplinary hearings and Conciliation and Arbitration, Interpret in pre-trial proceedings and consultations, Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial, Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements, Review performance and give feedback to Court Interpreter, Collect, monitor interpreting register, calculate and compile statistics, Making arrangements for foreign languages interpreters in consultation with the Prosecutor, To perform a variety of routine interpreting duties related to the Core function of the Department, To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.

ENQUIRIES: Ms N Dyiwilli @ (051) 407 1800

APPLICATIONS: Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.

POST 06/33: SENIOR COURT INTERPRETER REF NO: 15/124/FS

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

CENTRE: Magistrate’s Office, Virginia

REQUIREMENTS: NQF level 4 / Grade 12 plus three (3) years experience as a Court Interpreter. Nation Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; A valid driver’s licence. Must have a good knowledge of; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication skills; Listening skills; Interpersonal
skills; Time management; Analytical thinking; Problem solving; Planning and organising; Confidentiality and ability to work under pressure and Art of interpreting. Language requirements: Virginia: English, Afrikaans, Sesotho, IsiXhosa, IsiZulu and Setswana which are predominant languages in this area.

**DUTIES**

To interpret in court of Law (Civil and Criminal matters), confessions and Commissions; Entering of criminal cases in the criminal record book / register; To interpret in small claims courts, disciplinary hearings and Conciliation and Arbitration; Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feed back to Court Interpreter. Collect, monitor interpreting register, calculate and compile statistic; Making arrangements for foreign languages interpreters in consultation with the Prosecutor. To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.

**ENQUIRIES**

Ms N Dywili @ (051) 407 1800

**APPLICATIONS**

Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.
ANNEXURE H

OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA

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. NB: Separate applications to be completed for each post (quoting the relevant reference number).

OTHER POSTS

POST 06/34: STATE ACCOUNTANT 13 POSTS

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

CENTRE: Constitution Court (2), REF: 2016/63/OCJ
Eastern Cape (2), REF: 2016/64/OCJ
Western Cape (1), REF: 2016/65/OCJ
North West (1), REF: 2016/66/OCJ
Free State (1), REF: 2016/67/OCJ
Limpopo (1), REF: 2016/68/OCJ
Kwazulu Natal (2), REF: 2016/69/OCJ
Northern Cape (1), REF: 2016/70/OCJ

REQUIREMENTS: A National Diploma/Bachelor Degree in finance or equivalent qualification, 3 years’ experience in financial environment (Accounting or Paye and Petty Cash reconciliation), knowledge of Financial/Accounting, Quality Assurance, Supply Chain Management, Knowledge and experience in PFMA and Treasury Regulations, Basic Accounting System (BAS), PERSAL, Department Financial Instructions and A valid driver’s license. Skills and competencies: Ability to manage Accounting and Administration functions effectively, Computer literacy, Good communication skills, Ability to work with stakeholders in a profession and empathetic manner, Good interpersonal relations, Accuracy and attention to detail and problem solving skills.

DUTIES: Verification and authorizing of BAS payments, Ensure all processed documents are audit compliant, Capturing of original budget on BAS, Request and analyse expenditure reports, Identify erroneous allocation and correct per journal entry, Follow up outstanding creditor payments, Monitor of private telephone debts, Daily checking of cash on hand, Checking of receipts with cash on hand, Checking of bank deposit book before money is deposited, Monthly checking of petty cash replenishment, Monthly reconciliation of receipts and deposit, Request and monitor office request for petty cash limits increase or decrease, Monitor and verify office petty cash manual reconciliation, Implementation of PERSAL system.
transactions in respect of finance activities, Ensure safe-keeping of records, Supervision of staff performing financial duties, Manage payments of all S&T claims and advances, Ensure adherence to all applicable prescripts, procedures and regulations and Assist with budget formulation, monitoring and reporting.

ENQUIRIES
Constitutional Court: Mr T Rikhotso (011) 359 7400
Eastern Cape: Ms N Biko (043) 702 7000
Western Cape: Ms M Baker (021) 469 4000.
North West: Ms M Monkge (018) 397 7000.
Free State: SCA: Ms C Martin / Ms MA Luthuli (051) 406 8115
Limpopo: Ms N Phadziri (015) 230 4000/3008.
Kwazulu Natal: Ms L Marrie (031) 372 3109.
Northern Cape: Ms S Ruthven (053) 807 2700.
Gauteng: Netshitomboni Lutendo (011) 332 9000

APPLICATIONS
CONSTITUTIONAL COURT: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, MARSHAL TOWN, 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.

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.

WESTERN CAPE: The OCJ Provincial Head, Private Bag X 9020, CAPE TOWN, 8000 OR can be hand delivered to: 35 Keerom Street, CAPE TOWN.

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: 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.

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, Sol Plaatje Drive, Room B107 KIMBERLY.

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 andorus Street, JOHANNESBURG.

POST 06/35
SENIOR HUMAN RESOURCES OFFICER 9 POSTS

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

CENTRE
GAUTENG (3): OCJ SERVICE CENTRE JHB (1), REF: 2016/38/OCJ
HIGH COURT OF SOUTH AFRICA, PRETORIA (1), REF: 2016/39/OCJ
HIGH COURT OF SOUTH AFRICA, JOHANNESBURG (1), REF: 2016/40/OCJ
EASTERN CAPE (1), REF: 2016/41/OCJ
NORTH WEST (1), REF: 2016/42/OCJ
WESTERN CAPE (1), REF: 2016/43/OCJ
FREE STATE (1), REF: 2016/44/OCJ
LIMPOPO (1), REF: 2016/45/OCJ
KWAZULU NATAL (1), REF: 2016/46/OCJ

REQUIREMENTS
Grade 12 or NQF equivalent qualification, 3 years appropriate experience in all functions of Human Resources Management with the Public Sector, Extensive knowledge of persal and HR utilisation and administration will be added advantage. A valid code 08 driver’s license will be and additional advantage. Skills and competencies: Knowledge of persal system, knowledge of relevant Human Resource Legislation and Directives, Communication skills, Interpersonal skills, Problem solving skills, Computer skills, Numeracy skills, Supervisory skills, Analytical skills, commitment and integrity, Professionalism, Loyalty, Confidentiality, Team leadership, Planning and organizing, Time management, Creative and Innovative and Presentation skills.

DUTIES
Supervise, plan and co-ordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management e.g: personnel
development and discipline and ensure quality of work. Supervise the implementation and maintenance of human resource administration practices concerning service benefits and maintenance and provisioning of human resource in the department to contribute to the rendering of a professional human resource management service: conditions of service and service benefits (leave, housing, medical aid, injury on duty, termination of service, long service recognition, overtime, relocation, pension and allowance etc.), HR provisioning (recruitment and selection, appointments, transfer, verification of qualification, secretariat functions at interviews, absorptions and probation etc.), Performance Management, Address human resource administration enquiries to ensure the correct implementation of human resource management practices., Inform, guide and advice the Department/personnel on human resource administration matters to enhance the correct implementation of human resource administration practice and policies, Approve transactions on persal according to delegations: (authorization should happen on a higher level preferable at AD or higher level) and Prepare reports on human resource administration.

ENQUIRIES
Gauteng: Netshitomboni Lutendo (011) 332 9000.
Eastern Cape: Ms N Biko (043) 397 7000.
Free State: SCA: Ms C Martin /Enquiries: Ms MA Luthuli (051) 406 8115
Limpopo: Ms N Phadziri (015) 330 4000/3008.
KwaZulu Natal: Ms P Marrie (031) 372 3109.
Western Cape: Ms M Baker (021) 469 4000.

APPLICATIONS
Quoting the relevant reference number, direct your application to the following address:
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.
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.
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 & SCA: The: 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.
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.
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 06/36:
SENIOR COURT INTERPRETER 3 POSTS, REF NO: 2016/47/OCJ

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

CENTRE: THE HIGH COURT OF SOUTH AFRICA GAUTENG LOCAL DIVISION: JOHANNESBURG

REQUIREMENTS:
Grade 12 or equivalent qualification, two (2) Diploma in interpreting (N0F Level 5), Three (3) years practical experience as court interpreting. Proficiency in two or more indigenous languages and English. Must have good knowledge of the following languages: English, Afrikaans, Isindebele, Isizulu, IsiSwati, Tshivenda and Xitsonga, Sesotho, Sepedi, Setswana and Isixhosa, A valid driver’s license will serve as an added Advantage. NB: Shortlisted candidates will be required to undergo oral and written language proficiency 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 service, Planning and Organizational skills, Listening skills, Confidentiality, Time management skills and analytical 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 functions, control and supervision of interpreters.

ENQUIRIES:
Ms N Mnisi (011) 335 0284
APPLICATIONS: 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 kruis Street, JOHANNESBURG.

POST 06/37: SUPPLY CHAIN OFFICER: DEMAN MANAGEMENT 2 POSTS, REF NO: 2016/48/OCJ

CENTRE: NATIONAL OFFICE

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

REQUIREMENTS: Grade 12 certificate or equivalent qualifications with a minimum of three (3) years working experience in Financial environment (Supply Chain Management), A recognized 3 years Bachelor’s degree/National Diploma, NQF level 6 in Purchasing Management, Public Administration, Financial, Logistics Management (equivalent qualification) will be an added advantage, Knowledge of Public Service Policy Frameworks, in-depth knowledge of the Public Finance Management Act (PFMA), BBBEE regulations, Treasury Regulations, Supply Chain Management Regulations, Notes, Circulars, Polity Framework and related prescript, In-depth knowledge of Supply Chain Management System e.g Logis and A valid driver’s license and willingness to travel is required. Skills and competencies: Ability to work independently and meet deadlines and to ensure the correctness of data/information, Ability to work under pressure, work in a team and prepared to work overtime when required as well work independently and meet deadlines, Excellent analytical, planning, project and organizational skills, Good interpersonal relations and must be client orientated, Effective communication skills (written and verbal), Computer literacy (MS Word, MS Excel and MS Outlook)

DUTIES: Assist end users with timeous development of the specifications of bids, Assist end users with compilation of Demand Management Plans and Procurement Plan, Consolidate relevant report and review demand management plans, Assist and ensure bid invitations, closing, evaluation and adjudication of proposals and publication of awards as well that tender (bid) documents are compiled in consultation with the Bid Committees recommendation, Ensure the maintaining of a filing system for awarded contracts, capture all awarded contracts on a contract register and update bid register (tender register), Monitor and ensure the administration of validity of bids, Opening, 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 of briefing sessions, Prepare submissions and reports to Bid Committees, Provide supply chain advisory and support service to the organization, Coordination of bid related matters with end users and ensure that internal control measures are adhered to, Assist with monitoring and conducting follow-up on outstanding requests 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, Attend to Supply Chain Management audit queries, Management of Human Resources i.e. job description, performance agreements, appraisal and development of staff.

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 06/38: SUPPLY CHAIN CLERK: DEMAND MANAGEMENT, REF NO: 2016/56/OCJ

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

CENTRE: NATIONAL OFFICE

REQUIREMENTS: Grade 12 certificate or equivalent, knowledge of relevant Public Service Regulation Framework such as PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPFFA), BBBEE, A valid driver’s license will be an added advantage Skills and competencies: Good Interpersonal relations and must be client orientated, problem solving, effective communication skills (written and verbal), computer literacy in MS Office (MS Word, MS Excel and MS
outlook), Ability to meet deadlines and to work under pressure and preparedness to work overtime, when required as well work independently as well in a team.

**DUTIES**

- Assist in compilation of procurement plan, Collect, verify and consolidate Demand Management Plans and ensure that requests are aligned to the procurement plan, Compile advert and send it to the government tender bulletin and National Treasury, Assist with compiling of bid documents, Coordination of briefing sessions and closing of Bids, Capture all awarded contracts on a contract register and update bid register the administration of validity of bids and contracts periods, Verifying of suppliers on National Treasury’s register of tender defaulters and list of restricted suppliers, Verifying of suppliers on companies & Intellectual Property Commission (CIPC) database, Assist with preparation of documents to the relevant Committees, 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.

**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 06/39**

REGISTRAR’S CLERK, REF NO: 2016/57/OCJ

**SALARY**

R 132 399.00 – R 155 961.00 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

THE HIGH COURT OF SOUTH AFRICA GAUTENG DIVISION: PRETORIA

**REQUIREMENTS**

- Grade 12 or equivalent qualification, 0-2 years relevant experience. Skills and competencies: Computer literacy, Good communication skills (verbal and written), Ability to work under pressure, Customer services, Interpersonal relations, Knowledge of document management and filing.

**DUTIES**

- Render support services to case flow management, Rendering of efficient and effective support service to the court, Attend and oversee to general public enquiries/ correspondence, Store and keep court records safely.

**ENQUIRIES**

Mr Humphry Sithole (011) 335 0210

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Gauteng Region, Private Bag X07, JOHANNESBURG, 2000. Applications can also be hand delivered to: High Court of South Africa, Gauteng Local Division, 12th floor, Cnr Prichard and Kruis Street, JOHANNESBURG.

**POST 06/40**

ADMINISTRATION CLERK (ARCHIVES) 2 POSTS, REF NO: 2016/58/2016

**SALARY**

R 132 399.00 – R 155 961.00 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

HIGH COURT OF SOUTH AFRICA GAUTENG LOCAL DIVISION: JOHANNESBURG

**REQUIREMENTS**

- Grade 12 certificate or equivalent qualification and 1 year appropriate Administration Filing experience. Skills and competencies: Computer literacy MS Office, Good Communication skills (verbal and written), Good interpersonal relations, Attention to detail, Good Organizational skills, Ability to work under pressure and as part of a team.

**DUTIES**

- Maintain archive records, Render assistance in General Case Flow Management, Scan verify and upload of documents into databases, Performing clerical and administration work relating to the archive section, Handle routine work at the office.

**ENQUIRIES**

Ms S Mnisi (011) 335 0284

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Gauteng Region, Private Bag X07, JOHANNESBURG, 2000. Applications can also be hand delivered to: High Court of South Africa, Gauteng Local Division, 12th floor, Cnr Prichard and Kruis Street, JOHANNESBURG.

**POST 06/41**

ADMINISTRATION CLERK (ARCHIVES) 2 POSTS, REF NO: 2016/59/OCJ

**SALARY**

R 132 399.00 – R 155 961.00 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

HIGH COURT OF SOUTH AFRICA GAUTENG DIVISION: PRETORIA
**REQUIREMENTS**

Grade 12 certificate or equivalent qualification, 1 year appropriate administration, filing experience. Skills and competencies: Computer literacy MS Office, Good Communication skills (verbal and written), Good interpersonal relations, Attention to detail, Good Organizational skills, Ability to work under pressure and as part of a team.

**DUTIES**

Maintain archive records, Render assistance in General Case Flow Management, Scan verify and upload of documents into databases, Performing clerical and administration work relating to the archive section, Handle routine work at the office,

**ENQUIRIES**

Mr Humphrey Sithole ☏ (011) 335 0210

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Gauteng Region, Private Bag X07, JOHANNESBURG, 2000. Applications can also be hand delivered to: High Court of South Africa, Gauteng Local Division, 12th floor, Cnr Prichard and Kruis Street, JOHANNESBURG.

**POST 06/42**

ADMINISTRATION CLERK (DCRS), REF NO: 2016/60/OCJ

**SALARY**

R 132 399.00 – R 155 961.00 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

LABOUR AND LABOUR APPEAL COURT: JOHANNESBURG

**REQUIREMENTS**

Senior Certificate or equivalent qualification, Previous Admin experience will serve as an added advantage. Skills and competencies: Computer literacy MS Office, Good Communication skills (verbal and written), Interpersonal relations accuracy and attention to detail.

**DUTIES**

Operating the recording machine and recording of Court proceedings, Preparing and setting up the recording machine, Make sure that the recording machine is functioning properly, Make sure that all microphones are receiving the voices properly, Report any malfunctioning machines, Make sure the recording machine is on before the Court starts, Make sure that all voices are audible, Exporting of all cases, Download proceeding on RW-CD, Keep record of all the requests made for transcription names of the Judges, Applications, Respondents, attorneys advocates interpreters, witnesses must be properly recorded for every case on the roll, Record of time spent in Court, per case, Performing clerical and administrative work relating to Labour and Labour Appeals Court,

**ENQUIRIES**

Ms P Chauke ☏ (011) 335 0211

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Gauteng Region, Private Bag X07, JOHANNESBURG, 2000. Applications can also be hand delivered to: High Court of South Africa, Gauteng Local Division, 12th floor, Cnr Prichard and Kruis Street, JOHANNESBURG.

**POST 06/43**

TYPIST, REF NO: 2016/61/OCJ

**SALARY**

R 110 739.00 – R 121 911.00 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

THE HIGH COURT OF SOUTH AFRICA GAUTENG DIVISION: PRETORIA

**REQUIREMENTS**

Grade 12 or equivalent qualification with typing as a passed subject, Two (2) year relevant experience, Minimum typing speed of 35 wpm, An appropriate word processing course successfully completed, Short-listed candidates 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.

**DUTIES**

Type reports and court orders, General Correspondence, Answer telephone and take Messages, Perform any other administrative duties.

**ENQUIRIES**

Mr H Sithole ☏ (011) 335 0210

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Gauteng Region, Private Bag X07, JOHANNESBURG, 2000. Applications can also be hand delivered to: High Court of South Africa, Gauteng Local Division, 12th floor, Cnr Prichard and Kruis Street, JOHANNESBURG.

**POST 06/44**

ACCOUNTING CLERK 14 POSTS

**SALARY**

R 132 399 – R 155 961 per annum. The successful candidates will be required to sign a performance agreements.

**CENTRE**

CONSTITUTIONAL COURT (2), REF: 2016/73/OCJ

EASTERN CAPE (2), REF: 2016/74/OCJ

GAUTENG (2), REF: 2016/75/OCJ

30
NORTH WEST (1), REF: 2016/76/OCJ
FREE STATE (2), REF: 2016/77/OCJ
LIMOPO (1), REF: 2016/78/OCJ
KWAZULU NATAL (2), REF: 2016/79/OCJ
NORTHERN CAPE (1), REF: 2016/80/OCJ
WESTERN CAPE (1): 2016/81/OCJ

REQUIREMENTS:
Grade 12 with Mathematics or Accounting as a subject, At least (1) year relevant experience, Basic knowledge of financial functions, practice as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislation, procedure and Treasury regulations (PFMA, PSA, PSR, PPPFA, Financial Manual), Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.) will be an added advantage. Skills and competencies: Interpersonal relations, Numeracy, Computer literacy, Good communication skills (written and verbal), Planning and organization, Ability to perform routine tasks and Accuracy and attention to details.

DUTIES:
Render financial accounting transactions (Receive invoices, Check invoices for correctness, verification and approval (internal control), Process invoices (e.g capture payments), Filing of all documents, Collection of cash, Perform salary administration support services (Receive salary advices, Process (e.g check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc), File all documents, Perform bookkeeping support services (capture all financial transactions, clear suspense accounts, record debtors and creditors, Process electronic banking transaction, compile journals).

ENQUIRIES:
Constitutional Court: Mr T Rikhotso (011) 359 7400
Eastern Cape: Ms N Biko (043) 702 7000
Western Cape: Ms M Baker (021) 469 4000.
North West: Ms M Monkge (018) 397 7000.
Free State: SCA: Ms C Martin / Ms MA Luthuli (051) 406 8115
Limpopo: Ms N Phadziri (015) 230 4000/3008.
Kwazulu Natal: Ms L Marrie (031) 372 3109.
Northern Cape: Ms S Ruthven (053) 807 2700.
Gauteng: Netshitomboni Lutendo (011) 332 9000

APPLICATIONS:
CONSTITUTIONAL COURT: 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.
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.
WESTERN CAPE: The OCJ Provincial Head, Private Bag X 9020, CAPE TOWN, 8000 OR can be hand delivered to: 35 Keerom Street, CAPE TOWN.
NORTHWEST: 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: 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.
LIMOPO: The OCJ Provincial Head, Private Bag X9693, POLOKWANE 0700 OR can be hand delivered to: Office of the Chief Justice, No 36 Bidcic 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, Sol Plaatjie Drive, Room B107 KIMBERLY.
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.

POST 06/45:
HUMAN RESOURCE OFFICER 7 POSTS

SALARY:
R 132 399.00 – R 155 961.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE:
EASTERN CAPE (2), REF: 2016/49/OCJ
REQUIREMENTS: Grade 12 or equivalent certificate plus two (2) years’ experience in Human Resource Management, Knowledge of PERSAL System, Thorough knowledge of the prescript/regulation Human Resources. Skills and competencies: Computer literacy (MS Office; PERSAL experience), Good communication skills (written and verbal), Report writing skills, Good organizing skills, Ability to work under pressure, Good Interpersonal Skills, Accuracy and attention to detail, Confidentiality, tact and discretion when dealing with people.

DUTIES: Implementation of transactions on PERSAL system in respect of appointments, leave, pensions, transfers, housing allowance, acting allowance, performance management, termination, labour relations etc, Receiving of applications forms and response handling, Assist with the preparation of recruitment and selection documents and venues, Keep statistics of all activities and report accurate statistics to supervisors, assist with all administrative duties and report of Human Resource component, Respond to Clients queries.

ENQUIRIES: Eastern Cape: Ms N Biko (043) 702 7000
North West: Ms M Monkge (018) 397 7000.
Free State: SCA: Ms C Martin / Ms MA Luthuli (051) 406 8115
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: Quoting the relevant reference number, direct your application to the following address:

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
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 & SCA: The: 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.
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.
KZN: 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, Sol 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.
OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

APPLICATIONS : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets, Pretoria, for attention Ms A West.

CLOSING DATE : 19 February 2016, 15h45.

NOTE : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that faxed, e-mailed and late applications will not be accepted.

OTHER POSTS

POST 06/46 : DEPUTY DIRECTOR: LEGAL RESEARCH REF NO: DD/LR/CHAIR/02/2016

SALARY : All inclusive remuneration package of R 569 538 annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules.

CENTRE : Head office, Pretoria

REQUIREMENTS : A recognized LLB degree (NQF Level 8), A minimum of 3 years' legal research experience, Demonstratable understanding of the South African Law and Regulatory Framework (e.g. Constitutional and Administrative Law and Labour Law), Admission as Attorney/Advocate will be an added advantage, Experience in liaison with stakeholders, Report-writing skills, Proven computer literacy skills in various operating systems

DUTIES : The successful candidate will perform the following duties: Research and retrieve materials from various sources in both hard copy and electronic formats on legal issues, as requested by the Chairperson of the Commission, Perform quality assurance functions, Drafting speeches, articles, submissions and conference papers for the Chairperson, Keep abreast with all the latest developments in law on all important subjects, including legislation changes, new reportable judgments or legal articles written, Manage human and financial resources.

ENQUIRIES : Ms LC Viviers TEL NO: (012) 352 1145

POST 06/47 : ASSISTANT DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: ASD/PAI/02/2016

SALARY : R 361 659 per annum (Level 10) (excluding benefits)

CENTRE : Head Office: Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Law/Labour Law/ Auditing/ Forensic Investigation/ Public Administration (New NQF level 6/7). A minimum of 2 – 3 years’ experience in the following spheres: Forensic Investigation/ Investigation, Auditing, Fraud and Anti-Corruption. Knowledge and experience of Public Service legislation including but not limited to the following: The Constitution of the republic of South Africa, 1996, the Public Service Act 1994 (as amended) the Public Finance Management Act, 1999, The Public Service Commission Act, 1997, Public Service Regulations, Treasury Regulations and Supply Chain Management. Proven investigative and analytical skills (ability to interpret information and apply relevant prescripts). Proven ability in project management. Developed PC skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Excellent verbal and written communication skills.
Ability to work under pressure. A valid driver's license. Candidates will be required to travel extensively.

**DUTIES**

Investigate complaints lodged with the Public Service Commission into areas of Public Administration. Gather and analyses information obtained during Investigations. Produce investigation reports with appropriate findings, recommendations, direction and advice. Monitor the implementation of recommendation/advice. Compile presentations on reports. Manage assigned projects.

**ENQUIRIES**

Ms TG Moeeng TEL: 012 352 1199

**APPLICATIONS**

Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets, Pretoria, for attention Ms A West.

**CLOSING DATE**

04 March 2016 @ 15h45
ANNEXURE J

DEPARTMENT OF SCIENCE AND TECHNOLOGY
The Department of Science and Technology is an affirmative action employer and coloured people, white females and people with disabilities are encouraged to apply for these posts.

APPLICATIONS: The Chief Director: Human Resources, Private Bag X894, Pretoria, 0001, or hand-deliver them to the Department at Building 53, CSIR Campus, Meiring Naudé Road, Brummeria.

CLOSING DATE: 19 February 2016

NOTE: Applications must be accompanied by a signed Z83 form and up-to-date curriculum vitae (including three contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document. Confirmation of permanent appointment will be subject to the applicant passing a security check and confirmation of the applicant's qualifications. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to appoint anyone to the above posts, and to withdraw them, re-advertise them or fill them by way of transfer or deployment if this is considered in the interests of service delivery.

OTHER POSTS

POST 06/48: DEPUTY DIRECTOR: AFRICA MULTILATERAL COOPERATION

SALARY: R569 538,00 per annum (all-inclusive remuneration package)
CENTRE: Pretoria

REQUIREMENTS: A three-year national diploma or bachelor's degree in international relations, public administration or a science qualification. Three to five years' experience in an international relations environment. Knowledge of the Public Finance Management Act and relevant legislation and policies. Knowledge of science education and African politics. Sound understanding of scientific research, international science and technology institutions and systems and South Africa's science and technology priorities and relations with African and other multilateral organisations. Good communication (listening, written and verbal) skills. Computer literacy. Interpersonal, project management and financial management skills. Display strategic thinking and diplomacy skills in international relations.

DUTIES: Facilitate South Africa’s participation in strategic multilateral science and technology relations and engagements, particularly in the context of the AU, NEPAD and the African diapora. Strategic support to the Directorate and manage human resource requirements.

ENQUIRIES: Ms Nontobeko Nkosi, Tel 012 843 6861

POST 06/49: DEPUTY DIRECTOR: BUSINESS ANALYST

SALARY: R569 538,00 per annum (all-inclusive remuneration package)
CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a postgraduate qualification equivalent to NQF level 6 in information systems or computer science. An ITIL Foundation phase certificate will be an added advantage. Three to five years' experience in systems development and analysis. Knowledge of IT network support, technical hardware and software, systems development life cycles and methodologies, latest IT and computer programming technology and how this impacts the business, software development and applications in programming, database design. Good interpersonal skills and leadership qualities. Problem-solving, communication and time-management skills. Ability to think critically and take the initiative. Be loyal, persistent and display business ethics. Ability to work individually and as part of a team, willingness to assist people and learn.

DUTIES: Systems analysis, design and development based on user requirements. Provide direction and standards for systems development in the Department. Provide technical systems recommendations and do systems testing. Systems/software project management. Play an advisory role for improving the Department's records management and information systems. People management and development.

ENQUIRIES: Ms Dolly Masuku, Tel 012 843 6692
POST 06/50: **ASSISTANT DIRECTOR: AFRICA MULTILATERAL COOPERATION**  
*(THREE-YEAR CONTRACT)*

**SALARY**: R396 972.57 per annum (including 37% in lieu of service benefits)

**CENTRE**: Pretoria

**REQUIREMENTS**: Three-year national diploma or bachelor’s degree in international relations, public administration or a science qualification. Two to three years’ experience in an international science and technology-oriented environment. Good understanding of the impact of science, technology and innovation (STI) on economic development and the National System of Innovation. Excellent communication (verbal and written) and interpersonal skills and computer literacy. Knowledge of Public Service Regulations. Basic understanding of the Public Finance Management Act, scientific research and international science and technology institutions, actors and systems. Knowledge of Africa-European Union (EU) geopolitical dynamics. The successful candidate will be expected to have administration, research and development and sound project management skills. Ability to work individually and as part of a team. Establish and maintain internal and external networks and work under pressure. Be creative and show initiative.

**DUTIES**: Facilitate and coordinate South Africa’s participation in Africa-EU projects. Mobilise programme owners and funding partners to promote the coordination of Africa-EU research cooperation and funding instruments/mechanisms to support global challenges. Monitor and analyse Africa-EU partnerships in STI development and ensure progress and compliance in their financial management.

**ENQUIRIES**: Ms Tshiamo Ikgopoleng, Tel 012 843 6675

POST 06/51: **ASSISTANT DIRECTOR: STRATEGIC PARTNERSHIPS**  
*(THREE-YEAR CONTRACT)*

**SALARY**: R396 972.57 per annum (including 37% in lieu of service benefits)

**REQUIREMENTS**: Three year national diploma/degree in international relations, public administration and a science field. Two years’ working experience in a science environment, public administration, international relations and international events management. Knowledge of government prescripts and applicable protocols. Knowledge of the National System of Innovation and public policy management. Excellent communication (written and verbal), interpersonal and administrative skills. Analytical, research and strategic thinking and strong negotiation skills. Be a team player, as well as an independent worker, and exercise science diplomacy.

**DUTIES**: Assist in promoting South African and African participation in EU competitive funding programmes. Identity and explore the value of South African participation and networking in new EU programmes. Address key DST strategic focus areas. Influence the EU programmes to benefit South Africa’s strategic priorities.

**ENQUIRIES**: Ms Tshiamo Ikgopoleng, Tel 012 843 6675.

**NOTE**: Please note that the successful candidates’ continued employment will be subject to performance assessments annually.
Annexure K

Department of Women

The purpose of the Department of Women is to lead, coordinate and oversee the transformation agenda on women's socio-economic empowerment, rights and equality through mainstreaming, monitoring and evaluation.

Applications: The Director-General, Department of Women, Private Bag X931, Pretoria, 0001 or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.

For Attention: Ms T Siko

Closing Date: 26 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 and must be accompanied by a comprehensive CV as well as certified copies of all qualification(s) and ID-document. Non-RSA citizens/ permanent resident permit holders must attach a copy of their Permanent Residence Permit. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to make appointment(s) to the post(s). Short-listed candidates shall be required to avail themselves for interviews and competency assessments (if required) at a date and time as determined by the Department. Designated employees shall be required to disclose their financial interests. Senior managers shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department. Note: if the applicant fails to sign the Z-83 form that will constitute an automatic disqualification. The Department of Women is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act No. 55 of 1998) will be taken into consideration. Women and persons with disabilities are encouraged to apply. Appointment(s) will only be made on the first notch of the advertised salary level.

Other Post

Post 06/52: Logistics Clerk: Supply Chain Management Ref No: DOW/01/2016

Salary: Basic remuneration package of R 132,399 per annum (salary level 5).

Centre: Pretoria

Requirements: A senior certificate; tertiary qualification in Logistics/Supply Chain Management plus relevant experience in Supply Chain Management will be an added advantage. Good communication and interpersonal skills. Ability to work under pressure and independently. Computer literacy with knowledge of Excel, Word and Outlook. Good organisational skills. Knowledge of LOGIS, PFMA, BAS and government procurement procedures will be an advantage. The successful applicant will be subject to personal security vetting at a top secret level.


Enquiries: Mr Derick Mahapa (telephone 012 359 0231)
Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

APPLICATIONS: The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. N Mchabasa, Room 426B, Fidel Castro Building, Tel No: (051) 405 4274 or deliver by hand to Room 426b, Fidel Castro Building, Bloemfontein

CLOSING DATE: 26 February 2016

NOTE: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in CV), driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. Candidates who apply for posts on salary level 9 and higher will also be subjected to a competency assessment as well as a practical test. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

MANAGEMENT ECHELON

POST 06/53: SENIOR EXECUTIVE MANAGER: SUSTAINABLE RESOURCES MANAGEMENT REF NO: FSPT.007/16

SALARY: Salary Level 14. An all-inclusive salary package of R 1 042 500.00 per annum (This all inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: A Master’s degree in commerce with a minimum of six years experience in a senior management position of which at least three years’ should have been in a financial management environment. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act and economic policies. Computer literate. Knowledge of research methodology. Good interpersonal, supervisory and analytical skills. Valid driver’s license.

DUTIES: Determine and evaluate economic parameters and socio economic imperatives within a provincial and macro-economic context. Enhance the provincial revenue growth through the development and implementation of sound policy frameworks in the Free State Province in order to promote socio-economic growth. Ensure effective allocation of provincial resources in line with provincial government priorities. Manage the preparation of main budgets and adjustment budgets. Monitor and give advice on the financial and non-financial performance of provincial departments and public entities to ensure sound management of resources. Manage controls on possible risks that might hamper the smooth running of the Chief Directorate. Manage the resources of the Chief Directorate to ensure efficiency and effectiveness within the Chief Directorate.

ENQUIRIES: Mr. G. Mahlatsi: (051) 405 4268

OTHER POST

POST 06/54: ACCOUNTANT: PROVINCIAL ACCOUNTING COMPLIANCE (2 POSTS) REF NO: FSPT 008/16

SALARY: Salary level 8– A basic salary of R 227 802 per annum.

CENTRE: Bloemfontein
REQUIREMENTS : A Bachelor’s degree or diploma in Accounting or equivalent qualification. A minimum of three years experience in a financial management environment.

DUTIES : Provide training to all asset and liability item users within the Free State Provincial Government to ensure capacity building and to enhance the effectiveness and efficiency of the accounting system. Compile Key Control Matrix (KCM) assessments and combined reports to promote accurate and credible accounting information. Evaluate asset and liability items and any new financial system to ensure adherence to provincial and national norms and standards. Monitor the efficiency of the management of asset and liability items, including bank reconciliations. Ensure the successful implementation of banking arrangements for the provincial departments and trading entities.

ENQUIRIES : Mr. L Steinmann: (051) 405 4262
ANNEXURE M

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION

APPLICATIONS : HEAD OFFICE [HO] Physical Address: 111 Commissioner Street, Johannesburg
Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: CHECK ENQUIRIES ON THE ADVERT

CLOSING DATE : 26 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). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verifications).

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. Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract. 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. 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 implementation of competency based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools.

OTHER POSTS

POST 06/55 : CHIEF ELECTRICAL ENGINEER GRADE A REF NO: HO2016/02/06
Directorate: Infrastructure Planning

SALARY : R 809 988.00 per annum all-inclusive package (The Department will award a higher salary depending on the expertise of the applicant)

CENTRE : Head Office, Johannesburg

REQUIREMENTS : Degree in Engineering. Other requirements: Registered as a Professional Engineer with ECSA. Six years’ experience post qualification. Valid Drivers’ License. Computer literate.


ENQUIRIES : Mr. H Tsosane: Tel 011 355 0200

POST 06/56 : CHIEF CIVIL/STRUCTURAL ENGINEER GRADE A REF NO: HO2016/02/07
Directorate: Infrastructure Planning

SALARY : R 809 988.00 per annum all-inclusive package (The Department will award a higher salary depending on the expertise of the applicant)

CENTRE : Head Office, Johannesburg

REQUIREMENTS : Degree in Engineering. Other Requirements: Registered as a Professional Engineer with ECSA. [Civil/Structural Engineer] Six years’ experience post qualification. Valid Drivers’ License. Computer literate.

DUTIES : Develop and maintain functional and technical norms and standards from an engineering perspective. Manage condition assessments and credibility of technical information. Manage adherence to environmental and occupational health & safety aspects. Investigate proposals for innovative service delivery

ENQUIRIES : Mr. E Vele Tel 011 843 6684

POST 06/57 : CHIEF QUANTITY SURVEYOR GRADE A 2 POSTS REF NO: HO2016/02/08
Directorate: Infrastructure Delivery

SALARY : R 679 941.00 per annum all-inclusive package (The Department will award a higher salary depending on the expertise of the applicant)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : B Degree in Quantity Surveying. Other Requirements: Registered as a Professional Quantity Surveyor with SACQSP. Six years’ experience post qualification. Valid Drivers’ License. Computer literate.
DUTIES : Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.

ENQUIRIES : Mr. E Vele Tel 011 843 6684

POST 06/58 : CHIEF ARCHITECT GRADE A 2 POSTS REF NO: HO2016/02/09
Directorate: Infrastructure Delivery

SALARY : R 679 941.00 per annum all-inclusive package (The Department will award a higher salary depending on the expertise of the applicant)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Bachelor of Architecture. Other Requirements: Registration with the SACAP as a Professional Architect. Six years’ experience post qualification. Valid Drivers’ License. Computer literate.
DUTIES : Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.

ENQUIRIES : Mr. E Vele Tel 011 843 6684

POST 06/59 : DEPUTY DIRECTOR: INFRASTRUCTURE PROJECT/PROGRAMME MANAGEMENT REF NO: HO2016/02/04
Directorate: Infrastructure Delivery Management

SALARY : R 674 979.00 per annum all-inclusive package of which a portion could be structured within applicable rules, according to the individual’s needs. The successful candidate will be required to undergo competency assessment, security clearance.
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Degree or Equivalent in Quantity Surveyor. Other requirements: Five years’ experience post qualification. Valid Drivers’ License. Computer literate.
DUTIES : Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s].

ENQUIRIES : Mr. E Vele Tel 011 843 6684
### POST 06/60: DEPUTY DIRECTOR: INFRASTRUCTURE PROJECT/PROGRAMME MANAGEMENT 2 POSTS REF NO: HO2016/02/05

**Directorate:** Infrastructure Delivery Management

**SALARY:** R 674 979.00 per annum all-inclusive package of which a portion could be structured within applicable rules, according to the individual's needs. The successful candidate will be required to undergo competency assessment, security clearance.

**CENTRE:** Head Office, Johannesburg

**REQUIREMENTS:** Degree or Equivalent in Architectural Studies. Other requirements: Five years’ experience post qualification. Valid Drivers’ License. Computer literate.

**DUTIES:** Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent(s).

**ENQUIRIES:** Mr. E Vele Tel 011 843 6684

### POST 06/61: TOWN AND REGIONAL PLANNER GRADE A-C REF NO: HO2016/02/10

**Directorate:** Infrastructure Delivery

**SALARY:** R476 064 – R729 825.00 per annum all-inclusive package

**CENTRE:** Head Office, Johannesburg

**REQUIREMENTS:** Degree in Architecture. Registered as a Professional Architect with SACAP. Three years’ experience post qualification. Valid Drivers’ License. Computer literate.

**DUTIES:** Assist to manage town planning as part of infrastructure planning. Undertake town planning analyses to develop and maintain a physical resources planning framework. Undertake spatial modelling for infrastructure planning. Review utilisation of facilities from a town planning perspective, undertake cost benefit analysis and make inputs to the preparation of the User Asset Management Plan. Undertake research.

**ENQUIRIES:** Mr. E Vele Tel 011 843 6684

### POST 06/62: ARCHITECT GRADE A-C REF NO: HO2016/02/11

**Directorate:** Infrastructure Delivery

**SALARY:** R476 064 – R729 825.00 per annum all-inclusive package

**CENTRE:** Head Office, Johannesburg

**REQUIREMENTS:** Degree in Town and Regional Planning. Registered as a Professional Architect with SACAP. Three years’ experience post qualification. Valid Drivers’ License. Computer literate.

**DUTIES:** Customise architectural functional and technical norms and standards for all schools. Determine architectural policies, strategies, plans, procedures and criteria for all infrastructure projects and programmes. Undertake master planning and prepare project briefs, business cases, accommodation schedules and operational narratives. Make inputs to the User Asset Management Plans and Project Lists. Undertake research.

**ENQUIRIES:** Mr. E Vele Tel 011 843 6684

### POST 06/63: CONTROL WORKS INSPECTOR 2 POSTS REF NO: HO2016/02/12

**Directorate:** Infrastructure Delivery

**SALARY:** R 361 659.00 per annum (Plus Benefits)

**CENTRE:** Head Office, Johannesburg

**REQUIREMENTS:** National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Other requirements: Six Years’ experience post qualification. Valid Drivers’ License. Computer literate.

**DUTIES:** Manage District inputs for infrastructure planning. Manage implementation of all building projects in the Districts. Manage condition assessments. Manage school maintenance and disaster management plans. Manage people and finances.

**ENQUIRIES:** Mr. P Nortjie: Tel 011 355 0012

### POST 06/64: CHIEF WORKS INSPECTOR 11 POSTS REF NO: HO2016/02/13

**Directorate:** Infrastructure Delivery

**SALARY:** R 361 659.00 per annum (Plus Benefits)

**CENTRE:** Head Office, Johannesburg

**REQUIREMENTS:** National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Other requirements: Six Years’ experience post qualification. Valid Drivers’ License. Computer literate.

**DUTIES:** Manage District inputs for infrastructure planning. Manage implementation of all building projects in the Districts. Manage condition assessments. Manage school maintenance and disaster management plans. Manage people and finances.

**ENQUIRIES:** Mr. P Nortjie: Tel 011 355 0012
SALARY: R 243 747.00 per annum (Plus Benefits)
CENTRE: Head Office, Johannesburg
REQUIREMENTS: National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Three to Five Years’ experience post qualification. Valid Drivers’ License. Computer literate.
ENQUIRIES: Mr. P Nortjie: Tel 011 355 0012

GAUTENG DEPARTMENT OF E-GOVERNMENT

APPLICATIONS: It is the department’s intention to promote equity through filling of all numeric targets as contained in Employment Equity Plan to facilitate this process successfully, an indication of race, gender and disability status is required. Applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown or Applicants can apply online at: www.gautengonline.gov.za
CLOSING DATE: 26 February 2016

OTHER POST

POST 06/65: ASSISTANT DIRECTOR: WEB DESIGNER - REF NO: 000256
Directorate: Applications Development
SALARY: R361 659 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus relevant 3 year Degree in IT or National Diploma in Software Development. 1-3 years of experience in developing and implementing Portal and web based applications.
DUTIES: Provide general administration for various applications and graphical structures and framework. Provide support for existing front end applications. Maintain and update existing front end applications. Design modules for various applications. Test various applications. Produce reports from various applications. Provide basic user training for various applications.
ENQUIRIES: Ms. Mkateko Mboweni-De Klerk, Tel: (011) 689 6888

DEPARTMENT OF HEALTH

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.

NOTE: Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”

MANAGEMENT ECHELON

POST 06/66: IDMS STRATEGIC AND TECHNICAL ADVISOR REF NO: S-000208
(Five year fixed term contract)
Directorate: Infrastructure Management
SALARY: R1 042 500 per annum (all inclusive remuneration package)
CENTRE: Central Office, Johannesburg
REQUIREMENTS: Degree in either Architecture, Quantity Surveying, Engineering. Registration as a Built Environment Professional with relevant Professional Councils in South Africa. Valid Drivers’ Licence. Computer literate. 6– 8 years Senior Management experience with the roll out of the IDMS in a Government Department. 10 years’ experience in a general built environment in a professional capacity.
**DUTIES**

Provide strategic advice and direction in the built environment for the implementation of the Infrastructure Delivery Management System of Government in all Health Facilities. Implement the Infrastructure Delivery Management System [IDMS]. Assist with the capacitation of personnel employed in the Infrastructure Unit. Provide technical and strategic inputs and guidance to Health Facility Planning and Commissioning. Provide technical and strategic inputs and guidance to the management of Infrastructure Projects and Programmes. Direct Health Maintenance Projects and Programmes.

**ENQUIRIES**

Ms T Ramanyimi, Tel. No: (011) 355 3752

**APPLICATIONS**

Applications must be submitted to: The Head of Department, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixey Seme Street (former Sauer Street), Bank of Lisbon

**FOR ATTENTION**

Mr. T Mphelo or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

19 February 2016

**POST 06/67**

**DIRECTOR: ENGINEERING AND TECHNICAL SERVICES REF NO: S-000192**

Directorate: Infrastructure Management

**SALARY**

R864 177 per annum (all inclusive remuneration package)

**CENTRE**

Central Office, Johannesburg

**REQUIREMENTS**

Degree in Civil/Structural or Electrical/Mechanical Engineering. Experience in healthcare engineering. 6 – 8 Years post qualification experience. 5 Years' middle management experience. Valid Drivers' Licence. Computer literate.

**DUTIES**

Provide for the effective and efficient management of the maintenance of Healthcare Facilities, laundries, utilities, other infrastructure and the related technical support services that sustain an enabling environment for healthcare delivery in a cost effective manner. Manage the maintenance of health facilities, utilities and infrastructure. Manage the provision of professional engineering services and providing support to the Chief Directorate and Health Facilities. Manage the acquisition and deployment of maintenance resources. Manage the provision of linen and laundry services to Health Facilities. Manage healthcare infrastructure risk and quality improvement programmes. Manage compliance with the provisions of the occupational Health and Safety Act [OHS] related to equipment and effective waste management. Manage people. Manage finances.

**ENQUIRIES**

Ms T Ramanyimi, Tel. No: (011) 355 3752

**APPLICATIONS**

Applications must be submitted to: The Head of Department, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixey Seme Street (former Sauer Street), Bank of Lisbon

**FOR ATTENTION**

Mr. T Mphelo or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

19 February 2016

**POST 06/68**

**DIRECTOR: HEALTH TECHNOLOGY REF NO: S-000193**

Directorate: Infrastructure Management

**SALARY**

R864 177 per annum (all inclusive remuneration package)

**CENTRE**

Central Office, Johannesburg

**REQUIREMENTS**

Degree in Health Sciences or Degree and/or Diploma in Electrical or Mechanical or Clinical Engineering. Public Sector Management and/or related Management experience in the planning, commissioning and maintenance of medical equipment [6 – 8 years’ experience post qualification]. 5 Years’ middle management experience. Valid Driver’s licence. Computer literate.

**DUTIES**

To direct and monitor the specification, procurement, application, use and maintenance of health technology services. Direct and manage strategic healthcare technology planning and assessment. Manage medical equipment acquisition and deployment. Direct and manage health technology maintenance services. Direct health technology policies, norms and procedures. Manage risks and quality improvements. Manage people. Manage finances.

**ENQUIRIES**

Ms T Ramanyimi, Tel. No: (011) 355 3752

**APPLICATIONS**

Applications must be submitted to: The Head of Department, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixey Seme Street (former Sauer Street), Bank of Lisbon

**FOR ATTENTION**

Mr. T Mphelo or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

19 February 2016

**POST 06/69**

**DIRECTOR: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: S-000194**

Directorate: Infrastructure Management

**SALARY**

R864 177 per annum (all inclusive remuneration package)
**CENTRE:** Central Office, Johannesburg  

**REQUIREMENTS:** Degree in Built Environment. 5 years’ experience as a middle manager. Valid Drivers’ Licence. Computer literate. Public Sector Management and/or related Management experience in the delivery and oversight of infrastructure programmes. [6 – 8 years post qualification].  

**DUTIES:** Manage the delivery of the total of Infrastructure Programme related to Capex, Minor capital and Maintenance projects through interaction with Districts and Health Facilities and monitoring/oversight of Implementing Agent[s]. Prepare Construction Procurement Strategies. Prepare Infrastructure Programme Management Plans. Manage construction procurement. Manage Implementing Agents. Manage contracts. Manage people. Manage finances.  

**ENQUIRIES:** Ms T Ramanyimi, Tel. No: (011) 355 3752  

**APPLICATIONS:** Applications must be submitted to: The Head of Department, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixey Seme Street (former Sauer Street), Bank of Lisbon  

**FOR ATTENTION:** Mr.T Mphelo or apply online at: www.gautengonline.gov.za  

**CLOSING DATE:** 19 February 2016  

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**POST 06/70:** CHIEF CIVIL/STRUCTURAL ENGINEER [INFRASTRUCTURE PLANNING]  

**REF NO:** S-000195  

Directorate: Infrastructure Management  

**SALARY:** R809 988 per annum (all inclusive remuneration package) The Department will award a higher salary depending on the expertise of the applicant.  

**CENTRE:** Central Office, Johannesburg  

**REQUIREMENTS:** Degree in Engineering. Registered as a Professional Engineer with ECSA. [Civil/structural engineer]. Six years’ experience post qualification. Valid Drivers’ Licence. Computer literate.  


**ENQUIRIES:** Ms T Ramanyimi, Tel. No: (011) 355 3752  

**APPLICATIONS:** Applications must be submitted to: The Head of Department, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixey Seme Street (former Sauer Street), Bank of Lisbon  

**FOR ATTENTION:** Mr.T Mphelo or apply online at: www.gautengonline.gov.za  

**CLOSING DATE:** 19 February 2016  

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**NOTE:** curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”  

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**POST 06/71:** CHIEF MECHANICAL ENGINEER [MAINTENANCE]  

**REF NO:** S-000196  

Directorate: Infrastructure Management  

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SALARY: R809 988 per annum (all inclusive remuneration package). The Department will award a higher salary depending on the expertise of the applicant.

CENTRE: Central Office, Johannesburg

REQUIREMENTS: Degree in Engineering. Registered as a Professional Engineer with ECSA. Six years’ experience post qualification. Valid Drivers’ Licence. Computer literate.

DUTIES: Provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Manage people. Undertake research.

ENQUIRIES: Ms T Ramanyimi, Tel. No: (011) 355 3752

APPLICATIONS: Applications must be submitted to: The Head of Department, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixey Seme Street (former Sauer Street), Bank of Lisbon or apply online at: www.gautengonline.gov.za

FOR ATTENTION: Mr. T Mphelo

CLOSING DATE: 19 February 2016

NOTE: A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities.”

POST 06/72: CHIEF ARCHITECT [INFRASTRUCTURE PLANNING] REF NO: S-000197
Directorate: Infrastructure Management

SALARY: R697 941 per annum (all inclusive remuneration package). The Department will award a higher salary depending on the expertise of the applicant.

CENTRE: Central Office, Johannesburg


DUTIES: To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.

ENQUIRIES: Ms T Ramanyimi, Tel. No: (011) 355 3752

APPLICATIONS: Applications must be submitted to: The Head of Department, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixey Seme Street (former Sauer Street), Bank of Lisbon or apply online at: www.gautengonline.gov.za

FOR ATTENTION: Mr. T Mphelo

CLOSING DATE: 19 February 2016

NOTE: A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s
POST 06/73 : DEPUTY DIRECTOR: [MAINTENANCE] X 3 POSTS REF NO: S-000201
Directorate: Infrastructure Management

SALARY : R569 538 per annum ((all inclusive remuneration package)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : Degree or Diploma in Engineering. Valid Drivers’ Licence. Experience in health care engineering. 3 - 5 Years’ experience post qualification. Valid Drivers’ Licence. Computer literate.
DUTIES : To perform and manage technical services and support in engineering research, design, manufacturing, operations and maintenance. Perform oversight role over the implementation of day-to-day maintenance. Manage the budget for day-to-day maintenance. Assist Health Facilities to draw up specifications and monitor compliance by service providers regarding safety matters. Perform regular compliance inspections and audits at Health Facilities [regular safety audits]. Conduct and/or arrange investigations into incidents and recommend mitigation measures to prevent recurrence. Oversee establishment of Health and Safety Committees at various Health Facilities. Manage the effective implementation of Health Care Risk Waste Management. Manage people. Manage budgets.

ENQUIRIES : Ms T Ramanyimi, Tel. No: (011) 355 3752
APPLICATIONS : Applications must be submitted to: The Head of Department, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixey Seme Street (former Sauer Street), Bank of Lisbon For Attention: Mr.T Mphelo or apply online at: www.gautengonline.gov.za
CLOSING DATE : 19 February 2016
NOTE : A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”

POST 06/74 : DEPUTY DIRECTOR: POLICIES AND SYSTEMS [HEALTH TECHNOLOGY] REF NO: S-000202
Directorate: Infrastructure Management

SALARY : R569 538 per annum (all inclusive remuneration package)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : Diploma in Nursing or related Medical field or Electrical or Mechanical or Clinical Engineering. Extensive experience in clinical engineering and medical equipment policy, procedural and system modalities. [Minimum of 5 years post qualification]. Valid Driver’s licence. Computer Literate.
DUTIES : Determine policies, systems and standards for health technology services. Develop policies and Standard Operating Procedures for the maintenance of medical equipment. Manage the implementation of medical equipment maintenance policies and procedures. Present training to internal personnel and for suppliers of medical equipment to the Province. Determine the standards and norms for adverse event case management. Design the system for adverse event reporting and manage implementation. Design and update a quality improvement plan. Prepare risk assessments and risk mitigation strategies. Provide Strategic Guidance on Procurement of Medical Equipment to Chief Executive Officers of Health Facilities and Departmental Supply Chain Management Officials.

ENQUIRIES : Ms T Ramanyimi, Tel. No: (011) 355 3752
APPLICATIONS : Applications must be submitted to: The Head of Department, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixey Seme Street (former Sauer Street), Bank of Lisbon or apply online at: www.gautengonline.gov.za
FOR ATTENTION : Mr.T Mphelo
CLOSING DATE : 19 February 2016
NOTE: A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”

POST 06/75: DEPUTY DIRECTOR: PROJECTS [HEALTH TECHNOLOGY] X 5 POSTS
Directorate: Infrastructure Management

SALARY: R569 538 per annum (all inclusive remuneration package)

CENTRE:
Johannesburg Health District –Ref No: S-000203,
Ekurhuleni Health District-Ref No: S-000204,
West Rand Health District-Ref No: S-000205,
Tshwane Health District-Ref No: S-000206

Sedibeng Health District-Ref NO: S-000207

REQUIREMENTS: Diploma in Nursing or related Medical field or Electrical or Mechanical or Clinical Engineering. Experience in medical field, clinical engineering, functioning of medical equipment and the application of health technologies and the interface between medical equipment and patients including outputs and measurements. Valid Driver's licence. Computer Literate.

DUTIES: Manage health technology services projects [new commissioning] and upgrading. Conduct planning and costing for health technology. Interpret and apply approved norms and standards per level of care. Supervise, monitor and manage procurement plans to obtain health technology required for infrastructure projects. Prepare commissioning plans for installation of medical equipment. Manage effective and efficient commissioning of medical equipment. Manage hand over of new installations and training. Manage people. Manage budgets.

ENQUIRIES: Ms T Ramanyimi, Tel. No: (011) 355 3752

APPLICATIONS: Applications must be submitted to: The Head of Department, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixey Seme Street (former Sauer Street), Bank of Lisbon For Attention: Mr.T Mphelo or apply online at: www.gautengonline.gov.za

CLOSING DATE: 19 February 2016

NOTE: A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”

POST 06/76: CONSTRUCTION PROJECT MANAGER (INFRASTRUCTURE DELIVERY MANAGEMENT) REF NO: S-000198
Directorate: Infrastructure Management

SALARY: R552 489 – R 846 984 per annum (all inclusive remuneration package)

CENTRE: Central Office, Johannesburg

REQUIREMENTS: Honours Degree in Built Environment field with 3 years experience or BTech in Built Environment field with minimum of 4 years experience or National Higher Diploma in Built Environment filed with a minimum of 4 years and six months experience. Registered as a Professional Construction Project Manager with SACPSMP. Valid Drivers’ Licence. Computer literate.

DUTIES: To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of
ENQUIRIES: Ms T Ramanyimi, Tel. No: (011) 355 3752
APPLICATIONS: Applications must be submitted to: The Head of Department, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixey Seme Street (former Sauer Street), Bank of Lisbon or apply online at: www.gautengonline.gov.za
FOR ATTENTION: Mr. T Mphelo
CLOSING DATE: 19 February 2016
NOTE: A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”

POST 06/77:
TOWN AND REGIONAL PLANNER [INFRASTRUCTURE PLANNING] REF NO: S-000199
Directorate: Infrastructure Management

SALARY: R476 064 - R729 825 per annum (all inclusive remuneration package)
CENTRE: Central Office, Johannesburg
REQUIREMENTS: Degree in Town and Regional Planning. Registered as a Professional Town and Regional Planner with SACPLAN. Three years’ experience post qualification. Valid Drivers’ Licence. Computer literate. Registered as a Professional Town and Regional Planner with SACPLAN. Three years’ experience post qualification. Valid Drivers’ Licence. Computer literate
DUTIES: Assist to manage town planning as part of infrastructure planning. Undertake town planning analyses. Identify suitable sites for health projects and undertaken final validation on suitability. Validate all aspects of town planning requirements for planned infrastructure projects. Represent the Department at the different spatial forums for example the Planning Divisions to promote alignment between health planning and broader provincial planning. Undertake spatial modelling for infrastructure planning. Make town planning inputs to Business Cases. Make town planning inputs to the User Asset Management Plan. Undertake research.

ENQUIRIES: Ms T Ramanyimi, Tel. No: (011) 355 3752
APPLICATIONS: Applications must be submitted to: The Head of Department, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixey Seme Street (former Sauer Street), Bank of Lisbon or apply online at: www.gautengonline.gov.za
FOR ATTENTION: Mr. T Mphelo
CLOSING DATE: 19 February 2016
NOTE: A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”

POST 06/78:
OPERATIONAL MANAGER (GENERAL) CASUALTY REF NO: TDH008/2016
Directorate: Nursing

SALARY: R341 835-R384 735.00 per annum (plus benefits)
CENTRE: Tshwane District Hospital
REQUIREMENTS: Grade 12 certificate, basic qualification in terms of Government notice 425.i.e Degree/Diploma or equivalent that allows registration with SANC A minimum of 7years recognised experience in general nursing after Registration with SANC as

**DUTIES**: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Demonstrate an in-depth understanding of nursing legislation and related legal ethical nursing practices. The impact on service delivery. Provision of support to nursing Services. Maintain constructive working relationship with nursing and Other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, National Core Standards and procedures. Manage proper utilization of human, financial, and physical resources. Participate in CPD implementation and training. Maintain professional Growth/ethical standards and development of self and subordinate. Be in charge of the hospital in the absence of the senior managers (after Hours and weekends).

**ENQUIRIES**: Mrs Motlhaga DS Tel No: (012)354-7600
**APPLICATIONS**: All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 Or the people should apply directly to the Hospital HR Department
**CLOSING DATE**: 19 February 2016
**POST 06/79**: QUALITY ASSURANCE CLINICAL PROGRAM CO-ORDINATOR REF NO: TDH 007/2016

**SALARY**: R341 835 R384 735.00
**CENTRE**: Tshwane District Hospital
**REQUIREMENTS**: Diploma/Degree in nursing equivalent qualification. Registration with SANC As a professional nurse. A minimum of 7 years appropriate/recognizable Experience in nursing after registration as a professional Nurse with SANC in General Nursing. Valid drivers license. Computer literacy and able to work on Excel, Access, Word and PowerPoint. Quality Assurance experience will be a Recommendation. Communication skills should be exceptional.

**DUTIES**: Visiting wards/units in the facility according to a monthly plan. Responsible for the monitoring and assistance with the implementation of facility Quality Improvement plan in all wards/units. Collection of monthly data from wards/ Units on Quality Assurance. Monitor waiting times in the facility and assist in developing strategies to reduce the waiting times. Manage and complaint Management in the Facility. Manage complaints in the facility and assist with investigations and management of SAE(Serious Adverse Events) Responsible for management of customer care programmes. Assist with implementation of National Health Core Standards and auditing of the Facility, compile reports and analyse data for quality improvement. Conduct Training on quality related matters. Assist in planning and arrangement of Service Excellence Functions. Assist in developing of standards to improve Quality of services in the facility.

**ENQUIRIES**: Mrs Motlhaga DS Tel: 012 354 7600
**APPLICATIONS**: Applications must be submitted on Z83 form with certified copies of CV, ID and Qualifications to be attached. Applications must be submitted to HR in the Administration Building or posted to Tshwane District Hospital: cnr Dr Savage Road and Steve Biko and Private Bag x179, Pretoria 0001
**CLOSING DATE**: 19 February 2016
**POST 06/80**: PROFESSIONAL NURSE SPECIALITY THEATRE REF NO: TDH 009/2016

**Directorate**: NURSING

**SALARY**: R294 861-R341 835 per annum (plus benefits)
**CENTRE**: Tshwane District Hospital
**REQUIREMENTS**: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e Diploma/Degree in Nursing as a professional nurse. A post basic qualification with duration Of at least 1 year accredited with the SANC in terms of Government Notice No R212 in Operating Theatre Nursing. Minimum of 4 years appropriate/recognizable experience as a professional nurse after registration with the SANC in General Nursing. Strong leadership, good Communication and sound interpersonal skills are necessary. Verified Proof of experience.

ENQUIRIES: Mr. S. Nhleko, Tel No: (011) 535 3007/3008
APPLICATIONS: Applications must be submitted to: - Tara the H Moross Centre, P/Bag X7 Randburg 2125 or hand-delivered to: No. 50 Saxon Rd, Hurlingham, 2196 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 26 February 2016
NOTE: Candidates who do not meet the criteria / requirements for a specialty post would be placed on the general stream. Service certificate should be submitted with the application forms.

POST 06/82: FINANCE MIDDLE MANAGER REF NO: 000240
Directorate: Human Resource Department

SALARY: R289 716 per annum (plus benefits)
CENTRE: Helen Joseph Hospital
REQUIREMENTS: Recognised National Diploma/Degree in Finance. Eight (8) years’ experience in Financial environment, out of which Four 3 years must be at managerial or supervisory level. Computer literacy. A valid driver’s licence any code.
DUTIES: Management of suspense accounts, alignment of expenditure and budget through journal. Ensure a correct allocation or alignment of expenditure through giving SCOA allocations of the order. Ensuring that relevant correct reconciliations and reports are submitted to relevant managers and reviewed by Head Office and variance explained properly (IYM etc.) Support compilation of yearly budget; Act as cost centre Monitoring of commitment register, provide information opinion (advice) and historical information during budgeting processes and assist the Finance manager in consolidating (Bilateral, MTEF, adjustment, virement). Allocation of SCOA and budget on RLS01’s Administer petty cash Consolidation of budget which lists compile budget per line item and per cost Centre. Thorough understanding of the following legislations: PFMA, BBBEE, PPPFA, and Treasury Regulations. Must have practical experience of systems applicable to Gauteng Health. Leadership and sound management skills. Ability to work under tight deadlines and still attain the desired outcome. Ensure adherence to financial policies, guide procedures.
ENQUIRIES: Mr. K.J. Seshoka Tel No: (011 489 1065/67
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: 26 February 2016
POST 06/83
Assistant Director: Financial Management
Ref No: S-000168
Directorate: Accounting Management

Kindly note that this is a re-advert it was advertised as Post 05/121, requirements are amended.

Salary: R289 761 per annum (plus benefits)
Centre: Central Office, Johannesburg

Requirements:
An appropriate three years Degree/ National Diploma in Finance with at least 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:
Ensure that all receipts and deposits for the Department of Health are processed promptly and accurately before the month end closure. Manage the revenue ledger accounts i.e. bank exception, bank adjustment, deposit account, receipts control account, receipt pending control account and receipts deposit account. Follow up on all deposits that have not been banked. Manage and monitor all deposit books that have been issued to the institutions. Ensure that all unidentified deposits are resolved with Provincial Treasury before the month end closure. Liaise with clients on payments received and deposit references. Roll out the debit/credit card machines to all Gauteng Health Institutions that are collecting cash. 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 resolved 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: 26 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 06/84
HAST Co-Ordinator Ref No: 000101
Directorate: HAST

Salary: R289 761 per annum (plus benefits)
Centre: Tshwane Health District Office

Requirements:
A Degree in nursing. Registered with the South African Nursing Council (SANC) as a professional nurse. Must have HAST related short courses. Excellent presentation and facilitation skills. A minimum of 3 years working experience within the HAST environment. Ability to coordinate and support the integrated HAST programme within the sub-districts and at facility level. Knowledge and understanding of the HAST strategic documents. Knowledge and understanding of the indicator performance dash-board. Knowledge of the PFMA. Ability to function under pressure within a diverse multi-sectoral team. Advanced computer skills. Advanced communication and facilitation skills. A valid code 08 driver’s license.

Duties:
Coordinate and support the implementation of the integrated HAST programme at PHC facilities, hospital, specialized institutions and correctional services. Identify and support key populations including LGBTIs, sex-workers, mining communities and other identified vulnerable groups. Coordinate the implementation of HAST related National Policy Guidelines including the 90%-90%-90% & PASOP strategies and the MMC programme. Participate during development of the annual HAST Business Plan, Operational plan and Action Plan documents. Support facilities towards regular Monitoring & Evaluation processes of the integrated HAST programme. Liaise with all key partners.
supporting the integrated HAST programme. Compile monthly progress reports. Attend meetings. Support the HAST Deputy Director.

ENQUIRIES  : Mrs DONT Mataboge-Matjebe, Tel No. (012) 451 9154
APPLICATIONS  : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001 or apply online at: www.gautengonline.gov.za
CLOSING DATE  : 19 February 2016
POST 06/85  : DIAGNOSTIC RADIOGRAPHER, REF NO: HRM 11/2016
Directorate: Radiology
SALARY  : R243 513.00-R337 902 per annum (plus benefits)
CENTRE  : Steve Biko Academic Hospital
REQUIREMENTS  : Grade 12 certificate. Diploma/B-Rad/B.Tech in Diagnostic Radiography. Current registration with the HPCSA is compulsory. Computerised literacy is essential-all the x-ray units are digital.
DUTIES  : Grade 1: Diagnostic Radiography in a 24 hour department. To participate in a 24 hour roster. To produce x-ray images according to prescribed protocols, radiation control measures and medico-legal requirements. Assist in the training of Community Service Radiographers, and students. Assist in the quality assurance of images. Supervise and participate in departmental quality assurance tests. Participate and facilitate in CPD as required by the HPCSA. Assist with quality control tests.
          Grade 2: rade 1 duties. Assisting in training of students, community service and Grade 1 Radiographers. Quality assurance of images. Assist with quality control tests.
          Grade 3: Grade 1 and 2 duties. To assist the students and other qualified Radiographers with problem solving. Assist with quality control tests. Assist in managing of the department. High level of responsibility.
ENQUIRIES  : Mrs. S van Niekerk Tel: (012) 354 1379
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 06/86  : GIS TECHNICIAN [INFRASTRUCTURE PLANNING] REF NO: S-000200
Directorate: Infrastructure Management
SALARY  : R237 702 – R364 377 per annum (plus benefits)
CENTRE  : Central Office, Johannesburg
DUTIES  : Perform technical GIS activities for infrastructure planning through utilisation of health information systems. Contribute to the design of an appropriate spatial database for infrastructure planning in line with existing health information systems. Use GIS equipment, software, data and products. Provide training to end users. Participate in regular systems audits and implementation of GIS standards. Undertake research.
ENQUIRIES  : Ms T Ramanyimi, Tel. No: (011) 355 3752
APPLICATIONS  : Applications must be submitted to: The Head of Department, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixey Seme Street (former Sauer Street), Bank of Lisbon
FOR ATTENTION  : Mr. T Mphelo or apply online at: www.gautengonline.gov.za A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities
CLOSING DATE  : 19 February 2016
POST 06/87 : LABOUR RELATIONS OFFICER REF NO: 000213
Directorate: HRM (Labour Relations)

SALARY : R 196 278.00 per annum (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Degree/Diploma in HRM/HRD/Public Administration or equivalent with at least 2-3 years in Labour Relations or industrial Relations as subjects and proven skills and experience in Labour Relations. Possess practical planning and problem solving skills. Computer literacy in MS Office package. Experience in investigating and presiding over misconduct cases. Competence in Dispute resolution and grievance.

DUTIES : Investigate misconduct cases and grievances. Represent the Hospital in disciplinary hearing and disputes. Develop and implement LR Policies and procedures. Provide LR capacity building (skills and development) for managers and officials. Promote harmony/peace in the workplace between management and organized labour. Secretarial support in bilateral and multilateral meetings.

ENQUIRIES : Mr. HJ Smith , Tel No: (012) 529 3024
APPLICATIONS : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)
CLOSING DATE : 26 February 2016
NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability/NOTE: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted .Failure to comply with these instructions will disqualify applications from being processed.

POST 06/88 : SENIOR FOOD SERVICE MANAGER REF NO: S-000261
Directorate: Food Services – Human Nutrition

SALARY : R196 278 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : National Diploma in Food Service Management (HET level) or a B-Tech degree in Food Service Management/ Food and Beverage Management. Candidates must have at least 5 years’ experience in Food Service Management in a hospital environment will be advantageous. Must be computer literate-Advanced. Candidates must have skills and abilities: leadership, managerial, effective verbal and written communication and analytical for report writing. Must have a specialised knowledge of food, products, procedures and all protocols, acts relevant to operations in a Food service unit. Must have knowledge of PFMA and supply chain process, policies and strategies applicable in the Department of Health.

DUTIES : Direct control and administration of Food Service operations in the 12 kitchens and ensure daily allocating of staff for wards to ensure quality food and beverage service delivery to patients. Monitor ordering of meals and diets from the wards, monitoring statistics, storage and issuing of stock as well as the reconstitution of meals distributed to wards. Monitor the ward hostess services in the wards allocated. Do quality control checks, be involved with the planning and implementation of plate waste and opinion surveys, do analyses, compiling of reports for feedback and implementation of adjustment. Involved in menu planning for normal diets, inputs in departmental budget and implementation of cost containment measures. Ensure implementation of all Food service protocols, guidelines and policies. Involved in planning of equipment, utensils and floor layouts of food service units. Monitor the effective functioning and maintenance of equipment in all units. Monitor effective and optimal labour utilization in all units and monitor that disciplinary guidelines are maintained. Guide and implement evaluation appraisal processes. Responsible for delegation of all Human
Resources Administration to subordinate Food service Supervisors and staff. Identify needs and plan relevant training of Human Nutrition Food service staff in collaboration with HOD and Clinical Nutrition to meet present and future needs.

ENQUIRIES: Ms. S. Rodrigues, Tel. No: (011) 488 – 3833 / 3607
APPLICATIONS: The Department of Health 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 CV, Certified Copies of I.D and Qualifications to be attached. Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, 17 Jubilee Road, Parktown or apply online at: www.gautengonline.gov.za
CLOSING DATE: 26 February 2016
POST 06/89: PRINCIPAL PERSONNEL OFFICER REF NO: 000215
SALARY: R 196 278.00 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Diploma in Human Resource Management with a minimum of 3 years appropriate working experience or Grade 12 with a minimum of 5 years' appropriate working experience in Human Resource Management. Knowledge of PERSAL/Proof of PERSAL. Training must be attached. Knowledge all other Human Resource prescripts and Public service regulations. Knowledge of PMDS. Good communication (verbal and written) emphasis on report writing and presentation skills. Computer literacy (Micro Soft Office: Excel, Word, Power point and Outlook). Knowledge of Batho Pele Principles and problem solving. Ability to work with confidential information and under pressure.
ENQUIRIES: Ms. M Magidimala (012) 529 3390
NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability’

NOTE: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed.
APPLICATIONS: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)
CLOSING DATE: 26 February 2016
POST 06/90: PROFESSIONAL NURSE GRADE 1 3 POSTS REF NO: S-000254
Directorate: Nursing
SALARY: R195 819 per annum (plus benefits)
CENTRE: Carletonville hospital
REQUIREMENTS: Basic R425/R683 qualification i.e. Diploma / Degree, Psychiatry, community and Midwife/ Diploma in General Nursing. Proof of current registration with SANC in General nursing. COMPETENCIES: Leadership, management, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display a concern for patients,
promoting advocacy and facilitating proper treatment and care including awareness and willing to respond to patient’s needs, requirements and expectations (Batho Pele Principles). Knowledge of nursing legislation and related legal and ethical nursing practices.

**DUTIES**

Provide direction and supervision for the implementation of the nursing care plan (clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationships with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Work as part of multi-disciplinary team to ensure good nursing care. Implement and promote Quality Assurance, Infection Prevention and Control and Occupation Health and Safety principles.

**ENQUIRES**

Mrs M. Matandela, Tel No: (018) 788 1704

**APPLICATIONS**

People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified Copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Manager, Carletonville Hospital, Private bag X2023, Carletonville, 2500 or apply online at www.gautengonline.gov.za

**CLOSING DATE**

26 February 2016

**POST 06/91**

FINANCE CLERK (RE-ADVERTISEMENT) REF.NO: 000236

**SALARY**

132 399 per annum (plus benefits)

**CENTRE**

Odi District Hospital

**REQUIREMENTS**

Grade 12 with 5 years experience in finance or Diploma in accounting or Finance Management or cost Management or internal auditing with 1-2 years experience in Government Finance through Internship/learnership program. Must have knowledge of PFMA, Treasury Regulation, and DORA, Computer literate. Good communication skills (verbal and written and report writing skill). Knowledge of BAS and SRM. Must have experience in budget expenditure control, cash flow,IMY(in year monitoring). A valid driver’s license wills an advantage.

**DUTIES**

Compile and capture journals. Reconciliation of NHLS invoices. Capturing, processing and allocating invoices through E-invoicing (SAP). Attending to supplies queries with GDF. Checking of RLS01’s submission of report to Head Office on monthly basis. Filling and record keeping of documents. Compile petty cash and replenishment. Reconcile suppliers’ statements monthly. Reconciliation of stand alone system e.g persa, Bas, Sap,Medas and any other duties delegated by the supervisor.

**ENQUIRIES**

Ms M.J. Lamola : 012 725 2433/2466

**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 males are encouraged to apply.

**APPLICATIONS**

Kindly forward your application to Odi Hospital, Human Resource Department, Odi District Hospital, Private Bag X509, Mabopane, 0190 or www.gautengonline.gov.za

**FOR ATTENTION**

Human Resource Manager

**CLOSING DATE**

26 February 2016

**POST 06/92**

ADMINISTRATION CLERK REF NO: 000237

**SALARY**

R132 399 per annum (All-inclusive benefits)

**CENTRE**

Helen Joseph Hospital

**REQUIREMENTS**

Grade 12 or Standard 10 certificate. A minimum of 6 months’ experience in general administration and computer literacy. Sound knowledge of Batho Pele Principles, PFMA and prescripts related to patients

**DUTIES**

Manage patients filing system as per the national Archive Act, Ensure that Patient files are retrieved on time, Track missing files to minimize duplicate files Must be
flexible in term of rotation and added responsibilities. Capture first visit patients on PAAB and manually. Request files at records. Have knowledge of the procedure manual, PFMA, Treasury regulations and other administration policies, be prepared to rotate and work shift. Assist in Tracing the files for the subsequent visit and repeat medication patients. Possess knowledge of the Basic Condition of Employment Act.

ENQUIRIES : Mr. C Van Wyk Tel No: (011)489 0286
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, and HR Department. or apply online at: www.gautengonline.gov.za.
CLOSING DATE : 26 February 2016

POST 06/93 : ASSET CLERK REF NO: 000239
Directorate: Finance
SALARY : R132 399 per annum (plus benefits)
CENTRE : Helen Joseph Hospital
REQUIREMENTS : Grade 12 or Standard 10 Certificate. Relevant qualification Degree or National Diploma will be an added advantage. Minimum of 6/12 months experience in Asset Management and Computer Literacy. Knowledge of PFMA; SCM; ASSET MANAGEMENT POLICY and Treasury Regulations. Experience Baud and Bas will be an added advantage. Good Communications skills. Be Able to work under pressure.
DUTIES : Bar coding of Assets. Capture new assets on the asset register. Assist with the monthly reconciliation between the Asset Register and Bas. Asset transfers using AT1 and AT2 forms. Compile supporting registers (losses, leases, cell phones, donations and laptops) and submit to head office. Conduct asset verification twice a year. Update asset movement on the asset ware system. Do regular spot checks and update inventory lists. Assist with auditor general queries Execute all work related instructions as requested by the Supervisor.
ENQUIRIES : Ms. Olivia Nkanyane Tel No: (011) 489 0575
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, and HR Department. or apply online at: www.gautengonline.gov.za.
CLOSING DATE : 26 February 2016
NOTE : People with disabilities are welcome to apply and NB: Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS Act 85 of 1993.

POST 06/94 : HUMAN RESOURCE CLERK REF NO: 000211
SALARY : R 132 399.00 per annum (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Grade 12 or Equivalent Qualification. Knowledge of PERSAL. Computer literacy (MS Word & Excel). Good interpersonal relation skills. Attest one year proven experience in Human Resources management / Administration, (Practical internship or experiential learning) Good communication skills (verbal & written). Able to perform under pressure. A team worker. strong orientation towards rendering a friendly client service.
DUTIES : Render a support service to all staff in the Hospital. Process appointments, transfers and all types of service terminations (including retirements and ill health retirements). Assist in short listing and act as a practitioner during interviews. Assist employees on salary levels 11 -14 in structuring their salary packages. Capturing of leave and do leave audits. Process promotions and translation in rank. Implement garnish orders and accommodation deductions. Issue state guarantees, housing allowance and medical aid contributions.
ENQUIRIES : Ms. BK Mabuza (012) 529 3103
APPLICATIONS : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date
please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)

POST 06/95: OPERATOR LEVEL 3 REF NO: 000238
Directorate: Support

SALARY: R 93 444 per annum (All-inclusive benefits)
CENTRE: Helen Joseph Hospital
REQUIREMENTS: Abet level or equivalent qualification, Must be able to work shifts and night Duty. Verbal and written communication. Handle a stress environment Sound knowledge of Batho Pele Principles.
DUTIES: Sorting and pre cleaning washes. Decontaminated and disinfesting Instruments inspection Packing, loading and off loading of Autoclaves and stock supply.
ENQUIRIES: Ms R Mkone Tel No: (011)489 0796
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, and HR Department. or apply online at: www.gautengonline.gov.za.
CLOSING DATE: 26 February 2016

POST 06/96: SECURITY OFFICER 2 POSTS REF NO: 000210
Directorate: Logistics (Security)

SALARY: R 93 444.00 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
DUTIES: Guarding and patrolling. Shift work. Searching for missing patients, fire preventions and Reporting of defects. Securing of assets, staff, patients and visitors within the hospital and perform any other delegated duties by the supervisor. Handle violent patient. Escort visitors/contracts. Maintain security measures.
ENQUIRIES: Mr. MI Mangena (012) 529 3620
APPLICATIONS: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)
CLOSING DATE: 26 February 2016
NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the
responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed.

POST 06/97: FOOD SERVICE AID X6 REF NO: HRM 12/2016
Directorate: Food Service

SALARY: R78 156 per annum
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Grade 10-Grade 12 with minimum of 3 years appropriate experience in a formal food service environment. Relevant certificates in cooking/hygiene and safety will be an advantage. Good communication skills and willing to work in a team. Must work shifts (late and early), as well as weekends and public holidays. Able to do work of a physical nature.

DUTIES: Perform routine tasks in the Food Service unit and operate machinery. Perform general cleaning tasks as assigned to you and maintain hygiene and safety measures in the unit. Washing of dishes, crockery and cutlery. Dishing up patients’ food according to portion control measures. Loading of food into patient transport trolleys. Can be utilized as a tractor driver transporting food to the Oncology block. Preparing of patients’ meals, beverages, snacks, fluids and bread. Unpacking and packing provisions into fridges and freezers. Willingness to work as a reliever in the unit.

ENQUIRIES: Mrs. E Dreyer Tel: (012) 354 2315/2092
APPLICATIONS: Application must be 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 06/98: PORTER X5 REF NO: HRM 13/2016
Directorate: Administration & Logistics

SALARY: R78 156 per annum
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Grade 10 or higher school qualification will be an added advantage. Ability to communicate in more than one official language. Passion for work, knowledge of customer care, self driven and motivated to work in a team. Willingness to work shifts.

DUTIES: Escort/accompany patients from reception to various sections and wards. Load and off load patients to and from vehicles. Render assistance to nursing staff with transfer of patients to the beds/trolleys. Moving of patients in between clinics and specialized services on wheelchairs/stretchers/beds. Off load DOA brought to casualty clinicians. Collect wheelchairs from corridors to porters pool areas. Collect and deliver corpses from clinical areas to the mortuary. Complete daily work activities in porters control sheet. Perform other duties as allocated by the supervisor.

ENQUIRIES: Mr. F Monama. Tel (012) 354 1421
APPLICATIONS: Application must be 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

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF EDUCATION

The WCED promotes and applies the principles of Employment Equity and is committed to effective and efficient service delivery. Persons with disabilities are welcome to apply and an indication in this regard on the application for employment form (Z 83) will be appreciated. Applicants with disabilities, that are shortlisted, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process.

You are hereby invited to become a member of a dynamic management team where your competencies and personal qualities can empower our schools, communities and fellow employees.

APPLICATIONS
Forwarding address for applications: Please forward your application(s) to: Western Cape Education Department, Recruitment and Selection Centre Private Bag X 9183 Cape Town 8000, or hand deliver to the WECD Client Services, Grand Central Towers, Cape Town, 2nd floor and place in the post box marked: Recruitment and Selection Centre.

CLOSING DATE
Closing date for applications: Friday, 26 February 2016 by 16:00. Applications will not be accepted after the closing time and date. It is the sole responsibility of the applicant to ensure that their application(s) reach the WCED by the closing date and time.

NOTE
Applicants who have not received any formal notification acknowledging receipt of their application, from the WCED must please hand deliver or submit their applications via courier service if you have send via the postal service. Services of the post office have not been fully restored and hence applicants are requested to hand deliver or courier their applications to the WCED offices. Note: General Instructions: NB: PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE APPLYING: Applicants must complete an application form (Z 83) that must be duly completed with all the required information as requested on the form. The application form Z 83 must be signed and dated by the applicant to ensure that the application is a legitimate application. The application form Z 83 is obtainable from the website of the WCED at http://www.wced.school.za or from any Public Service Department. The post number and/or name of the post applied for must be indicated on your application form. Applicants must submit a detailed up to date CV containing, inter alia, a complete chronological record of training, experience, competencies and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Certified copies of original qualifications (degrees, diplomas, certificates etc.), valid driver’s licence (if applicable) and ID document should be submitted with application forms. Certified copies of service certificates which indicate the exact dates of previous employment if these exact dates are not mentioned in their CV’s should also be submitted. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. Please note that a separate application must be submitted if you apply for more than one post. Kindly note that the aforementioned supporting documents will not be returned. Applications without a completed application form (Z83) and/or the requested documents/information will not be considered. GENERAL INFORMATION: These are Senior Management Service (SMS) positions. All shortlisted candidates for SMS posts will be exposed to a technical exercise and competency based interview that intends to test relevant elements of the job. Following the interview and technical exercise candidates will undertake a competency based assessment (CBA) before final decisions are made in respect of the filling of posts. This CBA will test generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. The appointment will be subject to a security clearance and the signing of an annual performance agreement. Furthermore, the appointment is subject to personnel suitability checks that include qualifications, previous employment, criminal records and credit verification as well as reference checking, as directed by the DPSA. We offer an attractive all-inclusive remuneration package that consists of a basic salary and a flexible portion. Members of the SMS are required to disclose their financial interests. 3. GENERAL COMPETENCIES: The following inherent general competency requirements are attached to all these posts in respect of knowledge, skills and personal attributes: Knowledge of: Advanced knowledge of public policy analysis and public policy development processes • advanced knowledge of strategy development, strategy management and
strategy monitoring and review processes, advanced knowledge of modern systems of governance and administration, advanced knowledge of public finance, people management, advanced knowledge of public communication, public education, public participation and public discourse management processes, knowledge of public management theory and practice, knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, knowledge of Constitutional, legal and institutional arrangements governing the South African public sector.

Skills:
- Strong conceptual and formulation skills
- Strong leadership skills in complex situations
- Team building and strong interpersonal skills
- Excellent verbal and written communication skills
- Outstanding planning, organising and people management skills
- Computer literacy.

Personal attributes:
- A highly developed interpretative and conceptualisation/formulation ability
- The ability to render advice and guidance in an objective and dedicated manner
- The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances
- The ability to persuade and influence, the ability to lead and direct teams of professionals and service providers.

GENERAL KEY PERFORMANCE AREAS AT SENIOR MANAGEMENT LEVEL:
The following inherent general key performance areas are applicable to all these posts in respect of strategic-, people- and financial management:

- Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the respective Branch/Chief Directorate/Directorate.
- Participation in the Branch’s/Chief Directorate’s/Directorate’s strategic planning process.
- Active involvement in the development and management of the strategic and business plans for the relevant Branch/Chief Directorate/Directorate.
- To evaluate the performance of the Branch/Chief Directorate/Directorate on a continuing basis against predetermined key measurable objectives and standards.
- To report to the relevant Branch Head/Chief Directorate on a regular basis on the activities of the Chief Directorate/Directorate and on matters of substantial importance to the Department.
- To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate/Directorate, and of the resources employed by it.

People Management:
- Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Chief Directorate/Directorate’s Business Plan.
- Motivate, train and guide staff within the Branch/Chief Directorate/Directorate, to achieve and maintain excellence in service delivery.
- Actively manage the performance, evaluation and rewarding of staff within the Branch/Chief Directorate/Directorate.
- Monitor information capacity building within the Branch/Chief Directorate/Directorate.
- Active involvement in the compilation of a people management plan, a service delivery improvement programme and an information resources plan for the relevant Branch/Chief Directorate/Directorate.
- Promote sound labour relations within the Branch/Chief Directorate/Directorate.
- Actively manage and promote the maintenance of discipline within the Branch/Chief Directorate/Directorate.

Financial Management:
- Active participation in the budgeting process at Branch/Chief Directorate/Directorate level.
- Preparing of the Annual and Adjustment Budgets for the Branch/Chief Directorate/Directorate.
- Direct responsibility for the efficient, economic and effective control and management of the Branch/Chief Directorate’s/Directorate’s budget and expenditure.
- Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Branch/Chief Directorate/Directorate.
- Reporting to the Superintendent-General/Chief Director on all aspects of the Branch/Chief Directorate’s finances.
- Performing diligently all duties assigned by the Branch Head/Chief Director/ Director.
- Overall responsibility for the management, maintenance and safekeeping of the Branch/Chief Directorate/Directorate’s assets.
- Ensuring that full and proper records of the financial affairs of the Branch/Chief Directorate/Directorate are kept in accordance with any prescribed norms and standards.

NB: It is expected of incumbents of senior management posts to work under pressure, work long hours, to travel frequently and to meet strict deadlines.

5. COMMUNICATION:
- Communication will be limited to those applicants who are short-listed.
- Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they should accept that their application(s) was/were unsuccessful.

6. SELECTION PROCESS:
- It is expected of short-listed candidates to be available for selection interviews on a date, time and place as determined by the WCED.
- The WCED reserves the right not to make an appointment to any of the advertised posts.
MANAGEMENT ECHelon

POST 06/99: DIRECTOR: SERVICE BENEFITS REF NO: PS 36

SALARY: All-inclusive remuneration package of R 864 177 per annum (salary level 13).

CENTRE: Head Office, Cape Town

REQUIREMENTS: Appropriate Bachelor's Degree or Advanced Diploma at NQF level 7 (as recognised by SAQA) Minimum of 5 years senior/middle management experience Recommendations: A post-graduate qualification in human resource management; at least 5 years management experience in a people management environment; proven success in managing functions relating to service benefits; strong skills in the maintenance and analysis of large datasets; valid Code B Driver's licence; proficiency in two of the three official languages of the Western Cape.

DUTIES: Key performance areas: Ensure that service benefits of 8 000 public servants and 33 000 educators are properly managed in accordance with sound people management practices. Ensure that appointments, promotions, pay progression, performance bonuses and allowances are duly and timeously captured on PERSAL. Ensure sound leave management, including PILIR of 8 000 public servants and 33 000 educators. Provide a registry service for people management Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participation in the Chief Directorate's strategic planning process. Active involvement in the development and management of the strategic and business plans for the Directorate. To evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. To report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance to the Department. To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. People Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan. Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Chief Directorate and Directorate level. Preparing of the Annual and Adjustment Budgets for the Directorate. Direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Direct responsibility for ensuring that the correct procurement procedures are adhered to in respect of purchases for the Directorate. Reporting to the Chief Director on all aspects of the Directorate's finances. Performing diligently all duties assigned by the Chief Director. Overall responsibility for the management, maintenance and safekeeping of the Directorate's assets. Ensuring that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES: Mr I Carolus at (021) 467–2077

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.

OTHER POSTS

POST 06/100: MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY PHYSICIAN) (JOINT APPOINTEE)

West Coast District
SALARY: Grade 1: R 859,086 per annum, Grade 2: R 982,263 per annum, Grade 3: R 1,139,958 per annum. (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE: Swartland Hospital, Malmesbury

REQUIREMENTS:
Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Family Medicine. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Family Medicine. Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to work overtime. Competencies (knowledge/skills): Knowledge and understanding of the Department’s Healthcare 2030 vision. Excellent administrative and research skills. Good communication skills in at least two of the three official languages of the Western Cape. Computer literacy (Ms Word, PowerPoint and Excel). Note: No payment of any kind will be required when applying for this post. "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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" Swartland Hospital is the hub of the Swartland Complex serving all WCDOH healthcare facilities in the Swartland and Berg River Sub-districts. Involvement in and travelling to the said facilities may be required in performing duties.

DUTIES:
Key result areas(outputs): Be part of the Hospital and Sub-district Health Services team. Act as co-ordinator for the West Coast District Training Complex for Family Physician Registrars as well as co-ordinator of undergraduate medical students from the University of Stellenbosch visiting Swartland Hospital. Supervise the sub-district Medical Officers team and report to Clinical Manager with regard to quality of care, clinical governance and training needs. Provide clinical services to patients (including emergency care, ward rounds, OPD, PHC consultations Theatre work, Obstetrics, after-hours duties in order to ensure efficient delivery of the core package of services at a District Hospital and PHC platform). Develop, maintain and monitor protocols for proper clinical governance of the services in the Sub-districts. Initiate, supervise and conduct research appropriate to the needs of the Sub-district. In conjunction with Clinical Manager, liaise with specialists at the referral hospital to implement the Outreach and support policy of the Department.

ENQUIRIES: Ms C Bester/Dr J Cronje, tel. no. (022) 487-9200
APPLICATIONS: The Director: West Coast District, Private Bag X15, Malmesbury, 7299.
FOR ATTENTION: Mr E Sass
CLOSING DATE: 26 February 2016

POST 06/101:
OPERATIONAL MANAGERS NURSING (SPECIALTY: ANTENATAL WARD & ANTENATAL CLINIC) 2 POSTS
(Chief Directorate: General Specialist and Emergency Services)

SALARY: R 433,029 (PN–B3) per annum
CENTRE: Rosemoor CC, George Sub-district,
REQUIREMENTS:
Minimum educational qualifications: Basic R425 qualification (i.e. degree/diploma 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, accreditation with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Inherent requirement of the job: Willing to work shifts, public holidays and weekends. 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 must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification as mentioned above. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Ability to function independently as well as a multi-disciplinary team and make decisions. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Sector. Note: No payment of any kind is required when applying for this post.

**DUTIES**

Key result areas/outputs: Responsible for the co-ordination and rendering of holistic and quality care in the Antenatal Unit. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards. Staff management and efficiently perform administration functions and participate in nursing research/development. Ensure quality patient care through the setting of standards, implementation and monitoring thereof. Provide effective support, leadership, direction and management of human resources. Manage financial resources.

**ENQUIRIES**: Ms G Roji/Sr S Basardien, tel. no. (021) 402-6410/6485.

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

**FOR ATTENTION**: Ms G Owies to the Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.

**CLOSING DATE**: 26 February 2016

**POST 06/102**: THERAPEUTIC AND MEDICAL SUPPORT SERVICES PROGRAMME CO-ORDINATOR GRADE 1 (RADIOGRAPHIC PACS/RIS)

(Chief Directorate: General Specialist Emergency Services)

**SALARY**: R 358 641 per annum

**CENTRE**: New Somerset Hospital

**REQUIREMENTS**: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as Diagnostic Radiographer. Experience: A minimum of 3 years appropriate experience in Diagnostic Radiography after registration with the HPCSA. Inherent requirements of the job: Willingness to perform after-hours duties and being on call. Valid (Code B/EB) driver’s licence and willingness to travel. Willing to commence PACS/RIS specific training when available. Competencies (knowledge/skills): Experience in the Information Technology and medico legal risks. Detailed knowledge of Medical Imaging procedures and equipment. Knowledge of PACS/RIS Systems, solutions and applicable international standards (DICOM, IHE, HL7). Knowledge of medico legal risks, CR and Digital imaging modalities and medical imaging workflow. Note: Short-listed candidates may be required to complete a written and technical evaluation. No payment of any kind is required when applying for this post. 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: Control and participate in delivering optimal diagnostic imaging. Manage and support all technical aspects of PACS/RIS and teach and train all categories of staff. Monitor the effective and efficient functioning of PACS/RIS within the imaging department. Assist with input to the Departmental strategic and financial aspects of PACS/RIS. An efficient and effective support service to the PACS/RIS Administrator, Provincial Radiographic PACS/RIS co-ordinator and other digital Radiographic departments within your geographical area with regards to PACS/RIS services. Manage the project when implementing the PACS solution or any upgrades and change to the solution.

**ENQUIRIES**: Dr M Mezzabotta/Ms E Horak, tel. no. (021) 402-6246

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

**FOR ATTENTION**: Ms G Owies

**CLOSING DATE**: 26 February 2016
POST 06/103

**CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**

(Eden District)

**SALARY**

Grade 1: R 294 861 (PN-B1) per annum, Grade 2: R 362 655 (PN-B2) per annum

**CENTRE**

Rosemoor CC, George Sub-district

**REQUIREMENTS**

Minimum educational qualifications: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the 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 in Curative Skills in Primary Health Care. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: A valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Extensive knowledge and experience in Primary Health Care and experience in the field of HIV/AIDS will be to the candidate’s advantage. Ability to communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

**DUTIES**

Key result areas/outputs: Coordinate and manage Child Health including IMCI, Immunisations, Well Baby Clinics, Vitamin A and Deworming PMTCT Programme. Women’s health, with emphasis on BANC, Family Planning, MTOP. Coordinate and manage Chronic and Infectious Diseases including TB, ARV Initiation.

**ENQUIRIES**

Ms P Jeposa tel. no. (044) 803-9000

**APPLICATIONS**

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

**FOR ATTENTION**

Ms S Pienaar

**CLOSING DATE**

26 February 2016

POST 06/104

**ASSISTANT DIRECTOR: HUMAN RESOURCE AND FACILITY MANAGEMENT**

(Overberg District)

**SALARY**

R 289 761 per annum

**CENTRE**

Caledon Hospital, Theewaterskloof Sub-district

**REQUIREMENTS**

Minimum educational qualification: Appropriate 3 year tertiary qualification (i.e. degree or diploma). Experience: Extensive managerial experience. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Extensive knowledge and experience in Primary Health Care and experience in the field of HIV/AIDS will be to the candidate’s advantage. Ability to communicate in at least two of the three official languages of the Western Cape. Sound and relevant knowledge regarding the Governmental or Departmental policies and legislation. Computer skills (MS Office). Note: No payment of any kind is required when applying for this post.

**DUTIES**

Key result areas/outputs: Overall responsibility for the managing of the comprehensive Human Resource function which include HRM, HRD and Labour Relations. Overall responsibility for corporate governance including all aspects of the management of Support Services which include: grounds, transport, telecom service, messenger service, linen and laundry services, cleaning, Porter Services, Security and contract management. Overall responsibility for Technical Services and Food Services Unit. Management of Subordinates.

**ENQUIRIES**

Dr M Rambiyana, tel. no. (028) 212-1070

**APPLICATIONS**

The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

**FOR ATTENTION**

MS A Brits

**CLOSING DATE**

26 February 2016

POST 06/105

**ASSISTANT DIRECTOR: HUMAN RESOURCE AND FACILITY MANAGEMENT**

(Overberg District)

**SALARY**

R 289 761 per annum

**CENTRE**

Swellendam Hospital
REQUIREMENTS : Minimum educational qualification: An appropriate 3 year tertiary qualification (i.e. Degree or diploma). Experience: Extensive managerial experience. Inherent Requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Excellent communication, conflict management, interpersonal and leadership skills. Excellent written and verbal communication in at least two of the three official languages of the Western Cape. Sound and relevant knowledge regarding the Governmental or Departmental policies and legislation. Computer skills (MS Office). Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Overall responsibility for the managing of the comprehensive Human Resource function which include HRM, HRD and Labour Relations. Overall responsibility for corporate governance including all aspects of the management of Support Services which include: grounds, transport, telecom service, messenger service, linen and laundry services, cleaning, Porter Services, Security and contract management. Overall responsibility for Technical Services and Food Services Unit. Management of Subordinates.

ENQUIRIES : Dr JP Du Toit, tel. no. (028) 514-1142

APPLICATIONS : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

FOR ATTENTION : Ms A Brits

CLOSING DATE : 26 February 2016

POST 06/106 : SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND BID ADMINISTRATION)

SALARY : R 243 747 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate relevant experience in Bids and Contract Management and procurement processes. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Appropriate knowledge and experience in Supply Chain Management, bid administration, tendering processes and provisioning. Knowledge of the compilation of financial statements and disclosure notes, in-year monitoring and reporting auditing principles and Supply Chain Management and accounting. Ability to interpret and apply financial policies, procedures and prescripts. Knowledge of demand, acquisition, provision, contract and bid management policies, prescripts and procedures. Computer literacy. All round operational experience in Supply Chain Management. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Assist and support the Assistant Director and other Senior management in achieving the Supply Chain strategic and operational objectives of the institution. Effective reporting to management. Provide internal support and advice on SCM Policies and procedures to management and end-users. Manage the Bid administration unit and provide up-to-date training and guidance to staff in all aspects of bid and procurement processes. Ensure completeness and accuracy of requisitioning, awarding and ordering. Ensure prompt processing of bid documentation and full compliance to all legislative regulations for all contracts for the institution. Includes renewals and amendment of contracts and dealing with audit queries. Serve as active member of Quotation Committee, provide advice, statistical information and adjudication of quotations.

ENQUIRIES : Mr C Schuin, tel. no. (021) 938-5172

APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms V Meyer

CLOSING DATE : 26 February 2016