DATE OF ISSUE: 11 MARCH 2016

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

PUBLIC SERVICE VACANCY CIRCULAR NO 11 OF 2016

1. Introduction

1.2 The aim of this Circular is not only to distribute advertisements of vacancies to departments and employees throughout the Public Service, but also to facilitate the deployment of employees who are in excess.

1.3 As regards the latter issue, National Departments/Provincial Administrations and Government Components are called upon to give serious consideration during the filling of vacancies to the absorption of employees who have been declared in excess if they apply.

2. Directions to candidates

2.1 Applications on form Z83 with full particulars of the applicants’ training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the National Department/Provincial Administration/Government Component in which the vacancy/vacancies exist(s).

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post, must direct their enquiries to the National Department/Provincial Administration/Government Component where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 Applications should be forwarded in time to the advertising department since applications received after the applicable closing date will not be accepted.

2.5 Considering the aim of this Circular (see paragraph 1.1 above), advertisements contained herein are meant for the attention/perusal of serving employees only. Persons not employed in the Public Service may thus not apply for the vacancies advertised in this Circular, except if the relevant department has extended the scope of its recruitment initiative to persons not employed in the Public Service, in which case the relevant vacancy will have been advertised through other means such as the media. (Clarity in this regard can be obtained from the relevant advertising National Department/Provincial Administration/Government Component).

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

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

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

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

4.2 Candidates must be assessed and selected in accordance with the relevant measures contained in Chapter 1, Part VII. D of the Public Service Regulations, 2001.

AMENDMENT:

Gauteng Department of Social Development: Kindly note that the post of Deputy Director: Special Projects Ref No: SD/2016/02/23/H (Post 07/230), advertised in PSVC no 07 of 2016, has been withdrawn.
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ANNEXURE A

DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

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

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

CLOSING DATE: 1 April 2016

NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the Internet at http://www.daff.co.za/doaDev/doc/Z83.pdf which must be signed and dated (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric Certificate must also be attached) and ID document and driver’s licence (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Applications submitted via e-mail, fax or online must include the post title and reference number in the subject line and a scanned, signed and dated Z83 form (a Z83 form without a physical signature and date will disqualify an application) together with all relevant documents as indicated above. Persons with disabilities are encouraged to apply.

OTHER POSTS

POST 11/01: DEPUTY DIRECTOR: DISASTER MANAGEMENT REF NO: 90/2016
Directorate: Climate Change and Disaster Management

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

CENTRE: Pretoria

REQUIREMENTS: A BSc degree in Agricultural Economics or Agricultural Science or Disaster Management or B degree Social Science. Relevant experience at managerial level and knowledge regarding the application of the principles of Disaster Risk Management. Experience in working with the communities in the farming environment as well as knowledge of IDP and Rural Development Processes.
Good knowledge and application of related prescripts i.e. Disaster Management Act and Disaster Framework, Division of Revenue Act, PFMA, Treasury Regulations, CARA, Public Service Act and National Water Act. Knowledge of budgeting and procurement systems, monitoring and evaluation techniques. Sound knowledge of project management. Good communication (written and verbal), report-writing, interpersonal and project management skills. Computer literacy (MS Office software). A valid driver’s licence and willingness to travel.

DUTIES: Manage and facilitate the undertaking of research and studies regarding PDRR systems within the sector. Manage and undertake disaster assessments, data analysis and interpretation of collected data and reporting. Manage the development and facilitation of implementation of Disaster Assistance Scheme. Manage the monitoring and evaluation of implementation of Disaster Assistance Scheme. Manage the resources of the Sub-directorate (physical, human and financial).

ENQUIRIES: Dr I.B. Kgakatsi, tel. (012) 309-5722
APPLICATIONS: daff1@humanjobs.co.za or fax: 086 762 2863

POST 11/02: STATE VETERINARIAN REF NO: 75/2016
Directorate: Animal Health

SALARY: R569 538 per annum (all-inclusive package)
CENTRE: Pretoria
REQUIREMENTS: A BVSc or a BVMCh degree and must be registered with the South African Veterinary Council as a Veterinarian. Sound knowledge of animal diseases control with special references to State-controlled and vector borne diseases. Good verbal and written communication skills. Proven computer literacy in MS Office software (Word, Excel and Outlook). A valid driver’s licence.

DUTIES: Develop and formulate policies, norms, standards and legislation for the prevention and control of animal diseases as well as the implementation and (law) enforcement of the Animal Diseases Act, 35 of 1984 and accompanying Regulations – including liaison with relevant role-players and stakeholders. Contribute to an efficient and comprehensive risk analysis service with regard to animal diseases (risk assessments, risk management and risk communication) including the development and facilitation of specific animal disease surveillance programmes and contingency plans. Provide general assistance to the Deputy Director with regard to management of the office, administration, personnel, budget etc., including the compilation of reports from the Sub-directorate and mentoring of junior officials with regard to general and specialised functions. Coordinate, administer, facilitate, analyse and amend all Animal Health Schemes, including bovine tuberculosis, bovine brucellosis and any other future proposals. Liaise with the Sub-directorate: Epidemiology regarding programmes and databases for animal disease control and surveillance. Develop, coordinate and administer auditing programmes for national and provincial animal disease control measures. Liaise with Sub-directorate: Epidemiology and Communication Departments and coordinate formal and informal training programmes for State Veterinarians from the National and Provincial Directorates. Monitor and analyse all legislation with relevance to Animal Health and Animal Disease Control, liaise with Legal Services as required and prepare the authorisations of officials under the Animal Diseases/Health Act. Prepare amendments to the Animal Diseases/Health Act and Regulations and advise regarding all legal implications of animal disease control measures. Coordinate law enforcement and other legal activities with regard to animal disease control. Monitor and analyse OIE, CODEX and SPS agreements for possible impacts on animal disease control in South Africa and coordinate the response to international questionnaires regarding animal disease control matters.

ENQUIRIES: Dr M. Maja, tel. (012) 319-7456.
APPLICATIONS: daff2@humanjobs.co.za or fax: 086 762 2864

POST 11/03: SENIOR AGRICULTURAL ECONOMIST REF NO: 96/2016
Directorate: Marketing

SALARY: R361 659 per annum
CENTRE: Pretoria
REQUIREMENTS: A 4-year Bachelor’s degree in Agricultural Economics or a 3-year Bachelor’s degree plus Honours in Agricultural Economics degree, with a subject in Agricultural Marketing (you are required to furnish a credit certificate and/or statement of results). Practical experience and exposure in analysing the
structure of various agricultural marketing value chains. A deep and broad practical understanding of the agricultural marketing environment, agricultural marketing policies and agricultural marketing legislation. Good interpersonal skills as well as excellent analytical, writing and presentation skills. Practical knowledge and application of project management is also critical. Willing and able to work under pressure. Good communication (verbal and written) and liaison skills. Computer literacy in MS Office software. A valid driver’s licence.

**DUTIES**

Develop agricultural marketing value chain profiles of key field crops and provide recommendations for strategic interventions where necessary to enhance equitable market access. Develop quarterly grain markets early warning report for key field crops in the republic. Develop legislation, policies and strategies aimed at enhancing market access for all marketing value chain participants. Develop marketing benchmarks (norms and standards) for field crops and monitor compliance thereof. Implement agricultural market access projects and programmes based on the agricultural marketing policy, integrated marketing strategy and Section 7 committee recommendations. Provide real time market access information to producers when required. Develop and maintain liaison forums and marketing task teams as well as provide feedback to the Department on progress made. Develop and implement market access linkage strategies with the entire value chain players. Analyse and report on market access performance indicators and propose policy recommendations where necessary. Render advice on the utilisation of marketing instruments such as silo certificates, minimum market access licences (permits), futures markets, etc. Render advice on the implementation of competition and international trade policies within the field crops industry. Undertake assessments to evaluate the impact of implemented programmes, projects, policies and strategies. Render administrative activities such as the writing of correspondence such as submissions, briefing notes, memoranda and letters. Write reports and manage critical records. Manage risk with regard to security of confidential information, handling of sensitive information, control of access to offices as well as security of office equipment.

**ENQUIRIES**

Mr E. Nakana, tel. (012) 319-8072

**APPLICATIONS**

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

**NOTE**

Short-listed candidates will be required to undertake a competency test in computer and writing skills.

**POST 11/04**

**AGRICULTURAL SCIENTIST 2 POSTS REF NO: 89/2016**

**Directorate: Climate Change and Disaster Management**

**SALARY**

R361 659 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

A BSc degree in Agricultural Economics or Agricultural Science or Disaster Management or B degree Social Science. Relevant experience. Knowledge of climate change and disaster management, policy development, Public Service and Departmental prescripts/policies. Sound knowledge of project management. Good communication (written and verbal), report-writing, interpersonal and project management skills. Computer literacy (MS Office software). A valid driver’s licence and willingness to travel.

**DUTIES**

Implement the climate change and disaster risk management policies in line with the relevant legislation and policies. Provide support in the planning and execution of research work to inform policy formulation, implementation process and programmes. Implement the sectoral climate change and disaster risk management information management system. Conduct capacity building and awareness programmes, and participate in the climate change and disaster risk management structures, committees and fora.

**ENQUIRIES**

Dr I.B. Kgakatsi, tel. (012) 309-5722

**APPLICATIONS**

daff5@humanjobs.co.za or fax: 086 762 2920

**POST 11/05**

**ASSISTANT DIRECTOR: FORESTRY SECTOR ANALYSIS REF NO: 108/2016**

**Directorate: Forestry Regulations and Oversight**

**SALARY**

R289 761 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

A Bachelor’s degree in Forestry, Environmental Management or Social Sciences. Experience in information management in the natural resources/environmental management or commercial sphere and exposure to the information/knowledge management environment or monitoring and evaluation. Knowledge of the forestry sector in South Africa. Good knowledge of the legislation, policies and...
strategies in the forestry and environmental field. Knowledge of legislation relating to knowledge and information management. Knowledge and understanding of international agreements, conventions, processes and organisations applicable to forestry and natural resources management. Good communication (verbal and written), negotiation, report-writing skills and computer literacy (MS Office software). A valid driver’s licence.

**DUTIES**

Provide specialist knowledge of forest sector information and its analysis, and to answer questions and perform strategic assessments of the sector, especially on bio-physical and socio-economic dimensions of the forest sector. Assess and analyse various forest sector information. Assess opportunities and challenges for growth and development in the sector and its downstream processing industries. Production of forestry reports and assessment of the Forest Sector including the overall information management and analysis functions in the M&E process. Comply with regional, international and continental commitments, instruments and protocol. Establish and manage an efficient knowledge and information programme for the forestry sector. General management.

**ENQUIRIES**

Mr J. Matshate, tel. (012) 309-5781

**APPLICATIONS**

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

**POST 11/06**

**MR5 LEGAL ADMINISTRATION OFFICER REF NO: 109/2016**

Directorate: Agricultural and Forestry Legal Support

**SALARY**

R287 292-R708 765 per annum (Salary will be in accordance with OSD determination)

**CENTRE**

Pretoria

**REQUIREMENTS**


**DUTIES**

Render legal support to the Department, perform legal drafting and give legal advice. Draft documents, amend documents and draft letters, peruse and give opinion if necessary, research when necessary, consult with clients, refer to State Attorney, State Law Advisers and foreign affairs when necessary. Peruse and evaluate comments received from State Attorney, State Law Advisers (Justice or DIRCO). File management. Draft and amend legislation. Peruse and give opinion if necessary. Undertake research of legislation. Consult with role-players. Draw up draft for publication for public comment. Evaluate comments received in consultation with the relevant DAFF component and incorporate comments where appropriate. Draw up final draft. On receipt of Cabinet approval for tabling of legislation, submit to State Law Advisers for review. Represent DAFF at Parliamentary Committee meetings on legal legislation. Draft proclamation for commencement of Act and submit to President’s Office for his signature. Attend consultations and court hearings. Provide regular feedback to client on status of the matter.

**ENQUIRIES**

Mr F. Ratshili, tel. (012) 319-7921

**APPLICATIONS**

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

**POST 11/07**

**SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 76/2016**

Directorate: Inspection Services

**SALARY**

R243 747 per annum

**CENTRE**

Oudtshoorn

**REQUIREMENTS**

An appropriate recognised 3-year National Diploma or Bachelor’s (BSc) degree in Agriculture or Horticulture with at least one of the following subjects as a major: Agronomy, Botany, Entomology, Crop or Plant Production, Plant Protection, Plant
Genetics or Plant Pathology (you are required to furnish a credit statement and/or statement of results). Extensive technical knowledge of and relevant experience in the Agricultural Pests Act, 1983 (Act 36 of 1983) and Plant Improvement Act, 1976 (Act 53 of 1976) as well as the provisions of the International Plant Protection Convention (IPPC), World Trade Organisation (WTO-SPS), Convention for Biodiversity (CBD), agricultural law enforcement, relevant industries and generic administrative procedures. Good skills in communication, problem solving, interpersonal relations, conflict handling, planning and organising. The ability to share knowledge and experience and train others. The ability to work independently and in a team environment. Must be conversant in one of the official languages in which the relevant legislation is written. Must be capable and willing to conduct inspections, inter alia, in rail trucks, on trucks, ship in containers and cold storages, etc. Must be prepared to travel away from home/office at short notice, work irregular hours (shifts) and work overtime. A valid Code B driver’s licence and ability to drive. Basic computer literacy in MS Office software.

**DUTIES**: Enforce the Agricultural Pests Act, 1983 (Act 36 of 1983) and Plant Improvement Act, 1976 (Act 53 of 1976) and related policies and international agreements to ensure that the sanitary and phytosanitary status of plants and plant products comply with the relevant requirements of the prescripts. This includes the independent planning and conducting of inspections and auditing of assignees respectively. Inspections include sampling, testing, surveys, investigations, detections, enforcing requirements of control measures and administrative tasks relating to these functions. Supervision and training of staff where applicable. Sometimes required to conduct inspections away from his/her station/home as well as overnight stays away when necessary. Render service on short notice and after hours at or away from his/her station/home when necessary. Offer regulatory services pertaining to other legislation and international obligations.

**ENQUIRIES**: Mr G. Tsako, tel. (021) 809-1641

**APPLICATIONS**: daff7@humanjobs.co.za or fax: 086 762 2966

**POST 11/08**: B-BBEE OFFICER REF NO: 110/2016
Directorate: B-BBEE Charters Compliance

**SALARY**: R243 747 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**: A 3-year Bachelor’s degree in Economics or Law or Business Management. Relevant experience in the environment of Agricultural Broad-based Black Economic Empowerment (AgriBEE) or generic B-BBEE. In-depth knowledge of B-BBEE legislation, Code of Good Practice, AgriBEE Sector Code and B-BBEE verification. Good communication (written and verbal), report-writing, interpersonal and problem-solving skills. Computer literacy. A valid driver’s licence.

**DUTIES**: Provide inputs for development of legislation, policy, guidelines, norms and standards with regard to Black Economic Empowerment (BEE) for the agricultural and forestry sectors and conduct analysis. Liaise with sector stakeholders on implementation. Provide secretariat support to the AgriBEE Charter Council/Board and Work Groups. Participate in various commodity organisations/industry associations or sub-committees and submit meeting minutes/reports accordingly.

**ENQUIRIES**: Mr R. Abercrombie, tel. (012) 319-8145

**APPLICATIONS**: daff8@humanjobs.co.za or fax: 086 762 2986

**POST 11/09**: TRAINING ADVISOR REF NO: 106/2016
Directorate: Integrated Human Resource

**SALARY**: R243 747 per annum

**CENTRE**: Cape Town

**REQUIREMENTS**: A National Diploma in Human Resources Management or Human Resources Development plus experience in the skills development environment and facilitation of the Compulsory Induction Programme (CIP) (proof must be attached). Knowledge of relevant legislation and prescripts. An understanding of the Public Service Regulations. Computer literacy in MS Office software. Good presentation and interpersonal skills. The ability to work independently and under pressure. Good communication skills (verbal and written). Good planning and organising skills. A valid driver’s licence (minimum Code 08) and willingness to travel.
DUTIES: Assist in development, implementation and administration of the Workplace Skills Plan. Conduct training needs analysis. Assist in coordination and administration of in-house training courses, seminars, workshops and conferences, Internships, Bursaries and internal mentorship programmes. Provide advice based on all training legislation and DAFF training policies. Assist with the creation and maintenance of the training database. Collect all course assignments or portfolios. Liaise with service providers and training beneficiaries regarding training logistics or other matters. Liaise with the relevant Sector Education and Training Authority (SETAs). Assist in day-to-day monitoring of courses or programmes. Draft the quarterly and annual training reports. Take minutes at the meeting held with stakeholders. Assist in establishing and monitoring ABET programmes. Coordinate Leadership Programmes. Coordinate Management Development Programmes. Facilitate Induction and Orientation Programme. Evaluate the impact of training conducted. Coordinate and facilitate CIP. Assess CIP and POEs.

ENQUIRIES: Mr M. Beta, tel. (021) 402-3368
APPLICATIONS: daff1@humanjobs.co.za or fax: 086 762 2863

POST 11/10: AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 80/2016
Directorate: Inspection Services

SALARY: R196 278 per annum
CENTRE: Golela
REQUIREMENTS: A National Diploma or Bachelor’s degree in Agriculture/Agricultural Management or Animal Health with at least one of the following subjects as a major: Botany, Plant Protection, (Plant Pathology, Entomology), Horticulture and/or Animal Diseases/Production (you are required to furnish a credit certificate and/or statement of results). Experience in and knowledge of the Agricultural Pest Act, 1983 (Act 36 of 1983), the Animal Diseases Act, 1984 (Act 35 of 1984), the Meat Safety Act, 2000 (Act 40 of 2000), the Plant Improvement Act,1976 (Act 53 of 1976), the Liquor Products Act, 1989 (Act No 60 of 198), the Genetically Modified Organisms Act, 1997 (Act 15 of 1997), the Agricultural Product Standards Act, 1990 (Act 119 of 1990), the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947) and various relevant international guidelines and obligations. Good communication skills with special emphasis on conflict management. Basic computer literacy in MS Office software is essential. Must be capable and willing to conduct inspections, inter alia, on trucks, in containers, etc. Must be prepared to travel and work away from home/office on short notice, work overtime during the week and weekends and work irregular hours (shifts). A valid driver’s licence and the ability to drive.

DUTIES: The incumbent will be responsible to conduct inspections, sampling and other necessary functions, including punitive measures and administration to exercise import and export control over agricultural products regulated by the various relevant international guidelines and obligations. Training of and liaise with other Customs and Excise, Home Affairs, SAPS, Importers / Exporters and their agents etc. For this post special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by passengers and cargo. In addition to inspection, incumbents will also be responsible for detecting unauthorised regulated goods by means of x-ray machines and safekeeping of detector dogs where applicable.

ENQUIRIES: Ms L.R. Moodley/Mr N.B. Luvhimbi, tel. (012) 309-8736/8737/7501
APPLICATIONS: daff9@humanjobs.co.za or fax: 086 762 2985

POST 11/11: AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 91/2016
Directorate: Inspection Services

SALARY: R196 278 per annum
CENTRE: Cape Town International Airport
The Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947) and various relevant international guidelines and obligations. The ability to interpret regulatory information and standard operating procedures. Good communication and analytical skills and the ability to work under pressure. Computer literacy in MS Office software. Must also be prepared to travel and work away from home/office on short notice, work shifts at the ports as well as irregular hours. A valid driver’s licence and the ability to drive.

**DUTIES**: Handle detector dogs for the examination of passenger, baggage, cargo and international mail for regulated articles (in compliance with, inter alia, the various relevant international guidelines and obligations). Interview passengers, inspect suspect baggage, cargo trucks, buses and other vehicles and take appropriate risk management actions for non-compliant regulated products. Work with other governmental departments that are also responsible for international travellers. Assist Agricultural Food and Quarantine Technicians at secondary inspections when not conducting dog handling duties. Maintain and assist other dog handlers with canine health, wellbeing and training. Perform demonstrations or public relations activities when requested. Supervise dog handler assistant(s). Represent the Department on forums and meetings.

**ENQUIRIES**: Mr L. Mochena, tel. (011) 390-7501

**APPLICATIONS**: daff10@humanjobs.co.za or fax: 086 762 3008

**POST 11/12**: PRINCIPAL HUMAN RESOURCE OFFICER REF NO: 107/2016

Directorate: Integrated Human Resource

**SALARY**: R196 378 per annum

**CENTRE**: Cape Town

**REQUIREMENTS**: A National Diploma/degree in Human Resources Management or 3-year relevant qualification with extensive experience in Human Resources Management specific reference to service benefits. Knowledge of Public Service prescripts/policies and legislative framework. Experience in working on PERSAL. Good interpersonal relations and communication (written and verbal) skills. Good telephone etiquette, planning and organisational skills. Computer literacy in MS Office software as well as a PERSAL Certificate (proof must be submitted). Willingness to travel from time to time as and when necessary.

**DUTIES**: Supervise and handle HR Activities. Manage, implement and comply with relevant legislation, regulations, resolutions and prescripts that related to service benefits and conditions of service such as Leave Benefits and Temporary Incapacity Leave, Injury on Duty and Medical Aid Assistance, Housing Allowance, State Guarantees, Service Terminations, Long Service Recognition, Resettlements and Transfers, and Overtime. Approve and capture transactions on the PERSAL system. Prepare reports and statistics on HR matters. Provide inputs for the improvement of HR administration procedures, guidelines and policies. Supervise, evaluate and develop staff reporting to this position. Ensure that proper control measures are put in place to administer and monitor the activities and resources reported to this position effectively. Respond to enquiries and render professional human resources administration advice and liaison with clients in the Department. Promote human resources care and improve service delivery.

**ENQUIRIES**: Ms P. Ngqakayi, tel. (021) 402-3548

**APPLICATIONS**: daff2@humanjobs.co.za or fax: 086 762 2864
DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

APPLICATIONS: Department of Basic Education, and submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION: Ms M Thubane

CLOSING DATE: 29 March 2016

NOTE: Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

MANAGEMENT ECHELON

POST 10/13: DIRECTOR LOGISTICAL SERVICES REF NO: 125562
Branch: Finance and Administration
Chief Directorate: Financial Services, Security and Asset Management and Logistical Services
Directorate: Logistical Services

SALARY: All-Inclusive remuneration package of R864 177 per annum
CENTRE: Pretoria

REQUIREMENTS: A Bachelors degree or equivalent qualification; Extensive appropriate experience and background in budgets, procurement/supply chain management, bid administration and office services, including the management of transport services, cleaning and maintenance services, government transport services. Five years managerial experience is required; Knowledge of the PFMA, Treasury Regulations, PPPFA, and PPPF Regulations is a minimum requirement; Practical experience in LOGIS and BAS is a definite advantage. High level strategic planning and development capability is also a requirement.

DUTIES: The successful candidate will: Manage procurement services and provision of quality goods and equipment and ensure that all records are kept according to prescriptions; Manage an effective and efficient tendering service on all tenders in the Department and to render a contract administration service for the Department; Provide strategic management of the directorate; Oversee an effective administration support and telecommunication service to the Department; Manage transport service, registry and messenger service to the Department; Ensure compliance with applicable legislation; Oversee an effective admin support and telecommunication service to the Department; Manage staff of the Directorate.

ENQUIRIES: Ms M Thubane Tel: 012 357 3297

OTHER POST

POST 11/14: DEPUTY DIRECTOR (BRANCH COORDINATOR) REF NO: 125249/5
Branch: District Coordination, Monitoring and Support
Office of the Deputy Director- General

SALARY: All-Inclusive remuneration package of R674 979 per annum
CENTRE: Pretoria

REQUIREMENTS: An appropriate three-year Bachelor’s degree or equivalent qualification with six (6) year’s work experience at Middle Management level; A valid South African ID and driver’s licence; Knowledge of legislative frameworks, policies and
procedures pertaining to Corporate Services; including but not limited to the Public Service Act, 1994 (Act 103 of 1994) and its Regulations, the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA); etc; Advance technical knowledge of office management and administration; Willingness and ability to work under pressure.

**DUTIES**: He / She will assist the DDG to monitor the implementation of executive decisions. Assist the DDG in developing strategic and operational plans for the Branch and co-ordinate projects; Act as principal contact for the Branch in interacting with the office of the Deputy-Director General, Director General and Minister; Provide leadership in the management of the DDG’s strategic diary; Assist the DDG to prepare for multilateral meetings; Undertake research and compile reports for the DDG; Co-ordinate and manage cabinet and parliamentary matters; Manage staff within the office of the DDG; Manage the DDG’s office including correspondence management, office budget and expenditure control; Provide a secretarial role at Branch meetings, such as Branch Management meetings/quarterly review meetings, etc. (organise, prepare agendas and take minutes); Coordinate and consolidate all relevant documentation for the DDG, viz, Branch business plans, budgets and reports; Compile and distribute confidential documents, cabinet memoranda and general correspondence to relevant stakeholders; Liaise with other Branch Co-ordinators and officials in the Department and Assist with the quality assurance of submissions.

**ENQUIRIES**: Ms M Thubane Tel: 012 357 3297
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 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

MANAGEMENT ECHELON

POST 11/15

DIRECTOR: STORES SERVICES AND RELATED PAYMENTS REF NO: CFO 16/04/1

Financial Management Division, Chief Directorate Accounting, Directorate Stores Services and Related Payment

SALARY: R864 177 all-inclusive salary package per annum, Level 13

CENTRE: Pretoria

REQUIREMENTS:

Minimum Requirements: An undergraduate qualification in Financial Management/Accounting (NQF Level 7) as recognised by SAQA with a minimum of five (5) years’ experience at Middle Management Service (MMS) or Senior Management Service (SMS) level. Knowledge: Knowledge of mainframe computer systems utilised in government, (specifically the Financial Management System (FMS) and PERSOL/PERSAL would serve as a very strong recommendation. Working knowledge of MS Word, Excel and Power Point applications, and other spreadsheet software. Working knowledge and exposure to the financial processes in the government. Thorough knowledge and application of PFMA and Treasury Regulations as far as processing of payments and revenue is concerned. Abilities: The ability to understand, Interpret and apply policy and specifically the policy and regulations on cash, revenue, creditors as well as accruals. Analytical and innovative thinking ability. Proven ability to compile/draft and present effective financial management reports. Capability: Demonstrate the capability to apply strategic management by interpreting higher level guidelines and compile an operational plan for the directorate. Display capabilities of negotiation, empowerment and evaluation of personnel under control. Be able to undertake some travelling depending on the need to inspect and do quality control in regional offices.

DUTIES: Manage a payment administration service in relation to all supplier invoices (e.g. corporate, supplier and medical services invoices) in accordance with Public Finance Management Act (PFMA) Treasury Regulations (TR’s), related policy and prescripts for the DOD. Manage a cost effective, professional revenue service to the DOD. Manage a cost effective, professional cash accounting service to the
DOD. Manage a professional payroll deducting system and subsequent payment to the different institutions. Quarterly confirmation of correct face value document administration. Assist in reporting, investigating and following up of all finance-related irregularities. Manage all resources made available to execute the duties resorting under this post, namely, personnel, finances, accommodation and equipment.

**ENQUIRIES**: Mr N.S. Makhani, Tel: (012) 392-2348.

**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 in completing application form, i.e. ref no CFO 16/04/1.

**CLOSING DATE**: 15 April 2016 (Applications received after the closing date and faxed copies will not be considered).

**OTHER POSTS**

**POST 11/16**: DEPUTY DIRECTOR: DIVISIONAL PLANNER REF NO 16/04/2

Financial Management Division, Office of the Chief Financial Officer, Divisional Planner

**SALARY**: R569 538 all-inclusive salary package per annum, Level 11

**CENTRE**: Pretoria

**REQUIREMENTS**: Minimum Requirements: A Three year Degree/National Diploma (An Honours- and/or Master’s degree will be an added advantage). A minimum of five (5) years’ experience in a managerial position (Experience in project management and research will be an added advantage). Knowledge: Good working knowledge of IFMS, PFMA and Treasury Regulations. Abilities: The ability to manage personnel, assets, expenditure and ensure compliance. The ability to interpret and apply instructions and prescripts to ensure compliance. The ability to effectively utilise resources. The ability to effectively perform budget management and the writing of reports. The ability to by means of written correspondences and verbal means. Capability: Demonstrate the capability to apply strategic management by interpreting higher level guidelines and compile an operational plan for his/her area of responsibility. Display capabilities of negotiation, facilitation, empowerment and evaluation of personnel under control. Possess computer skills that will ensure effective management of functions under his/her supervision.

**DUTIES**: Compile and issue guidelines and instructions on the content, formats and management of the Strategic Business Plan (SBP), Annual Performance Plan (APP), Quarterly- and Monthly reports and the Annual Reports for FMD. Communicate and co-ordinate with all stakeholders with regards to changes in any process that influence FMD’s process and planning guidelines. Ensure alignment of the APP with budget allocation and that the Division’s budget appropriately captured by Budget Managers. Compile FMD’s Risk Management report. Manage special projects pertaining to the strategic planning of the FMD. Participate in the environment review process of the FMD. Manage and report on strategic issues within the FMD (inputs and advice to CFO) Align FMD’s long-term planning with the DOD Medium-term Strategic Framework (MTSF) and Medium-term Expenditure Framework (MTEF). Participate in relevant reporting forums. Support to CFO in respect of planning, at the FMD Budget Holder Control Committee meetings, control measures, follow-up on instructions, feedback sessions and liaise with delegates and VIP visitors.

**ENQUIRIES**: Mr J.M. Verwey, Tel: (012) 355-5568.

**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, i.e. ref no CFO 16/04/2

**CLOSING DATE**: 15 April 2016 (Applications received after the closing date and faxed copies will not be considered).
POST 11/17

DEPUTY DIRECTOR: SPECIALISED FINANCIAL SERVICES REF NO: CFO 16/04/3

Financial Management Division, Chief Directorate Financial Services, Directorate Finance Support Services, Specialised Financial Services

SALARY: R569 538 all-inclusive salary package per annum, Level 11
CENTRE: Pretoria
REQUIREMENTS: Minimum Requirements: A Three year Degree/National Diploma in Financial Management/Project Management. A minimum of five (5) years’ experience as an Assistant Director with exposure to Finance Support, Contract Administration and Logistic. Knowledge: Good working knowledge of Study Contracts, FMS, PFMA and Treasury Regulations. Abilities: The ability to manage personnel, assets, expenditure and ensure compliance. The ability to interpret and apply instructions and prescripts into lower level Standard Operating Procedures to ensure compliance and effective utilisation of resources. The ability to effectively communicate by means of written correspondence and verbal means. Capability: Demonstrate the capability to apply strategic management by interpreting higher level guidelines and compile an operational plan for his/her area of responsibility. Display capabilities of negotiation, facilitation, empowerment and evaluation of personnel under control. Possess computer skills that will ensure effective management of functions under his/her supervision. Be able to perform extensive travelling within short notice for prolonged periods of time.

DUTIES: Oversee all Administration and Logistic functions within his/her area of responsibility. Execution of Planning, Organising, Implementation, Controlling and Reporting, regarding all resources within his/her area of responsibility. Determine compliance with the regulatory framework within his/her area of responsibility. Manage and ensure finalisation of Audit Reports within his/her area of responsibility. Formulate and issue instructions base upon higher order directives and policies. Manage the personnel, assets and funds under supervision. Ensure that irregularities are detected and reported. Establish a sound communication platform with clients within his/her area of responsibility. Enhancement of service delivery within current prescripts. Maintain an accounting and payments capability within his/her area of responsibility. Prepare and present reports to higher level as and when requested either by means of written correspondence or presentations.

ENQUIRIES: Ms M.P. Molefe, Tel: (012) 392-2558.
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, i.e. ref no CFO 16/04/3
CLOSING DATE: 15 April 2016 (Applications received after the closing date and faxed copies will not be considered).

POST 11/18

DEPUTY DIRECTOR: SUPPLIER PAYMENTS REGION 1 REF NO: CFO 16/04/4

Financial Management Division, Chief Directorate Accounting, Directorate Supplier Payment

SALARY: R569 538 all-inclusive salary package per annum, Level 11
CENTRE: Pretoria
REQUIREMENTS: Minimum Requirements: A Three year Degree/National Diploma in Financial Management/Accounting. A minimum of five (5) years’ experience as an Assistant Director with exposure to Supplier and Cash payments and Revenue Accounting. Knowledge: Good working knowledge of processing of Payments, S+T Claims and Advances, Revenue Accounting and Operations at FASC level, the policy and procedures regarding Payments in the Public Service. Thorough application of PFMA and Treasury Regulations as far as processing of payments and revenue is concerned. Abilities: The ability to manage personnel, assets, expenditure and ensure compliance of the Finance Accounting Service Centres, within the regulatory framework, in his/her area of responsibility. The ability to interpret and apply instructions and prescripts into lower level Standard Operating Procedures to ensure compliance and effective utilisation of resources. The ability to effectively communicate by means of written correspondence and verbal means. Capability: Demonstrate the capability to apply strategic management by interpreting higher level guidelines and compile an operational plan for his/her area of responsibility. Display capabilities of negotiation, empowerment and...
evaluation of personnel under control. Possess computer skills that will ensure effective management of functions under his/her supervision. Be able to perform extensive travelling within short notice for prolonged periods of time.

**DUTIES**

- Oversee all Accounting and Revenue functions within his/her area of responsibility. Execution of Planning, Organising, Implementation, Controlling and Reporting, regarding all resources within his/her area of responsibility. Determine compliance with the regulatory framework within his/her area of responsibility. Manage and ensure finalisation of Audit Reports within his/her area of responsibility. Formulate and issue instructions base upon higher order directives and policies. Manage the personnel, assets and funds under supervision. Ensure that irregularities are detected and reported. Establish a sound communication platform with clients within his/her area of responsibility. Enhancement of service delivery within current prescripts. Maintain an accounting and payments capability within his/her area of responsibility. Prepare and present reports to higher level as and when requested either by means of written correspondence or presentations.

**ENQUIRIES**

- Mr 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, i.e. ref no CFO 16/04/4

**CLOSING DATE**

- 15 April 2016 (Applications received after the closing date and faxed copies will not be considered).

**POST 11/19**

- **DEPUTY DIRECTOR: BUDGET CONTROL (FMO SANDF) REF NO: CFO 16/04/5**

Financial Management Division, Chief of Finance, Financial Management Office, SANDF

**SALARY**

- R569 538 all-inclusive salary package per annum, Level 11

**CENTRE**

- Pretoria, Erasmuskloof

**REQUIREMENTS**

- Minimum requirement: Bachelor’s Degree/ three year National Diploma in Financial Accounting/ Cost & Management Accounting/ Public Finance/ Economics qualification. 5 years relevant experience in budget management and control environment of which three years must be at junior management/Assistant Director level. Extensive knowledge and application of Public Finance Management Act (PFMA), National Treasury Regulations (NTRs) and related regulations. Public Sector Budget Control processes and procedures. Strategic planning process, Management Accounting & Budget Management, Statistical Analysis, Information management, Resource Control. Knowledge and working experience on transversal budget management systems. Ability to present budget control reports to top management for better decision making. Managing and leading a team, Planning, Organizing, Understanding how DOD/SANDF works. Required skills: Computer literacy (MS Word, EXCEL, PowerPoint), Strong written and verbal communication skills. Budget control skills, project management, Forecasting skills, Policy management skills, Problem solving and decision making skills, Ability to work under pressure and meet deadlines, attention to details, assertiveness, accuracy, numerical, analytical skills. Strong Conceptual thinking. Honest and ethical with bedrock integrity.

**DUTIES**

- Holding budget control committee meetings in SANDF. Convening the budget control workgroup in the SANDF. Compiling policy proposals for inclusion in SANDF MTEC submission. Drawing IC reports from system. Analysing reports. Submitting request to Services and Divisions in the SANDF. Scrutinising inputs from Services and Divisions within the SANDF. Compiling SANDF expenditure trends. Submitting expenditure trends to C SANDF. Analyzing applicable policies. Instructing Services and Divisions to comply with policy. Monitoring status of transfer payments in the SANDF. Compiling and submitting the transfer payments status report for the SANDF. Submitting the annual Expenditure/Review Plan for the SANDF. Submitting the rollover claim input for the SANDF. Submitting the Monthly Early Warning report inputs. Preparing the Adjustments Budget for the SANDF. Preparing treasury committee memorandum inputs. Submitting the financial statements inputs for the SANDF. Reporting personnel expenditure in the SANDF on a monthly basis. Analysing the instructions issued to the C SANDF by Sec Def. Compiling instructions for C SANDF. Arranging the budget evaluation process within the SANDF. Consolidating and aligning inputs with the...

ENQUIRIES
APPLICATIONS
Ms O.M Gopane, tel: (012) 355-5808.
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, i.e. ref no CFO 16/04/5

CLOSING DATE
15 April 2016 (Applications received after the closing date and faxed copies will not be considered).

POST 11/20
DEPUTY DIRECTOR: BUDGET PREPARATION (FMO SANDF) REF NO: CFO 15/7/1
This post was advertised in PSVC 30/15 with ref: CFO 15/7/1.Applicants who previously applied may not re-apply as their previous applications will be considered
Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services and Related Payments, Sub-Directorate Cash Payments, Cash Payments Region 2

SALARY
R569 538 all-inclusive salary package per annum, Level 11

CENTRE
Pretoria

REQUIREMENTS
Minimum requirement: Bachelor`s Degree/ three year National Diploma in Financial Accounting/ Cost & Management Accounting Public Finance/ Economics qualification. 5 years relevant experience in budget preparation environment of which three years must be on junior management/ Assistant Director level. Extensive knowledge and application of Public Finance Management Act (PFMA), Treasury Regulations (TRs) and related regulations. Public Sector Budget Preparation processes and procedures as well as strategic planning process. Ability to present reports to top management for better decision making. Good Financial Management, Forecasting and Information management skills. Human Resource management and other related resources. Strong Conceptual thinking and leadership skills. Problem solving and decision making skills. Ability to work under pressure and meet deadlines, attention to details, assertiveness, accuracy, numerical, analytical skills. Knowledge of MS Office computer packages. Honest and ethical with bedrock integrity. Strong verbal and written communication skills.

DUTIES

ENQUIRIES
Ms O.M Gopane, tel: (012) 355-5808.
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).

CLOSING DATE
15 April 2016 (Applications received after the closing date and faxed copies will not be considered).

POST 11/21
SENIOR TRAINING OFFICER REF NO: CCDT/75/15
This post is advertised in the DOD and broader Public Service Defence Training Institute, CCDT

SALARY
R243 747 per annum, Level 8

CENTRE
Pretoria
**REQUIREMENTS**

A recognised B Degree/National Diploma in Training and Development/Social Science (or NQF Level 6) or equivalent, as well as at least two (2) years’ experience as a supervisor. Qualification as a Facilitator and Assessor is a requirement. Qualification as a Moderator and/or Mentor/Coach will be an advantage. Knowledge of Adult learning and experience in ETD will be an advantage. A thorough understanding of the legislation controlling the training and development environment of South Africa is required. Experience in ETD, Management, Facilitation and qualification as a CIP (Compulsory Induction Programme) trainer will be advantageous. Special requirements (skills needed): Good communication (Verbal/Writing) and report writing skills, facilitation and presentation skills. Research abilities, interpersonal-, coordination, reasoning-, initiative, negotiation, problem solving and influencing skills as well as document management capability. Excellent knowledge of legislation governing Defence Civilians and ETD prescripts in general is required. Experience in ETD, management, facilitation and qualification as a CIP (Compulsory Induction Programme) trainer will be advantageous. Ability to work with limited supervision. Willingness to work after hours and to travel extensively. Must be in possession of and valid driver’s license and/or be able to obtain a valid military driver’s license and a confidential security clearance within a year.

**DUTIES**

Determine the need for learning programmes for Defence Civilians. Identify and harvest applicable Unit Standards from SAQA’s website and oversee training personnel in this process. Manage the planning and administration of training offered by DOD CCDT (PTA). Design, conduct and co-ordinate research and development of a variety of outcomes-based learning programmes and outcome-based assessments. Provide guidance and counseling to learners. Manage and supervise training personnel. Facilitate and train Defence Civilians as stipulated in the mandate. Liaise with DOD CCDT’s clients, as well as other Services and Divisions in the DOD. Monitor, evaluate and produce management reports on skills development interventions.

**ENQUIRIES**

Ms M.C. Haynes, Tel: (012) 392-2635.

**APPLICATIONS**

Department of Defence, Human Resources Division, Directorate Human Resources Career Management, Private Bag X137, Pretoria, 0001 or may be hand delivered to Poynton Building, 195 Bosman Street, Pretoria where they must be placed in Box 4.

**CLOSING DATE**

15 April 2016 (Applications received after the closing date and faxed copies will not be considered).

**POST 11/22**

**PERSONAL ASSISTANT**

REF NO: SECDEF/95/15

This post is advertised in the DOD, broader Public Service and Media (Flyers) Secretary for Defence

**SALARY**

R196 278 per annum, Level 7

**CENTRE**

Erasmuskloof, Pretoria.

**REQUIREMENTS**

Minimum requirement of an appropriate Diploma/Certificate/NQF Level 5. Three to five (3-5) years’ experience in rendering support services to senior management. Knowledge on relevant legislation, policies, prescripts and procedures. Special requirements (skills needed): Computer literate (MS Word, MS Excel, PowerPoint and e-mails). Language proficiency in English, Good communication skills (written and verbal). Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Good people skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Self-management and motivation. Good grooming and presentation. Must be incisive and decisive.

**DUTIES**

Provide a secretarial and receptionist support service to the Sec Def, receive telephone calls and refer the calls to the correct role players, record appointments and events in the electronic daily diary of the Sec Def. Provide a clerical support service to the office, liaise with travel agencies to make travel arrangements when the necessary. Arrange meetings/work sessions and events for the Sec Def, identify venues, invite role players, organise refreshments and set up schedules for meetings and events, process all invoices that emanate from the activities of the work of the Sec Def. Administer leave registers and telephone accounts, receive records and distribute all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Distribute all incoming and outgoing documents. Remain up to date with policy/prescripts and procedures applicable to the work terrain to ensure efficient effective support to
the office of Sec Def. Prepare briefing notes for the managers as required, co-
ordinate logistical arrangements for meetings when required.

ENQUIRIES : Ms B.Z. Mahlangu, Tel: (012) 355 6263.
APPLICATIONS : Department of Defence, Directorate Human Resource Career Management,
Private Bag X137, Pretoria 0001 or may be hand delivered to Poynton Building,
195 Bosman Street, Pretoria where it may be placed in wooden box (No 4) at the
reception.

CLOSING DATE : 08 April 2016 (Applications received after the closing date and faxed copies will
not be considered).
**ANNEXURE D**

**ECONOMIC DEVELOPMENT DEPARTMENT**

**APPLICATIONS**
- Economic Development Department, Private Bag X 149, Pretoria, 0001 or Hand delivered to the dti campus, corner 77 Meintjies Streets, Sunnyside, Pretoria, Block G, Ground Floor.

**FOR ATTENTION**
- Ms N Mahlangu

**CLOSING DATE**
- 29 March 2016

**NOTE**
- Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. 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 can 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).

**OTHER POST**

**POST 11/23**
- **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO:** EDD/2016/03/2
  - (Six months contract)

**SALARY**
- R569 538 to R670 890 per annum, all-inclusive flexible remuneration package, Level 11

**CENTRE**
- Pretoria

**REQUIREMENTS**
- An appropriate Bachelor’s Degree or National Diploma or equivalent qualification. 3-5 years relevant managerial experience in HR Administration. Thorough understanding of the Public Service. Working knowledge of persal. Persal controllers’ certificate will be an added advantage.

**DUTIES**

**ENQUIRIES**
- Ms Nthabiseng Mahlangu, tel 012 394 5603 OR Ms Lethabo Gwangwa, tel: 012 394 5028
### APPLICATIONS
The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001or hand delivered to, Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)

### FOR ATTENTION
Mr. D Mbhokota/ Mr P Ndlovu

### CLOSING DATE
08 April 2016

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

### OTHER POSTS

#### POST 11/24
- **POLICY DEVELOPER (ELECTRICITY POLICY)**
  - **SALARY**: R361 659 per annum, Level 10
  - **CENTRE**: Pretoria, Head Office
  - **REQUIREMENTS**: Minimum National Diploma in Electrical Engineering or National Diploma in Financial Accounting or National Diploma in Economics with 2-5 years working experience in an energy policy and/or engineering environment. PLUS the following key competencies: Knowledge of: Project Management, Project Financing/Structuring, Policy Development Process, Detailed knowledge of the Energy Sector, Departmental policies and procedures and other government department policies (especially the economic cluster), Thinking Demand: Analytical Creativity Decision reasoning/making, Skills: Project Management, Communication (verbal & written), Policy Analysis and Development Computer Presentation Skills Interpersonal skills Language skills, Personal Attributes: Independency Team player Work under pressure Adaptability
  - **DUTIES**: Identify, develop and review existing/new policies on electricity sector, Conduct secondary research on policy related matters, Identify, consult & collaborate/engage with relevant stakeholders and conduct public hearings for public inputs on proposed policies, Conduct policy presentations and represent the department at various forums or workshops on energy sector policy related matter, Disseminate information & raise awareness on policy related developments/trends, Monitor and report on the implementation of energy policies and legislations, Respond to policy related issues/queries.
  - **ENQUIRIES**: Mr AT Audat ☎ 012 406 7507
  - **NOTE**: Physical/ Environmental Demand: Traveling After hours work

#### POST 11/25
- **APPLICATIONS PROGRAMMER**
  - **SALARY**: R 289 761 per annum Level 9
  - **CENTRE**: Pretoria, Head Office
  - **REQUIREMENTS**: A National Diploma / Bachelor of Technology in Information Technology/Bachelor of Science Degree in Computer Science with 3-5 years’ experience PLUS the following key competencies, Knowledge of: Ability to prioritise and complete work under deadlines, Ability to develop and deliver presentations, Ability to create, compose and edit written materials, Knowledge of System
Analysis principles and practices, Thinking Demand: Creativity, Proper planning, organizational and paying attention to detail Ability to manipulate and analyse information, Problem solving, Skills: Interpersonal Skills, Training skills, Workshop facilitation, Problem solving skills, Team player, Self-motivator, Strong work ethics, Driving, Researching ability, Service delivery, Quality assurance Innovative, Creative, Analytical, Personal Attributes: Innovative, Creative, Analytical, Able to assess and evaluate information, Ability to work well under pressure.

DUTIES: Develop, maintain and implement custom-made information system, Prepare technical and functional specifications for enhancements and changes to existing systems, Create and test new systems, Program system functionality. Investigate new technology for system improvements; Coordinate the development of systems in the Department, Coordinate user acceptance testing and training. Procure, maintain and implement off-the-shelf information systems, Identify, analyse and resolve information gaps in current systems, Develop detailed designs, technical specifications and test scripts, in the maintenance of current systems, Conduct unit and string tests, Execute the coding and testing of systems, Administer user access and systems security, Investigate new technology for system improvements; Coordinate the deployment of in the Department, Co-ordinate user acceptance testing and training, Develop and maintain the departmental websites, Monitor and report on site usage and performance, Identify, analyse and resolve gaps and shortcomings in the departmental websites, Update website content upon user requested, Provide information technology functional support and advice, Draft, maintain and implement policies and strategies pertaining to information systems and the departmental websites, Provide advice on information systems and the departmental websites, Promote the utilisation of technology as key enablers for service delivery and transformation.

ENQUIRIES: Ms Z Ndawana 012-4067791
NOTE: Candidates will be expected to go through a practical assessment on programming skills in the language of their choice. Advantage: Java or DOT NET and MCSD will be an added Advantage.
DEPARTMENT OF ENVIRONMENTAL AFFAIRS
The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.

APPLICATIONS: 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: 04 April 2016

NOTE: 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. 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 months after the closing date of the advertisement, please accept that your application was unsuccessful.

Erratum: Kindly note that the following posts were advertised in the Circular 10 of 2016, with incorrect salaries. Therefore, the correct salaries are as follows: Deputy-Director: Near-Term Priority Flagship Programmes: Finance And Resource Mobilisation Coordinator – NEMA Section 40 Appointment (One Year Fixed Term Contract) (CC&AQ 09/2015) is R 569 538 Per Annum (All inclusive remuneration package); Deputy-Director: Near-Term Priority Flagship Programmes: Programme Development And Management – NEMA Section 40 Appointment (one year fixed term contract) (CC&AQ 10/2015) the salary is R 569 538 Per Annum (All inclusive remuneration package); Deputy Director: Quality Management (Structural Engineering) (EP1 7/2015) the correct salary is R 674 979 per annum (All inclusive flexible remuneration flexible package conditions apply) and Assistant Director: Near-Term Priority Flagship Programmes: Programme Development and Management – NEMA Section 40 Appointment (one year fixed term contract) (CC&AQ 11/2015) the correct salary is R361 659 per Annum (PLUS 37% in lieu of benefits).

OTHER POSTS


SALARY: R381 030 per annum (Total package of R519496 per annum/ condition apply)

CENTRE: Pretoria

REQUIREMENTS: A three-year Bachelor’s degree / National Diploma in Law/Environmental Management/Investigations or an equivalent qualification plus at least extensive working experience in the environmental criminal investigations field. Understand the environmental compliance and enforcement legal framework as well as the Constitutional arrangements governing environmental enforcement related activities. Knowledge of the Criminal Procedures Act and at least 4 years’ experience in investigating environmental impact, pollution and waste related crime. Knowledge of environmental policies, legislation, international instruments, civil procedures, criminal procedures, constitutional law and administrative law. Knowledge of the criminal justice system and experience in integrating law and science will be an added advantage. Understanding of environmental compliance
and enforcement management systems. Excellent communication (verbal and written) skills, particularly with regard to compiling charge sheets, legal documents and experience in networking with senior members of the SAPS and the NPA. Good legal drafting, investigative and evidence gathering skills. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of inter-Governmental relations and co-operative governance. Strategic, analytical, problem solving and negotiation skills. Information management and computer literacy. A service oriented approach and the ability to work efficiently and effectively under pressure. Ability to work well independently and within a team. A meticulous approach and inclination to pay attention to detail. Designation as an Environmental Management Inspectors (EMI) will be an added advantage. A valid driver’s license.

**DUTIES**
- Undertake criminal investigations in relation to offences committed under the environmental impact, pollution and waste legislation.
- Strategic understanding of environmental crime and in-depth knowledge of the respective legal provisions that addresses these. Carry out the function of the Environmental Management Inspector (EMI) by enforcing compliance with national environmental impact and pollution legislation and authorizations issued under such legislation.
- Managing criminal investigations into non-compliance with national pollution and waste legislation with the aim of instituting criminal actions.
- Promote and build national enforcement capacity in relation to criminal investigations.
- Establish and maintain appropriate internal controls and reporting systems.
- Resolve complex problems relating to the applicability of legislative provisions, the approach and instruments to be used in the enforcement action, situations requiring co-operative governance.
- Excellent written and verbal communication skills, particularly with regard to the preparation of court documents and legal correspondence.
- Strategic, analytical and problem-solving skills. Communicate with complainants; transgressors as well as various stakeholders that assist with law enforcement (eg. NPA, SAPS, other spheres of government).
- Service-oriented approach and ability to work efficiently and effectively under pressure. The ability to handle tense situations and deal with difficult people.

**ENQUIRIES**
Marie-Louise Lume Tel: (012) 399 9480

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

**FOR ATTENTION**
Ms K Selemele

**POST 11/27**
CUSTOMER SERVICE REPRESENTATIVE: CALL CENTRE REF NO: COO58/2015

**SALARY**
R243 747 per annum (Total package of R352 926 per annum / conditions apply)

**CENTRE**
Pretoria

**REQUIREMENTS**
A recognised three year Bachelor’s Degree/ National Diploma in Customer Service Management or an equivalent relevant accredited qualification in Communications plus relevant experience in customer contact centre OR Grade 12 Certificate plus extensive relevant experience; Public Service training in Customer care an advantage. Ability to gather and analyse information; Knowledge and ability to apply Batho Pele principles; Ability to work with difficult clients and resolve queries; Ability to engage and liaise with stakeholders at different levels. Good communication skills (verbal and written); Listening skills; Sound interpersonal relations, organisational and planning skills; Computer literate (familiar with packages such as Microsoft Excel, PowerPoint, MS Word, Internet, etc.) and Report Writing. Ability to work well under pressure and in a team; A valid driver’s licence (Certified Copy must be attached); Must be prepared to travel, work long hours and work over weekends and public holidays if required.

**DUTIES**
- Handle inbound calls using prescribed processes; Capture all enquiries; Handle e-mail queries; Handle Presidential hotline queries; Meet productivity and schedule adherence targets in accordance with service delivery standards; Render communication support; Handle face-to-face enquiries; Participate in projects; Attend events as per the Departmental events schedule; Liaise with stakeholders.

**ENQUIRIES**
Mr G Dlamini Tel: (012) 399 9985

**APPLICATIONS**
Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia
FOR ATTENTION: Mr. LI Letshedhi

NOTE: Shortlisted candidates may be subjected to competency assessment.

Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. No faxed, e-mailed and late applications will be considered.
GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM

APPLICATIONS: The DG of Government Communication and Information System, Private Bag X 745, Pretoria, 0001 for attention Mr S Matshageng or Hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 1 April 2016

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). “The successful candidate must disclose to the DG particulars of all registrable financial interests”.

OTHER POST

POST 11/28: ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION
Directorate: Human Resources Management.

SALARY: R289 761 per annum (Excluding Benefits)

CENTRE: Pretoria

REQUIREMENTS: Qualifications: A 3 years Degree (NQF 7) or National Diploma (NQF 6) in HRM or related field. Knowledge and Experience: Minimum 3 years’ experience on a supervisory level in HR environment is required. Extensive knowledge and experience in PERSAL system and has completed Personnel Controllers’ Course; Personnel Administration course and Establishment. Extensive knowledge and experience in the supervision of work emanating from the operations of service benefits, conditions of service, termination of service and performance management administration. Extensive practical experience of MMS and SMS package structuring. Competencies: Client orientation & customer focus. Programme and project management. People management and empowerment. Financial management. Excellent writing skills and good report writing. Ability to interpret, analyze and apply policies. Working independently and organizing skills. Must be computer literate. Ability to multitask, work under pressure and be detailed conscious.

DUTIES: Supervision of the administration of all service conditions and Benefits. i.e. Appointments; Transfers; Promotions; Probations; Home Owners Allowances Leave; Long Service Recognition; Pension, Service Bonus; EPMDs; ILL Health Retirements; Service Terminations and administration PILIR processes within the Department. MMS and SMS packages restructuring, processing allowances (Overtime; standby; acting /secretary/HOD/and rental). Ensure an effective Personnel registry is provided to the department. Provide an effective information service regarding Human Resource Administration matters. Maintenance and understanding of PERSAL staff establishment. Performs functions of the Departmental Personnel Controller. Administration of employment equity statistics of the department and other general administration duties. Provide data for the drafting of Human Resource Plan. Draft, revise and implement HR Policies.

ENQUIRIES: Mr Adam Ledwaba, tel: (012) 473 0011
ANNEXURE H

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

CLOSING DATE: 1 April 2016

NOTE: Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates, 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 post. 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.

OTHER POST

POST 11/29

PRINCIPAL COMMUNICATION OFFICER REF NO: NDOH 32/2016

SALARY: R243 747 per annum (plus competitive benefits).

CENTRE: Branch: Corporate Services. Directorate: Organisational, Communication, Pretoria

REQUIREMENTS: A three Bachelor’s Degree/National diploma/equivalent NQF 6 certificate in Communication or Journalism, At least two (2) years relevant experience in communication field, Knowledge of marketing, advertising and media industry, Knowledge and application of policies governing the Public Service, Good communication (verbal and written), interpersonal, planning, organising and computer skills.

DUTIES: Development of communication plans in support of campaign and events, Assisting with professional and efficient planning and organising of events, campaigns and projects identified by the management committee, Manage Departmental exhibitions, Develop concept for exhibition stand, Media buying and marketing, Develop marketing and publicity strategies, Liaise with communicators from Provincial Health Department, Health Sector and other government Department, Write submissions for Provincial Communicators Forum.

ENQUIRIES: Ms N Leburu at tel no (012) 395 – 8495.

NOTE: Coloured, white and persons with disabilities are encouraged to apply.
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.


CLOSING DATE: 01 April 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 three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. 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. The successful candidates will be subjected to Pre-Screening. The appointment is subjected to security clearance and verification of qualifications. Faxed, emailed, registered post and late applications will not be considered.

MANAGEMENT ECHELON


SALARY: R864 177 per annum, Level 13. The successful candidate will be required to sign a performance agreement.

CENTRE: East London

REQUIREMENTS: A relevant Bachelor’s Degree in Law or an equivalent qualification coupled with 5 years’ experience at management level; Knowledge and understanding of the PFMA and all relevant legislation and regulations that govern the Public Service; thorough knowledge of criminal law, criminal procedures, law of evidence are essential; project management, patent knowledge of investigation system and procedures, human rights and government’s broader transformation objectives and initiatives are essential; ability to work under pressure, a valid driver’s licence. Skills and Competencies: Strategic capability and leadership, problem solving and decision making skills, innovative and creative, project management at a management level, people development and empowerment; communication (verbal and written) skills, client orientation and customer focus, results driven.

DUTIES: Key Performance Areas: develop good working relations with key stakeholders; management of resources, human and physical including budget; manage investigations in the province; manage information and data integrity in the province; ensure province meets the strategic objectives on investigations and information management; approve completion and closure of cases; conduct high profile investigations and ensure compliance with guidelines issued by the Executive Director.

ENQUIRIES: SC. Mshumpela (043) 706 6500

NOTE: Priority will be given to African females/males, coloured females/males and white males
The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration

**CLOSING DATE** 04 April 2016

**NOTE** Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications and identity document and a driver’s licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. Reasonable accommodation shall be applied for People with Disabilities including where a driver’s licence is a requirement. Shortlisted candidates will be subjected to a personnel vetting process. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

**MANAGEMENT ECHLON**

**POST 11/31**

**DIRECTOR: HUMAN RESOURCES REF NO: 2016/67/GP**

**Re-advertisement**

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

**CENTRE** Regional Office: Gauteng Region

**REQUIREMENTS** An undergraduate qualification (NQF level 7) as recognized by SAQA; At least 6-10 years human resources experience of which 6 years must be at middle/senior management level; A valid driver’s licence. Skills and Competencies: Strategic capabilities and leadership; Project management; Planning and organizing; Financial management; Change management; Research and knowledge management; Service delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity; Computer skills (MS Office); Presentation and facilitation.

**DUTIES** Key Performance Areas: Manage the implementation of human resources related functions in the Region; Manage the Development and implementation of strategic human resources processes and HR policies in the Region; manage and facilitate the efficient labour relation services in the Region; Administer organisation development, Facilitate Health and Wellness Programme; Manage performance and skills development programmes; Manage effective utilisation of resources in the Directorate.

**ENQUIRIES** Ms E Dhlamini ☎ (011) 332 9000

**APPLICATIONS** Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg

**NOTE** Woman and people with disabilities are encouraged to apply.
OTHER POSTS

POST 11/32 : SENIOR ASSISTANT STATE ATTORNEY LP5-LP6 REF NO: 16/61/SA

SALARY : R392 739–R926 586 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney: Pretoria

REQUIREMENTS : LLB or 4 year recognized legal qualification; Admission as an Attorney; Right of appearance in the High Court of South Africa; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; Understanding of the State’s policies and transformation objective as well as the Constitution of South Africa; A valid driver’s licence. Skills and Competencies: Computer literacy; Communication skills; Interpersonal relations; Supervisory and mentoring skills; Legal research and drafting; Case flow management; Strategic and conceptual orientation; Project management; Problem solving and conflict management; Ability to work under pressure.

DUTIES : Key Performance Areas: Responsible for guiding and training of Candidate State Attorneys; Handle litigation and Appeal in the High Court, Magistrates Court, Labour Court, Land Claims, CCMA, Tax and Tax tribunals; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Handle all forms of arbitration, including inter-departmental arbitration; Register trust and companies and debt collection.

ENQUIRIES : Ms. K. Ngomani (012) 357 8661

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

NOTE : A current certificate of good standing from the relevant law Society must accompany the application. People with disabilities are encouraged to apply.

POST 11/33 : SENIOR ASSISTANT STATE ATTORNEY LP5 - LP6 REF NO: 16/56/SA

SALARY : R392 739 – R926 586 per annum.  (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney: Kimberley

REQUIREMENTS : An LLB or 4 years recognized legal qualification; Admission as an Attorney; The right of appearance in the High Court of South Africa will be an added advantage; At least 4 years appropriate post qualification legal/litigation experience; Conveyancing experience will be an added advantage; A valid driver’s licence. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication (written and verbal) skills; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Represent the State in litigation and appeal in the High Court, Magistrates Court, Labour Court, Land Claims, CCMA, Tax and Tax tribunals; Render legal opinions and advice; Draft and/or settle all types of arrangements on behalf of various clients; Deal with all forms of arbitration, including inter-departmental arbitration; Provide supervision and training to other professional staff.

ENQUIRIES : Mr. E. Seerane (012) 315 1780

NOTE : A current certificate of good standing from the relevant law Society must accompany the application. People with disabilities are encouraged to apply.

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

POST 11/34 : COURT MANAGER REF NO: 16/49/KZN

SALARY : R361 659 – R426 009 per annum.  The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Court: Mpumalanga
**REQUIREDMENTS**: A 3 year qualification in Administration and/or a National Diploma in Services Management (NQF level 5) plus the module in Case Flow Management or equivalent qualification; At least 3 years' managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the financial management and PFMA; Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid drivers' licence. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication skills (verbal and written); Ability to supervise staff; Computer literacy

**DUTIES**: Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage service level agreement.

**ENQUIRIES**: Mr J.N. Mdaka 031 372 3000

**APPLICATIONS**: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, DURBAN, 4000 or Physical Address: Recruitment, First Floor, 2 Devonshire Place, Durban

### POST 11/35

**SOCIAL WORK SUPERVISOR (FAMILY COUNSELLOR SUPERVISOR) REF NO: 16/50/KZN**

**SALARY**: R295 635 – R549 975 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**: Family Advocate: Pietermaritzburg

**REQUIREMENTS**: Bachelors Degree in Social Work which allows for professional registration with the SACSSP; Professional registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; Social work supervisory experience will be an added advantage; Knowledge and experience in Mediation; 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 Office); Communication skills (verbal and written); Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.

**DUTIES**: Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in matters relating to parental responsibilities and rights, specifically but not limited to care, contact and guardianship; Manage child abduction and related 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; Quality assure and evaluate information, recommendations made in the best interest of children in Family Law disputes; Conduct inquiries and interview parties and source references (township and rural areas) in the Family Law disputes, alternatively ensure that Family Counsellors are doing so; Report on the performance of the Family Counsellors in the office to the Head of Office. Supervise the work of Family Counsellors in Pietermaritzburg and Newcastle.

**ENQUIRIES**: Mr J.N. Mdaka 031 372 3000

**APPLICATIONS**: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, DURBAN, 4000 or Physical Address: Recruitment, First Floor, 2 Devonshire Place, Durban

### POST 11/36

**ASSISTANT DIRECTOR: ADMINISTRATION AND AUXILLIARY SERVICES REF NO: 16/36/FS**

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

**CENTRE**: Regional Office, Bloemfontein
REQUIREMENTS: B Degree or National Diploma in Public Management / Administration and/or equivalent; 3 years’ experience with at least 1 year supervisory experience; Knowledge of facilities management and auxiliary services including Fleet Management, Registry; Library and Switchboard and Cleaning services; A valid driver’s licence. Skills and Competencies: Communication skills (including writing) with the ability to motivate and direct people; Computer literacy; Creative thinking. Customer services orientation. Decision making; Diversity Citizenship; Project Management skills, Organizational skills; Problem solving; Self-management; Team membership; Technical proficiency and financial management;

DUTIES: Key Performance Areas: Facilitate and coordinate maintenance works: Liaise with Department of Public Works on capital and maintenance works; Monitor and coordinate office movement and residential accommodation; Develop and implement action plans; Advise and support office managers on matters relating to facilities management functions; Monitor the implementation of norms and standard; Manage registry, switchboard, library, cleaning services, transport and logistics services at Regional Office; Manage allocated budgets and expenditure control in line with prescripts; Perform all supervisory and personnel management functions for the section.

ENQUIRIES: Ms. M Dywili at (051) 407 1800.

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

POST 11/37: SENIOR INTERNAL AUDITOR: RISK QUALITY ASSURANCE AND KNOWLEDGE MANAGEMENT REF NO: 16/60/IA

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

CENTRE: National Office: Pretoria

REQUIREMENTS: An appropriate 3 year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 3 years experience in Internal Auditing of which 1 year should be as a team leader or potential to lead a team; Must be conversant with Auditing and Accounting standards; Successful candidates will be required to complete a security clearance; A valid driver’s license. Skills and Competencies: Analytical skills; Report writing skills; Interpersonal relations; Planning and organizing; Computer literacy; Communication (written and verbal) skills.

DUTIES: Key Performance Areas: Provide inputs to the enhancement of audit methodologies and technologies; Evaluate, monitor and report on progress of audit projects; Coach, lead, train and develop new team members on the teammate software; Review internal audit project files and related documentation to ensure that audits are conducted in accordance with the approved audit methodology and conformance to IIA standards; Ensure that audits are conducted in accordance with the approved audit methodology and IIA standards; Plan, execute and report on all levels of audit assignments; Follow –up on Management actions taken to resolve audit findings; Conduct research for the Internal Audit unit services and maintain a register; Review audit progress on an ongoing basis and provide guidance and coaching to subordinates where necessary; Draft reports on the internal audit work; Maintain management information for the Internal Audit unit; Build relationships with clients, external auditors, other assurance providers and keep them informed on an ongoing basis;

ENQUIRIES: Ms. MD Modibane (012) 315 1668

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

NOTE: People with disabilities are encouraged to apply.

POST 11/38: INTERNAL AUDITOR REF NO: 16/57/IA

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

CENTRE: Regional Office: Kwa Zulu-Natal

REQUIREMENTS: An appropriate three (3) year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 1 year experience in Internal Auditing (includes internship/ learnership); Knowledge of the Public Finance
Management Act; Successful candidates will be required to complete a security clearance; In-depth knowledge of the standards set by the Institute of Internal Auditors (IIA). Skills and Competencies: Communication (written and verbal); Financial Management; Computer skills; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.

**DUTIES**
Key Performance Areas: Assist in planning audits assignments and prepare audit reports on the findings; Test compliance with regulations, policies and procedures; Prepare audit programmes together with the Audit Manager; Gather adequate, competent and useful audit evidence; Conduct ad-hoc assignments and follow up audits; Assist in the administration of the Internal Audit activities;

**ENQUIRIES**
Mr C Sibiya (012) 315 4561

**APPLICATIONS**
Direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**NOTE**
People with disabilities are encouraged to apply

**POST 11/39**
SOCIAL WORKERS/ FAMILY COUNSELLORS: REF NO: 16/51/KZN 2 POSTS

**SALARY**
R196 341 – R447 171 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**
Family Advocate: Durban

**REQUIREMENTS**
Bachelor’s Degree in Social Work or equivalent qualification; A minimum of 3 years appropriate experience in Social Work after registration as Social Worker with the SACSSP; Registration with SA Council for Social Service Professions (SACSSP); Knowledge and experience in Mediation; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children’s Act Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid driver’s license; Language proficiency in IsiZulu can be an added advantage. Skills and Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Expert witness; Attention to detail.

**DUTIES**
Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team; Evaluate information and compile forensic court reports and make recommendations to the best interest of 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**
Mr J.N Mdaka 031-3723000

**APPLICATIONS**
Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, DURBAN, 4000 or Physical Address: Recruitment, First Floor, 2 Devonshire Place, Durban

**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.

**POST 11/40**
SENIOR HUMAN RESOURCE OFFICER: STUDY ASSISTANCE REF NO: 16/51/HR

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

**CENTRE**
National Office: Pretoria

**REQUIREMENTS**
Grade 12 or equivalent qualification; 3 years relevant experience; Knowledge of Study assistance in the Public service Knowledge of Persal system. Skills and Competencies: Communication (verbal and written) skills; Ability to work under pressure; Problem solving; Interpersonal relations; Analytical skills; Computer literacy.

**DUTIES**
Key Performance Areas: Monitor and administer all bursary holders progress; Monitor, update records captured on Persal and facilitate repayment of withdrawal bursaries; Manage all new bursary applications, coordinate and administer withdrawal of bursaries; Handle correspondence and queries relating to bursaries; Supervise and manage performance of study assistance staff.

**ENQUIRIES**
Ms E Zeekoei (012) 315-1436
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resources: 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.

POST 11/41: CHIEF ADMINISTRATION CLERK REF NO: 16/67/CS

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

CENTRE REQUIREMENTS: Office of the Chief Family Advocate: Pretoria

REQUIREMENTS: Grade 12 or equivalent qualification; 3 years experience. Skills and Competencies: Communication skills (verbal & written); Interpersonal relations; Computer literacy (MS Excel, PowerPoint and word); Ability to work under pressure and work independently.

DUTIES: Key Performance Areas: Render general administrative support services; Provide supply chain and support services within the component; Provide financial administration support services in the component; Compile weekly and monthly statistics; Supervise human resources/staff.

ENQUIRIES: Mr MG Kooko (012) 315 1164

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

NOTE: People with disabilities are encouraged to apply.

POST 11/42: VETTING INVESTIGATOR: VETTING FIELD WORK REF NO: 16/62/COO

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

CENTRE REQUIREMENTS: National Office: Pretoria

REQUIREMENTS: 3 year National Diploma in Social Science or equivalent qualifications; 1 year investigation experience; A valid driver’s licence. Skills and Competencies: Computer literacy; Communication skills (written and verbal); Interpersonal relations skills; Ability to work under pressure; Attention to details; Analytical skills; Planning and organizational skills.

DUTIES: Key Performance Areas: Conduct vetting investigation; Administer vetting file and completed reports; Manage safekeeping of all files in the Department; Render administrative support services.

ENQUIRIES: Ms D Modibane (012) 315 1668

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

POST 11/43: CHIEF ACCOUNTING CLERK: CREDITORS REF NO: 16/50/CFO

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

CENTRE REQUIREMENTS: National Office: Pretoria

REQUIREMENTS: A grade 12 certificate or equivalent; At least 3 years’ experience in Financial Management/Accounting; environment or in Creditors; Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations; Knowledge of Financial Operating System BAS. Skills and Competencies: Computer literacy (MS Office, MS Excel MS Word, MS Outlook); Good communication skills (verbal and written); Computer literacy and spreadsheet skills (will be tested); Ability to work under pressure and meet daily deadlines.

DUTIES: Key Performance Areas: Perform spot-checks to verify correctness of daily progress reports; Manage and verify the distribution and processing of unpaid invoices and facilitate payment thereof; Perform the follow-ups on relevant outstanding creditors; Assist with Accruals ad financial year end and attend to higher queries from Supplier/Offices; Ensure that statements received from suppliers are up to date and verify the creditor's file; Provide effective people management.

ENQUIRIES: Ms E Zeekoei at (012) 315 1436

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional
POST 11/44

STATE ACCOUNTANT REF NO: 16/74/CFO 2 POSTS

Division: Reporting and Agency Services

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

CENTRE: National Office: Pretoria

REQUIREMENTS:
- Bachelor Degree or National Diploma in Finance or equivalent qualifications; At least 2 years relevant experience in financial environment within the public sector; Knowledge of Financial Management especially in the public sector; Knowledge of BAS. 
- Skills and Competencies: Computer literacy (MS, Word, Excel and PowerPoint); Communication (written and verbal) skills; Planning and organizational skills; Problem solving skills; Leadership and management capabilities; Ability to work under pressure and be self-motivated.

DUTIES:
- Key Performance Areas: Ensure effective clearing of Agency services control accounts; Oversee the status of submitted claims to clients departments; Responsible to clarify the outstanding claims and respond with solutions; Keep and maintain database of clients department information; Assist with the compilation of interim/annual financial statements; Facilitate the audit execution by ensuring all requested information is provided timely; Maintain and update audit communications register; Plan, coordinate, control, supervise and training of personnel; Provide effective people management.

ENQUIRIES:
Ms E. Sebelebele (012) 357 8662

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

NOTE: People with disabilities are encouraged to apply.

POST 11/45

ASSISTANT MASTER, MR3- MR5 REF NO: 16/58/MAS

SALARY: R195 945 – R708 765 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Master of the High Court: Johannesburg

REQUIREMENTS:
- LLB Degree or four years recognized legal qualification; 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master’s of the High Court.
- SKILLS AND COMPETENCIES: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.

DUTIES:
- Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust, Curatorship and the operations regarding the Guardian’s Fund; Provide strategic direction to the office; Ensure that departmental policy, procedures and legislations are implemented; Manage the operations regarding the Guardian’s Funds and resources in the office; Ensure continuous quality improvement of processes and policies.

ENQUIRIES:
Mr.C. Msiza Tel: (012) 315 4754

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

NOTE: People with disabilities are encouraged to apply.
ANNEXURE K

DEPARTMENT OF LABOUR

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

CLOSING DATE : 11 April 2016 at 16:00
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s) including a Senior Certificate and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

MANAGEMENT ECHELON

POST 11/46 : PROVINCIAL CHIEF INSPECTOR: INSPECTION AND ENFORCEMENT
SERVICE REF NO: HR 4/16/03/02HO

SALARY : R864 177 per annum (All inclusive)
CENTRE : Provincial Office: North West
DUTIES : Develop and implement programmes, work plans and policies for Inspections and Enforcement. Manage and monitor the execution of legal proceedings. Monitor, evaluate and report on impact of Inspection and Enforcement Programmes. Provide technical advice on all areas of Inspection and Enforcement. Execute IES strategies and Directives.
ENQUIRIES : DDG: IES Ms A Moiloa, Tel: 012 309 4553
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 Or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 11/47 : DIRECTOR: MULTILATERAL RELATIONS REF NO HR 4/16/03/01HO

SALARY : R864 177 per annum (All inclusive)
CENTRE : Chief Directorate: International Relations, Head Office
REQUIREMENTS

Three year relevant tertiary qualification in International Relations governance / International politics or equivalent qualification with International experience. Five years experience at a middle/senior managerial level. Three years relevant functional experience in International Relations / Diplomacy. Valid drivers licence.


DUTIES

Develop systems to manage and effect relations between the Department and Multilateral Institutions such as the AU, SADC ARLAC, G20, EU, BRICS. Manage and coordinate the implementation of the Decent Work Country Programme. Develop systems to ensure that South Africa discharges its international obligations in terms of the International Labour Organisation (ILO) and is able to participate effectively in ILO meetings and activities. Manage all resources of the Directorate.

ENQUIRIES

Mr S Ndebele, Tel: 012 309 4039

APPLICATIONS

Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 Or hand deliver at 215 Francis Baard Street.

FOR ATTENTION

Sub-directorate: Human Resources Operations, Head Office

OTHER POSTS

POST 11/48

DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS 4 POSTS

SALARY

R674 979 per annum (All inclusive)

CENTRE

Labour Centre: Bronkhorstspruit –Reference No: HR 4/4/16/13GP
Labour Centre: Randburg–Reference No: HR 4/4/16/14GP
Labour Centre: Rustenburg –Reference No: HR 4/4/16/41 NW
Labour Centre: Kysna –Reference No: HR 4/4/16/50 WC

REQUIREMENTS


DUTIES

Manage the service delivery objectives as per the mandate of DOL. Manage the budget of the Labour Centre .Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.

ENQUIRIES

Mr K Fick, Tel: (011) 853-0302
Ms A Bobani, Tel: (021) 441 8125
Mr J Zitha, Tel: (018) 387 8100

APPLICATIONS

Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001Hand deliver at 77 Korte Street, Braamfontein, For Attention: Sub-directorate: Human Resources Management, Gauteng, Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000, For Attention: Sub-directorate: Human Resources Management, Western Cape
Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735Hand deliver at University Drive, provident House, Mmabatho, For Attention: Sub-directorate: Human Resources Management, Mmabatho

POST 11/49

PSYCHOMETRIST / REGISTRED COUNSELLOR GRADE 1 9 POSTS

SALARY

R 445 608 to 494 556 (OSD) appropriate salary will be determined according to the regulatory frame work Based on OSD.

CENTRE

Labour Centre: Phuthaditja –Ref No: HR 4/16/3/1FS
Labour Centre: Bethlehem–Ref No: HR 4/16/3/2FS
Labour Centre: Aliwal North–Ref No: HR 4/16/3/3EC
Labour Centre: Beaufort West–Ref No: HR 4/16/3/4WC
Labour Centre: Ladysmith–Ref No: HR 4/16/3/5KZN
Labour Centre: Upington–Ref No: HR 4/16/3/6NC
Labour Centre: Calvinia–Ref No: HR 4/16/3/7NC
Labour Centre: Ermelo–Ref No: HR 4/16/3/8MP
Labour Centre: Mkhondo–Ref No: HR 4/16/3/9MP

**REQUIREMENTS**

- Four years B Psych qualification or a B Psych equivalent Qualification. Valid Drivers licence. Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice).

**DUTIES**

- Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups.
- Manage operations and personnel resources of the employment counselling support.

**ENQUIRIES**

- Mr A Senakhomo, Tel: (053) 8381545
- Mr C Dlamini, Tel: (036) 638 1906
- Ms L Mashego, Tel: (017) 819 7632
- Mr R Mnyakeni, Tel: (017) 826 1883/4
- Ms M Bronkhorst, Tel: (051) 5056203
- Mr S Ngomti, Tel: (043) 701 3083/3038
- Ms Z Maimane, Tel: (021) 441 8125

**APPLICATIONS**

- Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 83010
- hands deliver at Cnr Compound and Pniel Road, FOR ATTENTION: Sub-directorate: Human Resource Management, Kimberly
- Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hands deliver at (No 21 Wes bank House 4th -6th floors, Cnr Riebeek & Long Street, Cape Town ,FOR ATTENTION: Sub-directorate: Human Resources Management, Western Cape
- Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053 Or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank. FOR ATTENTION: Sub-directorate: Human Resources Management, Emalahleni
- Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, FOR ATTENTION: Sub-directorate: Human Resources Management, Bloemfontein
- Chief Director: Provincial Operations: P O Box 940, Durban, 4000 Or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban, FOR ATTENTION: Sub-directorate: Human Resources Management, KwaZulu-Natal
ANNEXURE L

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

APPLICATIONS : Applications must be sent to: The Department of Planning, Monitoring and Evaluation, Private Bag X944, PRETORIA, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria, website: www.dpme.gov.za

FOR ATTENTION : Ms J Mchunu

CLOSING DATE : 24 March 2016 @ 12:00 pm

NOTE : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. Note: Failure to submit the above information will result in the application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

Erratum: Please note that the below positions were advertised in Circular No: 10 of 2016. They are re-advertised with amendments and people who have already applied for the ones in Circular 10 of 2016 need not re-apply.

MANAGEMENT ECHELON

POST 11/50 : OUTCOMES FACILITATOR: ENVIRONMENT REF NO 009/2016

Please note that this is a re-advertisement and people who previously applied are also encouraged to re-apply.

SALARY : R1 267 806 – 1 428 186 per annum, all inclusive salary package per annum, Level 15

CENTRE : Pretoria

REQUIREMENTS : A relevant post-graduate qualification plus a minimum of 10 years appropriate experience of which 8-10 years is at senior managerial level. Extensive knowledge and experience in the environmental sector is a key requirement. Analytical thinker with strong background in monitoring, turnaround strategies and change management. Experience in monitoring and evaluation of government policies. A thorough understanding of policy and administrative processes of Government. A good understanding of political, administrative and governance issues of the Public Service. Ability to develop and manage effective working arrangements with other government departments, provinces and local authorities to ensure co-ordinated and integrated actions. The ability to successfully operate at high level in government.

DUTIES : The incumbent of post will interact with all role players in environmental sectors to contribute to the achievement of outcomes environment within government
medium-term strategy framework and to identify and overcome obstacles. Develop sector specific service delivery and value chain and evaluation systems. Initiate and direct the development and implementation of service delivery agreements with Executive Authorities and Heads of Departments. Analyse, evaluate and identify sector specific service delivery shortcomings and render advice on remedial measures. Liaise with political office bearers, senior management of governmental institutions and primary sector role players to establish coherence and cooperation. Facilitate specific service delivery forums and coordination mechanisms and render direction to such forums. Regularly report on sector performance and suggest improvement based on data.

**ENQUIRIES**
In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post kindly contact Mr T Masilela,(012) 312-0107

**POST 11/51**
OUTCOMES FACILITATOR: INFRASTRUCTURE REF NO 010/2016
Please note that this is a re-advertisement and people who previously applied are also encouraged to re-apply.

**SALARY**
R1 267 806 – R1 428 186 per annum, all inclusive salary package per annum, Level 15

**CENTRE**
Pretoria

**REQUIREMENTS**
A relevant post-graduate qualification plus a minimum of 10 years appropriate experience of which 8-10 years is at senior managerial level. Extensive knowledge and experience in the Infrastructure sector is a key requirement. Analytical thinker with strong background in monitoring, turnaround strategies and change management. Experience in monitoring and evaluation of government policies. A thorough understanding of policy and administrative processes of Government. A good understanding of political and governance issues. Ability to develop and manage effective working arrangements with other government departments, provinces and local authorities to ensure co-ordinated and integrated actions. The ability to successfully operate at high level in government.

**DUTIES**
The incumbent of the post will interact with all role players in the Infrastructure sector to contribute to the achievement of outcomes within government medium-term strategy framework and to identify and overcome obstacles. Develop sector specific service delivery and value chain and evaluation systems. Initiate and direct the development and implementation of service delivery agreements with Executive Authorities and Heads of Departments. Analyse evaluate and identify sector specific service delivery shortcomings and render advice on remedial measures. Liaise with political office bearers, senior management of governmental institutions and primary sector role players to establish coherence and cooperation. Facilitate specific service delivery forums and coordination mechanisms and render direction to such forums. Regularly reporting on sector performance improvement.

**ENQUIRIES**
In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post, Mr T Masilela at Tel No (012) 312-0107
ANNEXURE M

DEPARTMENT OF PUBLIC ENTERPRISES

APPLICATIONS: The Department of Public Enterprises, Private Bag X15, Pretoria, 0028 or hand deliver at 1090 Infotech Building, Arcadia & Hilda Street, Hatfield 0028.

FOR ATTENTION: Human Resources

CLOSING DATE: 01 April 2016

NOTE: Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will be considered.

OTHER POSTS


Directorate: Transport Enterprises
(2 years Contract)

SALARY: R196 278 per annum, Level 7, plus 37% lieu of benefits

CENTRE: Pretoria

REQUIREMENTS: Applicant must be in possession of B degree or National Diploma in Public Administration or an equivalent qualification accompanied by at least 1 year's experience in the same or similar field. The successful candidate must be a dynamic and confident person, possessing sound interpersonal, and networking skills, the ability to comprehend and think strategically with good organizational skills, the ability to work under pressure, and the willingness to go the extra mile. Excellent business writing, communication, research, and computer literacy skills; MS Excel, MS Word and MS Power-Point are essential for this position.

DUTIES: The successful candidate will be responsible for the diary management, Effective and efficient management of the diary of the DDG. Records Management (recording of all incoming and outgoing documents and manage and control of the filling system in the office and ensure that it is aligned to the Public Service Document Management System). Creating a database to track documents. Provide support on budget administration processes. Arrange Advances, travel and accommodation for DDG. Handle all confidential documents according to the prescripts. Handle all the other issues directed by the Deputy Director-General.

ENQUIRIES: Mr Benneth Baloyi, tel 012 431 1029


Directorate: Economic Impact and Policy Alignment
(2 years Contract)

SALARY: R196 278 per annum, Level 7, plus 37% lieu of benefits

CENTRE: Pretoria

REQUIREMENTS: Applicant must be in possession of B degree in Economics or an equivalent qualification accompanied by at least 1 year's experience in the same or similar field. The successful candidate must be a dynamic and confident person, possessing sound interpersonal, and networking skills, the ability to comprehend and think strategically with good organizational skills, the ability to work under pressure, and the willingness to go the extra mile. Excellent business writing, communication, research, and computer literacy skills; MS Excel, MS Word and MS Power-Point are essential for this position.

DUTIES: The successful candidate will be responsible for the diary management, Effective and efficient management of the diary of the DDG. Records Management (recording of all incoming and outgoing documents and manage and control of the filling system in the office and ensure that it is aligned to the Public Service Document Management System). Creating a database to track documents. Provide support on budget administration processes. Arrange Advances, travel and accommodation for DDG. Handle all confidential documents according to the prescripts. Handle all the other issues directed by the Deputy Director-General.
Public Service Document Management System). Creating a database to track documents. Provide support on budget administration processes. Arrange Advances, travel and accommodation for DDG. Handle all confidential documents according to the prescripts. Handle all the other issues directed by the Deputy Director-General.

ENQUIRIES : Ms Johanna Boya, tel 012 431 1090

POST 11/54 : ADMINISTRATIVE OFFICER (HR) REF NO: DPE/2016/017
Directorate: Human Resources
(2 years Contract)

SALARY : R196 278 per annum, Level 7, plus 37% lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : Applicant must be in possession of three year tertiary qualification in Human Resource Development/Public Management or an equivalent qualification accompanied by at least 1 years’ experience in the same or similar field. The successful candidate must be a dynamic and confident person, possessing sound interpersonal, and networking skills, the ability to comprehend and think strategically with good organizational I skills, the ability to work under pressure, and the willingness to go the extra mile. Excellent business writing, communication, research, and computer literacy skills; MS Excel, MS Word and MS Power-Point are essential for this position.

DUTIES : The successful candidate will be responsible for the following: Quarterly Monitoring Reports and Annual Training Report, Reconciling statistics needed for the HR plan and Annual report, assessment of HR as a business partner; the incumbent must able to initiate memos. Records Management entailing recording of all incoming and outgoing documents in the document registry, creating a database to track documents; follow up on documents (Memos/Reports/Invoices/Claims) that are received by or leaving the unit; Develop and/or manage an effective and accurate filing system in the office and ensure that it is aligned to the Public Service Document Management System; Capture role profiles, Capturing of transactions on PERSAL, Provide project assistance to managers, the successful candidate will be required to HR administrative duties.

ENQUIRIES : Mr Benneth Baloyi, tel 012 431 1029
THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

CLOSING DATE: 01 April 2016 Applications received after the closing date will not be considered.

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

OTHER POSTS

POST 11/55: DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: CORP SERV/HR 06

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

CENTRE: Pretoria

REQUIREMENTS: National Diploma / Degree in Auditing or Accounting. Postgraduate qualification in Auditing or Accounting or CIA will be an added advantage. Minimum of 3 - 5 years Audit Management experience in the private sector and or government service.

DUTIES: Assist in the development of the three year rolling plan and the Internal Audit coverage plan. Identify projects for inclusion in the Internal Audit plan in line with the risks of the Department. Assign audit projects to Internal Auditors and monitor progress. Develop and implement audit methodologies. Conduct progress meetings with the Internal Auditors. Monitor the execution of the coverage plan in line with the set targets. Oversee the drafting of system description to inform the audit process. Finalise and approve the engagement letters for audit areas. Ensure that adequate evidence exists to support findings. Establish factual correctness of the findings with the auditors and the clients prior to issuing audit reports. Review the audit work plan, and work papers on a regular basis. Provide on the job training to Internal Audit staff. Issue the draft and final audit reports. Finalise the audit reports and cover letters, and ensure that exit meetings with clients have taken place. Submit the report with management comments to the Director-General. Summarise reports for submission to the Audit Committee members, for quarterly reporting. Assist in the implementation of the quality assurance and improvement programme. Ensure efficiency in the management of audits. Manage the consultants/ client relationships for all audits. Assist in the preparation for audit committee meetings. Prepare and Review audit committee pack documentation. Assist the CAE with the management of the Internal Audit budget. Maintain good client relationship with DSBD Management, Audit Committee and consultants.

ENQUIRIES: Ms N Buthelezi 012 394 1757

POST 11/56: ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: CORP SERV/ FIN MAN 2

SALARY: R289 761 per annum

CENTRE: Pretoria

REQUIREMENTS: B Degree or National Diploma in Finance or Cost Management Accounting. 3-5 years Finance experience. Computer literacy in all Microsoft Packages, excellent financial management, communication and interpersonal skills.

DUTIES: Notify the divisions about their allocation, the outcomes from National Treasury, Roll Over outcomes and adjustment estimates outcomes from National Treasury. Effective and efficient management of the budget, identify surplus and deficit timely. Draft Virement request and send it to National Treasury. Ensure effective and efficient management of roll overs based on the National Treasury requirements. Consolidate the adjustment estimates, amend the changes if any...
and send the departmental adjustment estimates inputs to National Treasury before due date. Compliance to the PFMA and related regulations. Foster a good working relationship.

**ENQUIRIES**: Mr S Mathobo 012 394 1690

**POST 11/57**: ADMINISTRATIVE ASSISTANT REF NO: ODG/ ICON 004

**SALARY**: R243 747 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**: Matric and Certificate in Office Management. A National Diploma in Office Management/Administration will be an advantage. 1-2 years’ experience in Administrative Support. Computer Literacy (MS Office packages).

**DUTIES**: Coordinate travel arrangements, advances, claims and requisitions, Coordinate meetings, draft agendas and minutes. Provide administrative and management support, i.e. leave administration, and filing of records. Ensure decisions of meetings are followed up. Ensuring that acknowledgement of receipt letters and responses are sent to stakeholders within the turnaround times. Keep a post register of outgoing and incoming mail and route for security and appropriate dispatch. Manage the stationery for the Business Unit. Manage filing system. Co-ordinate inputs of the Directorate’s quarterly report. Management of the Director’s appointments and meetings to enable effective time management. Assist in the procurement of goods and services. Liaise with the Office of the DG and Minister and Audit Committee members. Ensure that meetings are efficiently managed. Book venues; arrange catering, stationery and other items for the successful co-ordination of the meetings. Provide administrative support to the Audit Committee. Assist with the secretariat services for the Audit Committee.

**ENQUIRIES**: Ms N Buthelezi 012 394 1757
DEPARTMENT OF TELECOMMUNICATIONS AND POSTAL SERVICES

The Department of Telecommunications and Postal Services is inviting applications from persons who are suitably qualified to join the Department as it strives to be the employer of choice in the Public Service and the preferred place in the ICT sector for intellectual stimulation, leadership growth and national contribution.

APPLICATIONS: Human Communications has been retained to handle all responses for this advertisement. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to fax: 0866610044 or email: dtps@humanjobs.co.za.

CLOSING DATE: 29 March 2016

NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department and should be accompanied by a recently updated comprehensive CV and certified copies not older than six (6) months of all qualification(s), and ID document. Applications received after the closing date will not be considered. Faxed or e-mailed applications will be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. All qualifications are subject to verification. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. 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 using the mandated DPSA SMS competency assessment tools. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo a full security vetting. All applicants must declare any conflict or perceived conflict of interest and must disclose membership of Boards and directorships associated with. The successful candidate also have to disclose annually his/her financial interest. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV’s submitted will be destroyed after the three (3) months period. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates, whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

MANAGEMENT ECHELON

POST 11/58: DIRECTOR-GENERAL: TELECOMMUNICATIONS AND POSTAL SERVICES

REF NO: 125744

5 year contract

SALARY: An all-inclusive package of R1 656 618 per annum

CENTRE: Pretoria, Hatfield

REQUIREMENTS: A comprehensive understanding of the ICT sector and the dynamics of the new converged environment, backed by a post graduate qualification on NQF level 8 as recognized by SAQA. A strong background in ICT Policy Development, as well as 8 to 10 years’ experience at a senior managerial level (5 years must be as a member of the SMS in the Public Service). Advanced knowledge of South African ICT sector, its policies and how they are impacted on by global development. Competencies: Extensive knowledge of the Public Service Regulatory Frameworks and the Public Finance Management Act, Supply Chain Management and other relevant prescripts. Sound knowledge of regulatory environment in the ICT. Sound financial and economic monitoring/analysis. Clear understanding of change management. Advanced knowledge of management and service delivery innovations, problem solving skills and analysis. Client and customer orientation. Excellent communication skills, both verbal and written. Analytical thinking and research skills. Strategic thinker / leader / manager. Experience in certain sectors of the South African Economy such as Telecommunications, Information Technology, Postal Services and Electronic Commerce.

DUTIES: Reporting to the Minister, the Director-General will be responsible for providing strategic leadership and direction in delivering the mandate of the Department.
He/she will: Provide overall strategic leadership of the department to achieve the strategic goals and outcomes of the department. Act as the Accounting Officer of the department in ensuring that the resources allocated to the department are optimally used to achieve the strategic objectives of the department. Coordinate and facilitate an affordable broadband access throughout the Republic, particularly in underserviced areas (rural and townships) in line with SA Connect. Facilitate and coordinate the development of an inclusive information society and knowledge economy through the comprehensive e-strategy. Ensure that all the State Owned Companies (SOCs) under this department function optimally and deliver on their respective mandates and where necessary they are rationalised in line with the recommendations of the Presidential Review Committee. Facilitate and contribute to the development of modern, sustainable, competitive and affordable Postal and ICT sector in the Republic. Ensure that there are effective and integrated policies to drive the growth of this sector in South Africa.

ENQUIRIES

Application enquiries: Naomi Nortje, tel: (011) 257 8012
Post Related only: Ms TG Manzini, tel: (012) 421 7005
DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

APPLICATIONS: Applications, quoting the relevant reference number must be forwarded for the attention of Ms B Morena to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001

CLOSING DATE: 01 April 2016 (E mailed, faxed and late applications will not be considered)

NOTE: In order to be considered, applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All non SA citizens must attach a certified proof of permanent residence in South Africa. The Department reserves the right not to make an appointment. Note: short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

OTHER POST

POST 11/59: ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: NDT 08/2016

SALARY: R289 761 per annum (Total inclusive package of R 395 497/conditions apply)

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised three-year Degree/ National Diploma or equivalent qualification (NQF6) in Risk Management, Auditing, Commerce or Equivalent qualification plus three years relevant working experience in Risk Management. Key competencies: Knowledge of and understanding of Public Sector Risk Management framework, Risk Assessment methodologies. Ability to identify risks facing the institution with significant responsibilities. Project Management. Ability to manage projects independently. Ability to interpret and apply policies, strategies and legislation. Ability to liaise with and coordinate stakeholder engagement. Presentation skills. Advanced Management Development Programme. Business Continuity Planning courses. A valid driver’s licence will be an advantage.

DUTIES: The successful candidate will be responsible to support and develop the implementation of the risk management framework; Support the development and implementation of risk management business continuity framework; Coordinate the integration of risk management into operational activities and all decision making structures of the department; Perform secretariat function risk management committee and stakeholder liaison; Assist in the coordination and facilitation of risk assessment covering Strategic, Operational and project risk assessments; Coordinate the facilitation of risk management prevention, monitoring, communication and reporting; Support the enterprise risk management awareness and capacity building (training and development); Collect, collate and analyse the quarterly risk management progress report and draft the risk mitigation analysis report; Develop and maintain the risk incident library; Draft the quarterly DG’s report as informed by the departmental Risk Management Reporting Framework; Develop the Risk Management Committee Pack; Provide technical support to NDT staff on Enterprise Risk Management; Supervise and manage staff in the unit.

ENQUIRIES: Mr Z Mguli, Tel. (012) 444 6738

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

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF THE PREMIER

Free State Department of the Premier is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

APPLICATIONS: Posted to: Ms. Lerato Motsie, Department of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or Hand delivers to: Lerato Motsie, Room 8, Ground floor, OR Tambo House, Bloemfontein or e-mail to lerato.motsie@fspremier.gov.za

CLOSING DATE: 29 March 2016

NOTE: Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications; driver’s license, identity document and a C.V. Applicants are required to complete the Z83 form properly and in full. If a Z83 could not be obtained, a comprehensive CV should be submitted as application. The following information should be included in the CV: Personal information – Surname, Name, ID number, Driver’s License, Race, Gender, Disability, Nationality and an indication of criminal offences; Contact details; Language Proficiency; Qualifications; Work experience and References. (Separate application for every vacancy should be submitted). Applications without a reference number or a clear indication of the post for which you apply will not be considered. 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. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

MANAGEMENT ECHELON


SALARY: An all-inclusive salary package of R864 177 per annum, Level 13. The remuneration package consists of the basic salary, the Government’s contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner’s allowance and medical aid assistance. This appointment is subject to the signing of an employment contract, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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 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.

CENTRE: Bloemfontein

REQUIREMENTS: An undergraduate qualification (NQF Level 7) preferable in the Monitoring and Evaluation field as recognized by SAQA. A minimum of 5 years appropriate experience at middle/senior managerial level. Extensive experience to develop and implement institutional assessments in a government environment. Practical application of knowledge in a similar environment. Special knowledge of the relevant legislation and policies applicable to monitoring and evaluation. Special knowledge of monitoring and evaluation issues in the Free State and in South Africa. Strategic thinking, planning organizing and analytical skills. Ability to work collaboratively with a range of stakeholders in a facilitating, advisory or informative capacity.
DUTIES: Lead the process to adopt a Provincial Wide Strategy for Institutional Performance Monitoring and Assessments. Co-ordinate and oversee the implementation of the Management Performance Assessment Tool (MPAT) dealing with Outcome 12 within the FSPG. Execute research and develop institutional monitoring tools and mechanisms as needed. Provide integrated institutional assessment reports, including triangulation of results with other sources of information, to the Executive Council, Clusters and FOHOD. Advice on corrective measures where institutional performance is not meeting expectations. Coordinate the sharing of identified MPAT good practices within Free State Provincial Government. Participate in discussions with the Department of Planning, Monitoring and Evaluation within the Presidency to provide inputs into national monitoring tools and to strengthen the execution of the monitoring framework within the Public Service. Build capacity of Provincial Departments to utilize national web based and other systems to execute institutional assessments.

ENQUIRIES: Ms Hellen Kekana, DDG: Provincial Monitoring and Evaluation, Telephone: 051 405 4300, e-mail: hellen.kekana@fspremier.gov.za


SALARY: An all-inclusive package of R864 177 per annum, Level 13. The remuneration package consists of the basic salary, the Government’s contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner’s allowance and medical aid assistance.

This appointment is subject to the signing of an employment contract, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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 by the department. Nominated candidates must 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.

CENTRE: Bloemfontein

REQUIREMENTS: A NQF Level 7 qualification or higher. A minimum of 5 years’ experience at middle/ senior managerial level. Experience in the management of resources in the organizational development environment; Knowledge of Public Service Act & Regulations; Knowledge of Policy analysis & development; Knowledge of Job Analysis, Job Evaluation Principles and Organisational and Structural Design; Strategic thinking, analytical, communication, facilitation training & presentation skills.

DUTIES: The candidate will be expected to perform the following duties: The effective & efficient management of the Job Evaluation System for the public service in the Free State; The management of Performance and Development System towards improved service delivery & productivity within the Free State Provincial Government; The effective management of Business Process Improvement for the Public Service in the Free State; The management of resources to ensure that the overall objectives of the Organisational Development Directorate are achieved.

ENQUIRIES: Mr. I. Garaba, Telephone number: (051) 405 4126
ANNEXURE R

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS: Applicants must apply online at: www.gautengonline.gov.za
CLOSING DATE: 31 March 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). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POSTS

POST 11/62: FACILITY MANAGER: RESIDENTIAL SERVICES REF NO: S-000434
Directorate: Ikhaya Lethemba (Victim Empowerment)

SALARY: R674 979 per annum, Level 12 (All-inclusive package)
CENTRE: Braamfontein
REQUIREMENTS: A three-year degree /relevant equivalent NQF Level 6 in public management, and 3-5 experience in junior management and facility management. In-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, PPPFA and related prescripts. In depth knowledge of the SAPS system, coupled with a proven work record. Computer literacy including proficiency in writing and excel. Excellent Management skills. Good planning and organizational skills. Good interpersonal relations coupled with communication skills (written and verbal). The ability to work under pressure and preparedness to work overtime, when required. Knowledge of government service centers such as shelters, medico-legal clinics/sites and places of safety. Understanding and implementation of integrated risk management in government.

DUTIES: Responsible for the full supply chain management processes, demand management through to monitoring and reporting. Responsible for the full implementation of the Supply Chain Management Framework and inventory, including the quarterly asset verification processes and reports. Attending to audit related to Supply Chain Management. Compilation, implementation and reporting on the operational and risk plans related to supply chain management and asset management. Bi-weekly and Monthly management reports including but not limited to relevant disclosure notes. Responding to legislature questions within the required timeframes. Management of a multi-disciplinary team that includes, administrative staff, housemothers, caregivers within a residential set-up Effective and efficient service contract management. Effective and efficient management of tender processes and management, such as catering, security etc. Sound and efficient proven management of for example: a Medico Legal Facility into. OHS and medical requirements, Residential Care Facility, NGO allocated workspaces within a Govt. building. Facilitate and oversee Regional Victim Offices and other structures as it relates to VEP programmes. Oversee maintenance and resourcing of Regional Victims

ENQUIRIES: Mr Steven Moteme, Tel No. 011 689 3722

POST 11/63: CONTROL PROVINCIAL INSPECTOR 3 POSTS REF NO: S-000431
Chief Directorate: Traffic Management

SALARY: R569 538 per annum plus services benefits.
CENTRE: Vereeniging, Wadeville and Head Office
REQUIREMENTS: Relevant Tertiary qualification 3 year Diploma/ Degree or equivalent), 10-12 years’ experience working in the field of Traffic Law Enforcement. 7 years management experience. Valid Driving License at least code B. No criminal record. Must be registered as an authorized Traffic Officer. Good records and resource management and interpersonal relations is essential. Excellent project and time management abilities; Good networking and communication skills. Knowledge: Manage the implementation of Public Transport and Traffic Law Enforcement Policies and Regulations: Driver, operator and vehicle fitness
DUTIES: Provide strategic leadership and manage performance of regulatory and administration personnel to create a dynamic organizational culture. Develop all staff members to implement national and provincial traffic law enforcement strategies and legislation. Management of Regional office and its objective within area of jurisdiction. Improve road traffic safety. Reduce road traffic crashes and offences. Ensure DLTC, VTS and Driving schools comply with the legal requirements and restrictions in relation to compliance with the prescribed legislations. Ensure public transport operators comply with the legal requirements and restrictions of Public Transport and Traffic Legislations. Manage the implementation of the fraud and anti-corruption of plan. (Road-side DLTC, VTS and registering authorities by enforcing relevant legislation). Manage the reduction of levels of crime on Public Roads. Manage the development of officers (CPI). Maintain order and stability in relation to crowd management and public transport conflicts. Ensure the delivery of the objectives of the Department as set out on Strategic Operational Plan.

ENQUIRIES: Mr Steven Moteme, Tel No. 011 689 3722

POST 11/64: ASSISTANT DIRECTOR: POLICE MONITORING AND EVALUATION 3 POSTS
REF NO: S-000423
Chief Directorate: Provincial Secretariat

SALARY: R361,659 per annum plus services benefits.
CENTRE: Johannesburg
REQUIREMENTS: Relevant B Degree / equivalent qualification (preferably in Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration, 4 years’ experience as a Senior Service Delivery Officer, exposure to the criminal justice system or law enforcement agencies environment, Code 08 licence with no criminal record. Knowledge and Skills: Interpreting & Evaluating Information, Verbal and written communication, Organizing/maintaining information, communicating Information, Computer Literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Team work and building, Discipline, Research Methodology, Mentoring skills.

DUTIES: Monitor the performance of prioritised police stations: Audit prioritised closed dockets, Monitor SAPS’ compliance with the Domestic Violence Act (DVA), Compile monthly GIPPS reports, Compile reports on the implementation of recommendations by LEAs (IPID, Provincial Secretariat, Quarterly Review Sessions), Assist in preparing for the LEAs Performance Review Sessions, Contribute to the compilation of MINMEC reports and rollout of the Ntirhisano programme, Monitoring and Evaluation police performance at all levels, Contribute to improvement of the Criminal Justice System (CJS) through assessing the quality of investigation on closed dockets, Timeously identify struggling police stations and facilitate interventions through GIPPS, Foster LEAs collaboration and coordination through monitoring implementation of the GLEAF programme.

ENQUIRIES: Ms. Nelisiwe Thapelo Tel No. 011 689 3868

POST 11/65: CHIEF PROVINCIAL INSPECTOR 8 POSTS REF NO: S-000430
Chief Directorate: Traffic Management

SALARY: R361,659 per annum plus services benefits.
CENTRE: Traffic College, Mabopane, Heidelberg, Pretoria Transport, Pretoria Regional, Head Office, Wadeville and Krugersdorp
REQUIREMENTS: Relevant Tertiary qualification (3 year Diploma/ Degree or equivalent), 3-5 years supervisory experience. 7-10 years working experience in the traffic law enforcement field. A valid drivers’ license. No criminal record. Skills and Knowledge: Good record and resource management; good planning, organizing, monitoring and controlling skills; Good Customer relationship management abilities; Good communication skills; excellent decision making, analytical and problem solving skills; excellent Operations Project management skills. Proven leadership skills.

DUTIES: Management and enforce Road Traffic, Public Passenger and Transport Legislation (Develop operational strategies and ensure implementation of approved traffic law enforcement strategies, Ensure the free flow of traffic through point duty and traffic control at congested area Coordinate activities and safeguard accident scenes. Coordinate execution of arrests on traffic related
matters, attend court proceedings and give evidence. Plan and manage speed testing operations. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Manage escorting abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance). Manage resources and provide leadership and direction to all subordinates. Identify and manage risks. Manage the performance of all administrative activities and related duties.

ENQUIRIES : Mr Steven Moteme Tel No. 011 689 3722

POST 11/66 : SNR SERVICE DELIVERY OFFICER; POLICE MONITORING AND EVALUATION X2 POSTS REF NO: S-000424
Chief Directorate: Provincial Secretariat

SALARY : R289 761 per annum plus services benefits.
CENTRE : Johannesburg
REQUIREMENTS : Relevant B Degree / equivalent qualification (preferably in Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration,4 years’ experience as a Community Safety Officer and relevant experience to the criminal justice system or law enforcement agencies environment, Code 08 licence with no criminal record. Knowledge and skills: Interpreting& Evaluating Information, Verbal and written communication, Organizing/maintaining information, communicating Information ,Computer Literacy, Problem solving, conflict management, Listening and negotiation, Tact and diplomacy, Team work, building, Discipline, Research Methodology, Mentoring skills.

DUTIES : Promote police coordination and assess the effectiveness of visible policing (joint operations),Monitoring, evaluate and report on the extent to which the province’s MPD in the province, comply regulations for Municipal Police Services, 1999, as amended and adhere with National Policing Standards ,Monitoring and evaluation of the implementation and compliance with policies, norms, standards, procedures, strategies, provincial and national instructions and orders, Monitor and report on Police utilization budget (check and analyse if budget was utilize according to the APP),Gather, analyse and report on performance data

ENQUIRIES : Ms. Nelisiwe Thapelo Tel No. 011 689 3868

POST 11/67 : ASSISTANT DIRECTOR: SOCIAL CRIME PREVENTION 2 POSTS REF NO: S-000432
Directorate: Citizen Safety

SALARY : R289 761 per annum plus services benefits
CENTRE : Johannesburg
REQUIREMENTS : Matric and relevant/recognized 3 year National Diploma or Degree. 3-5 years related experience and understanding of the Gauteng Safety Strategy will be an added advantage. Knowledge of legislative and policy framework. Good verbal and written communication skills. Computer, Project management, report writing and presentation skills. Facilitating, good interpersonal relations and customer focused. Understanding of the Criminal Justice Systems,

DUTIES : Coordinate quarterly inter-departmental meetings, to facilitate, design and implementation of programmes involving men in prevention of violence against women and children, To submit monthly and quarterly reports, Create awareness on the prevention of violence against women and to support men’s movement, conduct workshops and outreach programmes for targeting men, To facilitate the development of School Safety Plan and implementation, Set up youth desks at police stations and to facilitate the development of youth programmes, To manage programmes, Monitor and evaluate school safety programmes, Coordination of departmental commemoration events, To inform partnership and network with stakeholders, To compile reports and project progress, budget and expenditure, Conduct inspection/investigations where necessary and provide advice/recommendations to management, Perform general administrative duties to assist with management functions, Attend public meetings and participate in departmental public meetings and imbizos, Ensure departmental programmes address issues in respect of violence relating to weapons, alcohol and drug abuse.
ENQUIRIES : Mr Steven Moteme Tel No. 011 689 3722

POST 11/68 : SENIOR ADMINISTRATION OFFICER (OHS) 3 POSTS REF NO: S-000345
Chief Directorate: Combined Auxiliary Services

SALARY : R243 747 per annum plus service benefits.

CENTRE : Johannesburg

REQUIREMENTS : Matric/Grade 12 Certificate plus National Occupational Safety Association (NOSA) or 3 year diploma/degree in Safety Management, Occupational Health and Safety or related field. A valid driver's license. 3-5 years’ experience. Knowledge and Skills: Safety auditing skills. A thorough understanding of health and safety legislations, exceptional oral and written communication skills, strong coordination and facilitation skills. Good computer literacy and networking skills. Good interpersonal skills. The ability to identify control weaknesses and recommending new and innovative control and processes in relation to improving health and safety in the organization.

DUTIES : Implement and maintain the OHS Policy. Facilitate health and safety awareness campaigns and induction programmes in the Department. Give procedural and technical advice to colleagues and clients in terms of the application of the Act on Occupational Health and Safety and Occupational Diseases. Perform inspections in various buildings to ensure that they comply with Occupational Health and Safety standards. Report and record Occupational injuries and diseases. Facilitate activities of Health and Safety Committees, including training, risk assessments, compiling SOP’s and the Occupational Hygiene Programme. Undertake health and safety inspections and recommend appropriate remedial actions. Investigate incidents/accidents and ensure prevention of reoccurrences.

ENQUIRIES : Ms. Nkhensani, Manganyi, Tel No. 011 689 3701

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 11/69 : CLINICAL UNIT: RADIOLOGY REF NO: S-000546
Directorate: Clinical Services

SALARY : R1 342 803 per annum (all inclusive package)

CENTRE : Tambo Memorial Hospital

REQUIREMENTS : MBCHB and Specialist qualification/degree. Registration with HPCSA in the relevant Speciality. A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA. Be able to work overtime

DUTIES : Co-ordinate the clinical and administrative services in the department. Maintain satisfactory clinical professional and ethical standards related to these services. Ensure effective and efficient specialist service in order to contribute to optimal health care supervision of and effective utilization of medical staff. Responsible for training of junior doctors. Assist in the implementation of DOH policies and programmes. Participate in academic activities in the hospital

ENQUIRIES : Dr A Christoforou. Tel No (011) 898 8322

APPLICATIONS : Applications can be forwarded to the Recruitment Officer: Zanele Mkhonto, Room 122), HR Department: Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1460 Physical address: Railway Street, Boksburg, 1460 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 08 April 2016
POST 11/70

PHARMACY SUPERVISOR
REF NO: 000572
Directorate: Pharmacy Department

SALARY: R637 845 – R676 986 per annum (all inclusive package)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: Basic pharmacy qualification accredited with the South African Pharmacy Council (SAPC) and registered as such. A minimum of 3 years appropriate experience after registration as a pharmacist with the SAPC. OTHER SKILLS: Strong management skills, communication and information management skills, good interpersonal skills and group dynamic skills. Computer skills, training skills, leadership skills and basic administration skills. Research, development and statistical analysis skills. Technical work skills, time management, supervisory and motivational skills. Problem solving, basic financial management skills, and Monitoring and evaluation skills.

DUTIES: Unit manager within the Pharmacy. Supervision of medicine purchase, storage, distribution and control. Control of schedule 6 medicines and substances. Supervision of medicines pre-packing, manufacturing and compounding processes. Provisioning of high quality pharmaceutical care. Project management. Human resources management, staff training, staff appraisals and supervision of work teams in the pharmacy.

ENQUIRIES: Ms. G. Mayayise, Tel No: (012) 318-6839
APPLICATIONS: Should you meet the requirements, please send the applications to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.
CLOSING DATE: 01 April 2016

POST 11/71

ASSISTANT MANAGER NURSING: PN-B4 (OBSTETRICS & GYNAECOLOGY)
2 POSTS REF NO: 000545
Directorate: Nursing Services

SALARY: R473 187 per annum (plus benefits)
CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualifications in Advanced Midwifery and Neonatal Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with the South African Nursing Council. Computer literacy (i.e. Ms Word, Ms Excel, PowerPoint). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision making skills. Knowledge of legal prescripts that regulate nursing and health services. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the Public Sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Degree/diploma in Nursing Administration will be an added advantage.

DUTIES: Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stakeholders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and

ENQUIRIES : Ms D Ngidi (011) 933 9779/0134
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1806. Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

CLOSING DATE : 08 April 2016

POST 11/72 : OPERATIONAL MANAGER PNB3 (PRIMARY HEALTH CARE) 10 POSTS REF NO: 000515
Directorate: Sedibeng District Health Services

SALARY : R433 029 per annum (plus benefits)
CENTRE : (Bophelong, Market Avenue, Zone 3, Zone 13, Beverly Hills, Evaton Main, Albertina Sisulu, Mpuumelelo, Kookrus, & Rensburg Clinic)

REQUIREMENTS : A basic R425 qualification (i.e. Diploma/ Degree) in nursing or equivalent qualification that allows registration with SANC as a professional nurse. Registration with SANC as a professional nurse and proof of current registration. A post basic qualification, with duration of at least one year accreditation with the SANC in one of the specialties (Primary Health Care) referred to in the glossary of terms. A minimum of 9 (nine) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in Primary Health Care. A degree and or diploma in Nursing Management/ Administration will be a added advantage. A valid code 08/10/driver’s license is essential. Excellent time management, organizational skills, communication skills, good listening skills, people management skills, Presentation and team work skills, self-motivated and goal orientated, analytical and solution orientated, ability to thrive well under pressure, ability to efficiently communicate to technical and non-technical personnel at various levels in the organization.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. inter-personal, Interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Sign performance contract on annual basis. Take part in the Gauteng Turnaround strategy, PHC Reengineering, Strength of National core standards and ideal clinic.

ENQUIRIES : Ms. E. Monamodi, Tel.No (016) 950 6002/6267
APPLICATIONS : Quoting the relevant reference number, direct applications to The HR Manager-Sedibeng DHS, Private Bag x023 VANDERBIJLPARK 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 08 April 2016
NOTE : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability.
POST 11/73 : ASSISTANT MANAGER: NURSING – PNA-7 REF NO: 000602
Directorate: Nursing services

SALARY : R433 029 per annum (plus benefits)
CENTRE : Helen Joseph Hospital
REQUIREMENTS : Registration with S.A.N.C as a Professional nurse with General. Minimum of (8) years’ experience post registration. Three (3) years’ experience in Hospital Management as an Operational Manager. Diploma / Degree in hospital management and Education. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as: Nursing Act, OHS Act, Patient Rights Charter, Batho Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operations, Team player, Supportive, Assertive. Knowledge of the nursing strategy. Ethical standards are a requisite and upholding the organizational culture.

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

ENQUIRIES : Ms. MM Peele (011)489 0897
APPLICATIONS : Forms must be delivered to HR Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department.
CLOSING DATE : 08 April 2016
NOTE : Please note that successful candidates will be subject to OHS medical Surveillance as required in HBA regulations with the OHS Act 85 of 1993, Criminal reference checks in compulsory prior appointment, 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.

POST 11/74 : ALLIED MANAGER REF NO: S-000519
Directorate: Allied Services
Re-Advertisement

SALARY : R398 040 – 441 768 per annum (plus benefits)
CENTRE : Sizwe TD Hospital
REQUIREMENTS : Degree in any of the following: (Occupational Therapy, Dietetics, Radiography, Social Work, Physiotherapy or Speech and hearing). Seven (7) years experience in any of the above disciplines with at least 3 years of this as managerial experience. Ability to work in a multi-disciplinary team. Proof of current registration with the relevant professional body (HPCSA) and computer literacy (MS Excel, Ms Word, Access, PowerPoint, etc.). Good communication and writing skills. Planning and organising skills. Knowledge of budget as well as Public Finance Management Act. Knowledge of general public hospital legislation, policies and procedures.

DUTIES : Manage, plan, coordinate, implement and evaluate Allied services in the hospital. Provide leadership in the designated areas. Collection and compilation of relevant reports. Attend meetings as required. Manage absenteeism, personnel performance and training. Assist with implementing and monitoring effective record keeping, accurate, analysed and verified information. Promote and implement ongoing research in the section. Implement National Core Standards in Allied service. Develop guidelines and protocols in line with National and Provincial strategies and implement accordingly.

ENQUIRIES : Dr XS Padanilam Tel No: (011) 531 – 4410 / 4305
APPLICATIONS: Applications must be submitted on a Z83 form with CV. Certified copies of ID, registration and qualifications to be attached. Applications can be posted to: HR Manager, Sizwe TD Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital, Cnr club and Modderfontein Road, Sandringham, 2131 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 08 April 2016

POST 11/75: CLINICAL PROGRAM COORDINATOR: HRD (PN-A5) REF NO: S-000497
Directorate: Nursing

SALARY: R341 835 per annum (plus benefits)

CENTRE: Edenvale Regional Hospital

REQUIREMENTS: Degree/ Diploma in Nursing Education and/ or equivalent. Registration with SANC as Professional Nurse, proof of current registration, seven years relevant experience in Nursing after registration as a Professional Nurse. Experience and knowledge in staff Development and Training. Knowledge of hospital activities/ programs, staff Development Act and other Legislative frameworks governing Training and personal developments. Computer literacy. Valid driver’s licence will be advantage.

DUTIES: Identify Training needs in the institution. Conduct skills audit and compile Skills Development plans. Facilitate/ Conduct institutional In-Service Trainings. Coordinate trainings within and outside the institution. Compile and presents reports monthly and quarterly. Maintain good relations with other sectional Managers. Improve customer care and implement Batho-Pele Principles and Patients’ Rights Charter. Liaise with Employee Wellness Program/ OHS/ Quality Assurance as well as both Regional and Central Offices on issues relating to training and Personnel Development. Facilitate/ Conduct Orientation and Induction program to newly employed staff.

ENQUIRIES: Mr. T.M Rankhumise, Tel No: 011 321-6002

APPLICATIONS: Applications must be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, Closing date is as of below at 15:00. or apply online at: www.gautengonline.gov.za

CLOSING DATE: 08 April 2016

POST 11/76: CLINICAL PROGRAM COORDINATOR: INFECTION PREVENTION AND MANAGEMENT (PN-A5) REF NO: S-000498
Directorate: Nursing

SALARY: R341 835 per annum (plus benefits)

CENTRE: Edenvale General Hospital

REQUIREMENTS: Degree / Diploma in General Nursing and Midwifery or Basic R425 qualification in nursing that allows registration with the South African Nursing Council as professional nurse. Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current SANC receipt. Proof of professional indemnity. Commanding of Good verbal and written communication. Proven applicable experience and Computer literacy will be an added advantage. Ability to meet strict deadlines, deal with pressure and to work long and irregular hours. Strong leadership and sound interpersonal skills are necessary.

DUTIES: Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multidisciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Display a concern for patients, Promoting, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES: Mr. T.M Rankhumise Tel (011 321 6035)

APPLICATIONS: Application must be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, losing date is as of below at 15:00. or apply online at: www.gautengonline.gov.za

CLOSING DATE: 08 April 2016
POST 11/77: OPERATIONAL MANAGER: GENERAL STREAM PNA-5 2 POSTS REF NO: 000565
Directorate: Nursing services

SALARY: R341 835 per annum (plus benefits)
CENTRE: Helen Joseph Hospital
REQUIREMENTS: Registration with SANC as a Professional Nurse. Diploma or Degree in Nursing Science. Minimum of seven (7) years’ experience as a Professional Nurse of which two (2) years should be as a Shift Leader/ Supervisor in a clinical setting. Should be willing to work shifts when the need arises. Must be able to function in a multi-disciplinary setting and under stressful situations.
DUTIES: Ensure effective communication within the health setting. Take charge of a ward/unit and ensure smooth running thereof. Develop policies and protocols for the Unit. Supervise and control of all material and Human resources. Manage costs and maintain strict control of equipment and budget of the department. Liaise with Hospital management regarding complex issues. Maintain sound relations and team work within the department. Should demonstrate knowledge of DoH policies including National Core Standards. Ensure quality patient care and prevent serious adverse events occurrence. Implement a programme of skilling staff through in-service and demonstration. Develop systems to ensure efficient running of the ward. Conduct PMDS for all staff in the department.

ENQUIRIES: Mrs. JK Moitsiwa (011)489 0896
APPLICATIONS: forms must be delivered to HR Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department. or apply on gautengonline.gov.za
CLOSING DATE: 08 April 2016
NOTE: 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.

POST 11/78: OPERATIONAL MANAGER: QUALITY ASSURANCE–PNA 5 REF NO: 000566
Directorate: Nursing services

SALARY: R341 835 per annum (plus benefits)
CENTRE: Helen Joseph Hospital
REQUIREMENTS: Registration with SANC as a Professional Nurse. Diploma or Degree in Nursing Science. Minimum of seven (7) years’ experience as a Professional Nurse of which two (2) years should be a Shift Leader/ Supervisor in a clinical setting. Willing to work shifts when need arises. Ability to function in a multi-disciplinary setting. Ability to function under stressful situations.
DUTIES: Ensure effective communication within the health setting. Take charge of a ward/unit and ensure smooth running. Develop policies and protocols for the Unit. Supervision and control of all material and Human resources. Manage costs Strict control of equipment and budget of the department. Liaise with Hospital management regarding complex issues. Maintain sound relations and team work within the department. Ensure optimal utilizations of personnel in the unit. Ability to deal with conflict and knowledge of DoH policies. Ensure and have knowledge of National Core Standards. Ensure Programme of skilling staff through in-service and demonstration. Develop systems to ensure efficient running of the unit. Conduct PMDS for all staff in the Department.

ENQUIRIES: Mrs. JK Moitsiwa (011)489 0896
APPLICATIONS: forms must be delivered to HR Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department. or apply on gautengonline.gov.za
CLOSING DATE: 08 April 2016
NOTE: 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.

Successful candidates will be subject to OHS medical surveillance as required by in HBA regulations with the OHS acts 85 of 1993; criminal reference check is compulsory prior appointment.

POST 11/79: PROFESSIONAL NURSE: PNB-1 (OBSTETRIC/ THEATRE) REF NO: S-000499
Directorate: Nursing

SALARY: R294 861 per annum (plus benefits)
CENTRE: Edenvale Regional Hospital
REQUIREMENTS: Degree / Diploma in General Nursing and Midwifery or Basic R425 qualification in nursing that allows registration with the South African Nursing Council as professional nurse. Current SANC receipt. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in one of the specialties. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Strong leadership and sound interpersonal skills are necessary.

DUTIES: Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Act as shift leader in Unit (where necessary). Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele).

ENQUIRIES: Mr. T.M Rankhumise, Tel No: 011 321-6002
APPLICATIONS: Application must be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale.Closing date is as of below at 15:00. or apply online at: www.gautengonline.gov.za

CLOSING DATE: 08 April 2016

POST 11/80: ASSISTANT DIRECTOR: FINANCE LEVEL 9 REF NO: 000528
Directorate: Finance
SALARY: R289 716 per annum (plus benefits)
CENTRE: Bertha Gxowa Hospital
REQUIREMENTS: An appropriate Three (3) Year National Tertiary Qualification IN Finance. Minimum of eight (8) years relevant experience within financial environment, out of which five years must be at managerial or supervisory level. Computer literacy, knowledge of BAS, SAP, SRM, E-RECEIPTING, PAAB/MEDICOM and SCOA. Leadership and sound management skills. Excellent communication (written and verbal) and interpersonal skills.

DUTIES: Management of suspense accounts, alignment of expenditure and budget through journal. Management of Revenue and Debt collection. Ensure that all outstanding amount is collection accordingly. Communication with all external funders. Ensure a correct allocation or alignment of expenditure through giving SCOA allocations of the order. Releasing payments on SAP and SRM. Ensuring that relevant correct reconciliations and reports are submitted to relevant managers reviewed by Head Office and variance explained property (IYM) Support compilation of yearly budget, Act as cost center monitoring of commitment register, provide information opinion (advice) and historical information during budgeting processes, consolidate(Bilateral, MTEF, adjustment) 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. Ensure adherence to financial policies, guide procedures. Training of subordinates. Attending and responding to the Auditor General queries. Keep abreast with legislations.

ENQUIRIES: Dr. N.N. Mtshali-Hadebe (011) 089 8567
APPLICATIONS: Applications to be sent for: Attention Ms. C.C. Molele, Bertha Gxowa Hospital, Private Bag X1035, Germiston, 1400 or hand delivered to: Bertha Gxowa Hospital, Admin Block. Corner Angus and Joubert St. Germiston or apply online at: www.gautengonline.gov.za

CLOSING DATE: 08 April 2016

POST 11/81: PHYSIOTHERAPIST (GRADE 1) REF NO: S-000500
Directorate: Allied
SALARY: R243 513 per annum (plus benefits)
CENTRE: Edenvale Regional Hospital
REQUIREMENTS: 4 year degree in Physiotherapy. Registration with the HPCSA as a Physiotherapist. Proof of current registration with the HPCSA. 2-3 years clinical
experience after registration with HPCS A. Knowledge of the relevant acts, administrative duties, ethical code of conduct and scope of practice.

DUTIES

Ensure provision of quality Physiotherapy services. Ensure that continuous professional development system is in place. Participate in PMDS for junior staff. Participate in sectional and provincial quality assurance measures. Manage student training programme in the section and participate in student evaluation and clinical teaching. Provide clinical guidance and supervision of junior Physiotherapist. Assist with the formation of departmental policies. Assist with overall management of the Physiotherapy department.

ENQUIRIES

Mrs M M Makuwa (011) 321 6131/73

APPLICATIONS

The institution reserves the right not to fill this post. Fully completed Z83, CV, certified copies of ID and qualifications should be submitted to: Second gate (Next to taxi Rank), Edenvale Regional hospital, Modderfontein Road, Edenvale, 1610 or posted to HR Office Edenvale hospital, Private Bag x 1005, Edenvale, 1610 or apply online at: www.gautengonline.gov.za

CLOSING DATE

08 April 2016

POST 11/82

ORTHOTIST/PROSTHETIST GRADE 1: REF NO: S-000563

Directorate: Orthopaedic centre

SALARY

R243 513 per annum (plus benefits)

CENTRE

Tambo Memorial Hospital

REQUIREMENTS

National Diploma in Orthotist/ Prosthetist. Computer literacy (Ms Word, Ms Excel). Registration with the Health Professional Council of SA as an Orthotist/Prosthetist, plus proof of payment for the period 2016. Knowledge of the public service legislation, policies and procedures. Good writing and communication skills. Planning and organising skills. Ability to work as a member of a multidisciplinary team.

DUTIES


ENQUIRIES

Mr K L Rensburg. Tel no (011) 898 8000

APPLICATIONS

Applications can be forwarded to the Recruitment Officer: (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1400 Physical address: Railway Street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za

CLOSING DATE

08 April 2016

POST 11/83

ASSET MANAGER REF NO: S-000552

Directorate: Supply Chain

SALARY

R196 278 per annum (plus benefits)

CENTRE

Sebokeng Hospital

REQUIREMENTS

3 year tertiary qualification with 2 years of experience in asset management or grade 12 with 5 years of experience in the field of Supply Chain Management and Asset Management. Knowledge of PFMA and Treasury regulations. Good interpersonal relations, communication, negotiation, organizing, planning and problem solving skills. Computer literacy. Ability to work under pressure.

DUTIES

Monitor the maintenance schedule of all assets. Perform physical verification to assess asset condition. Update of maintenance register. Monitor bar-coding of newly acquired assets. Handle disposal procedure of all assets including office furniture and computer equipment. To keep track and do follow up on assets that have been sent out for repair (External and Internal). Schedule meetings with equipment users to effectively monitor the performance of their equipment and enable to understand their needs in relation to equipment’s. Conduct reconciliation of asset register and dealing with variances. Supervision and PMDS assessment of staff.

ENQUIRIES

Mr. L Mahlangu (016) 930 3315

APPLICATIONS

Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng or online at www.gautengonline.gov.za.

CLOSING DATE

08 April 2016

NOTE

People with disabilities will be acknowledged
POST 11/84 : HOSPITAL INFORMATION OFFICER REF NO: S-000501
Directorate Support service

SALARY : R196 278 per annum (plus benefits)
CENTRE : Edenvale Regional Hospital
REQUIREMENTS : Grade 12 or (standard 10) certificate with three years’ experience in Hospital information management (HIS) or Relevant National Diploma / Degree with 2 years’ experience in Hospital information management (HIS). Computer literacy, Strong communication skills , Ability to understand statistics aspects and to compile these into meaning presentations and graphic representation , An ability to compare strategic and transformation objectives with report results, High levels of accuracy
DUTIES : Co-ordination the collection of quality data and the maintenance of the Institutional Health and Management Information Data basic. Analysing and interpreting data. Feeding back information through both summary and comprehensive reports ensure capturing of patient satisfaction survey on the system. Ensure capturing of Workload Indicator staffing needs (Wisn) on the system. Provide quality data according to the figures being collected. Integrate information system by linking all finance and other non-clinical data for management. Putting mechanisms in place to improve the quality of information received. Supervising and training staff (Data Capturers). Convene data Information Management meetings. Ensure that quarterly reports deadlines are met.

ENQUIRIES : Mr. Segabutla, Tel No:( 011) 321-6000
APPLICATIONS : The institution reserves the right not to fill this post. Fully completed Z83, CV, certified copies of ID and qualifications should be submitted to: Human Resource Office, Edenvale Regional hospital, Modderfontein Road, Edenvale, 1610 or posted to HR Office Edenvale hospital, Private Bag x 1005, Edenvale, 1610 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 08 April 2016

POST 11/85 : CASE MANAGER PROFESSIONAL NURSE (GRADE 1) – GRADE 3 REF NO: 000481
Directorate: Nursing

SALARY : R195 819 – R373 533 per annum (plus benefits)
CENTRE : Bheki Mlangeni District Hospital
REQUIREMENTS : Grade 12 with an appropriate diploma/ degree as Professional Nurse. 5 Years relevant experience in a clinical field. Knowledge of legal frameworks on: Health Act, PFMA Medical Schemes Act , PMDS regulations , RAF Act, UPFS, Administration Procedure Manual ICD 10 Coding and Procedure coding. Computer Literacy (Microsoft Office Suite, Ms Word, Ms Excel). Must be a driven, customer focuses individual with excellent planning, organizing, training, communication (verbal and written) and reporting skills. Must have good interpersonal relations and presentation skills. Decision making skills. Must be able to work under pressure.
DUTIES : Efficient and effective implementation of Case Management Standards of Practice, Policies, Protocols and Procedures in the hospital setting. Ensure that there is a process to manage financial risks for payment of care and protect patients from unnecessary costs. Procedure work of high quality standards by accurately checking work flow processes and tasks. Build relations with Funders 0, Patients and Multidisciplinary Health Care Team by facilitating, collaborating and coordinating client services to maximize positive outcomes. Ensure accuracy in terms of Prescribed Minimum Benefits, ICD 10 and procedure coding. Optimal, utilization of resources (Human, Financial, Physical and Material Resources). Contribute to the departments planning, budgeting and procurement processes. Monitoring and Evaluation of Patients accounts. Collect, analyze and interpret statistical data. Keep electronic and physical records. Submit monthly reports to management. Ensure compliance to Regulations, Prescripts and policies to the department.

ENQUIRIES : Ms. N.Ngwenya Tel no: (011) 241-5842
APPLICATIONS : Applications must be filled on a Z83 accompanied by certified copies of certificates and ID documents. Applications may be submitted to Bheki Mlangeni District Hospital, P.O. Box 731, Jabulani, 1868 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 31 March 2016
POST 11/86 : CHIEF ADMINISTRATION CLERK L7 REF NO: S000529
Directorate: Administration

SALARY : R195 177 per annum (plus benefits)
CENTRE : Bertha Gxowa Hospital
REQUIREMENTS : An appropriate three years Diploma or Degree Public Administration and Management. With more than 3 years’ experience in Patient Affairs or Grade 12 with 5-10 years’ experience in Patient affairs. Computer Literacy (Ms Word Ms Excel). Must have experience, Knowledge and understanding of PFMA, PAIA, Treasury regulations, Health information system and Administrative procedure manual. Good communication, Report Writing and interpersonal skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle information confidentially. Must be able to plan, organize and Coordinate the activities of the unit. Ability to work under pressure and to handle conflict.

DUTIES : Supervise Patient Administration personnel, i.e. ensuring that there is reduced waiting time, adequate patient data is collected, UPFS is implemented. Revenue Policies and Prescripts are adhered to. Take supervisory role in Patient’ Record Management, Mortuary, Porters and Ward Clerks. Compile and submit monthly reports. Plan and control staff leave. Manage down time occurrences in all patient registration points. Carry out Performance Management and Development System in areas of responsibility.

ENQUIRIES : Mr. M.N. Gumbi (011) 089 8585
APPLICATIONS : Applications to be sent for: Attention Ms. C.C. Molele, Bertha Gxowa Hospital, Private Bag X1035, Germiston, 1400 or hand delivered to: Bertha Gxowa Hospital, Admin Block. Corner Angus and Joubert St. Germiston or apply online at: www.gautengonline.gov.za
CLOSING DATE : 08 April 2016

POST 11/87 : ADMIN CLERK REF NO: S-000502
Directorate: ARV Clinic
This is a re-advert. Those who applied previously may re-apply.

SALARY : R132 399 per annum (plus benefits)
CENTRE : Edenvale Regional Hospital

DUTIES : Triaging of patients. Education to patients. Opening of Files. Updating of patient information in the files. Record keeping. Proper filing and retrieval system. Timeously filing of blood results. Follow up on missing blood results with the laboratory. Booking of patients for their next appointments. Answering the phone. Attend to all enquiries and refer to the Clinic Manager accordingly. Preparation of Meetings. Taking of minutes. Assist the Clinic Manager with follow up on missing patients. Ordering of general stock and medicines. Do follow up on undelivered medicine and other stock. Do reconciliation for ARV stock. Ensure accurate compilation of statistics with given data indicator format of the CCMT management programme.

ENQUIRIES : Ms. R Aphiri, Tel No: 011 321-6021
APPLICATIONS : Application must be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale. Closing date is as of below at 15:00. or apply online at: www.gautengonline.gov.za
CLOSING DATE : 08 April 2016

POST 11/88 : HUMAN RESOURCE CLERK REF NO: S-000503
Directorate: Human Resource

SALARY : R132 399 per annum (plus benefits)
CENTRE : Edenvale Regional Hospital
REQUIREMENTS: Grade 12. Must have at least two years of experience as Admin clerk in hospital or three year Degree/ Diploma with HR intern experience. HR experience will be advantageous. A person must be dynamic and flexible as he/she will be dealing with sensitive issues and taking critical and uncompromising decisions. Be people oriented. Must be able to report directly to the supervisor/s without deviation and understand the professional ethics of HR office. Must be computer literate. Must be willing to sign confidential forms.

DUTIES: Manage all HRA matters. Be able to work under severe pressure. Be able to implement Batho Pele Principles within the Office of HR. Implement pension administration, remuneration and employee benefits, Leave and Ill-health Retirement (PILIR), injury-on-duty, overtime, housing allowances, appointments, GEPF implementation, PERSAL and establishment administration. Be willing to implement all issues relating to HR and take minutes during HR meetings.

ENQUIRIES: Applications must be send to: Edenvale hospital, Resource Department, Private Bag X1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, Closing date is as of below at 15:00 or apply online at: www.gautengonline.gov.za

APPLICATIONS: Applications must be send to: Edenvale hospital, Resource Department, Private Bag X1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, Closing date is 08 April 2016

CLOSING DATE: 08 April 2016

POST 11/89: MATERIAL RECORDING CLERK: REF NO: S-000504

SALARY: R132 399 per annum (plus benefits)
CENTRE: Edenvale Regional Hospital
REQUIREMENTS: Grade 12.Mathematics/Accounting/Business Economics/Economics as subjects will be an added advantage. Hospital experience and internship in the field of Asset environment will be added advantage. Interns with Financial qualifications and experience in a government hospital environment are welcome to apply. Must have knowledge of PFMA, Treasury regulation. Knowledge of BAS, SAP and SRM. Good communication (verbal, written and report writing) skills. Must be computer literate and able to work under pressure. Be punctual, reliable and honest.

DUTIES: Prepare payments for goods and services rendered to the hospital, Capture GRV’s and prepare RSLO2’s. Assist with Asset Reconciliation on a monthly base. Attending web cycle. Assist Asset Manager to compile maintenance plan together with Medical Technicians. Assist with maintenance and repairs of equipment. Follow up on all outstanding repairs on a daily base and ensure completion of correct forms when assets are send for maintenance and repairs. Compile a register on all equipment’s send for maintenance. Assist Finance with handling of payment queries. Assist with asset verification. Perform any duties related to assets assigned by the supervisor. Meet reporting and other deadlines. Submit reports to Assets Manager.

ENQUIRIES: Applications must be send to: Edenvale hospital, Resource Department, Private Bag X1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, Closing date is as of below at 15:00 or apply online at: www.gautengonline.gov.za

APPLICATIONS: Applications must be send to: Edenvale hospital, Resource Department, Private Bag X1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, Closing date is 08 April 2016

CLOSING DATE: 08 April 2016

POST 11/90: ADMIN CLERK REF NO: S-000505

SALARY: R132 399 per annum (plus benefits)
CENTRE: Edenvale General Hospital
REQUIREMENTS: Minimum Grade12.or equivalent. Two years hospital experience and Computer literacy will be advantageous. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Knowledge of PAAB, Records management will be added advantage.

DUTIES: Registration, admitting and discharging of patients on PAAB and manual, filing and retrieving of files from the records. Work as sub cashier. Completion of GPF 3, 4 and 5 forms. Updating of patient details and check if all the source documents are in the patient files. Compile statistics and any reports required. Attend to general enquiries. Rotation to different areas such as admissions, OPD, kit room, casualty, mortuary, x-ray and wards when necessary. Perform administrative tasks in accordance with the regulatory framework and guidelines
relating to general office functions. Capturing of ICD10 codes. Perform any duties allocated by supervisor.

ENQUIRIES: Ms B Magawu Tel (011 321 6035)
APPLICATIONS: Applications must be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, Closing date is as of below at 15:00 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 08 April 2016
POST 11/91: ADMINISTRATION CLERK REF NO: S-000548
Directorate: Nutrition
SALARY: R132 399. per annum (plus benefits)
CENTRE: Tambo Memorial Hospital
REQUIREMENTS: Minimum qualification of Grade 12 or equivalent with two or more years relevant Experience in the hospital environment. Good communication skills (verbal & written), computer literacy, work effectively in a team and time management skills required. Exposure of working in Human Nutrition department will be as an added advantage.
DUTIES: Willingness to perform all general duties related to administration in the department, such as assist with making copies, booking patients appointments daily, organising TTO supplements for discharged patients, assist with special diet sticker printing daily, checking milk room and daily stock, stock ordering using VA2 form, stock counting and control, organising of training venues and typing memos and be willing to receive stock delivery when necessary. Take instructions from dieticians as supervisors.
ENQUIRIES: Ms O Maleka. Tel no (011) 898 8000
APPLICATIONS: Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 08 April 2016
POST 11/92: ADMINISTRATION CLERK (TRANSPORT MANAGEMENT) REF NO: S-000520
Directorate: Mental Health
SALARY: R132 399 per annum (plus benefits)
CENTRE: Cullinan Care and rehabilitation centre
REQUIREMENTS: Grade 12 certificate with 5 years’ experience in transport environment, Or National Diploma \ Bachelor’s degree in Logistics with 1-2 experience in transport environment. Supervisory experience will be an added advantage. Sound knowledge of Public Service legislations (PFMA, BCEA, PSA, LRA, Treasury Regulations National Road Traffic Act and other Related Legislations), Computer literacy, interpersonal, conflict management and Good communication skills (written and verbal). Knowledge of ELS system, Shift work is compulsory. Valid code 8/10 driver’s license and PDP. Be able to work shift hours.
DUTIES: Monitor and exercise control over maintenance and expenditure involved in usage of GG vehicles. Management of day to day activities, allocating responsibilities to the drivers, conduct regular vehicle inspections pre- and after trips. Monitor compliance to service level agreement and Transport policies. Develop standard operating procedures for the transport section. Educate all officials on the utilization of GG vehicles, Ensure all vehicles are kept in good and roadworthy condition and are serviced on regular basis. Oversee the management and maintenance of all GG and leases vehicles. Liaise with Government garage and central office on standard transport operating practices. Coordinate and compile monthly reports (Vehicle incidents/accidents reports and traffic fines), log sheets and reconciliation of invoices and Develop and manage all relevant transport registers. Responsible for staff PMDS and prevention of fraud and misuse of Government vehicles. Attend meetings and workshops. Knowledge and application of disciplinary procedures. And perform any other duties delegated by supervisor.
ENQUIRIES: Mr. N.A Rasidzoge, Tel No (012) 734 7047/7000
APPLICATIONS: Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X 1005, Cullinan, 1000 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 08 April 2016

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NOTE: People with disability are encouraged to apply.

POST 11/93: CLIENT INFORMATION CLERK REF NO: S-000549
Directorate: Support services

SALARY: R 132 399 per annum (plus benefits)
CENTRE: Tambo Memorial Hospital
REQUIREMENTS: Grade 12 with two or more year’s relevant experience. Computer literacy essential. Prepare to work shifts and weekends and public holidays. Good communication skills and interpersonal relations. Experience in switchboard or call centre environment will be an added advantage.

DUTIES: Operating the switchboard by answering incoming and outgoing calls. Ensuring that customers are transferred promptly to and correctly to relevant units. Taking of messages and correct distribution. Supply basic information to internal and external clients regarding departmental services. Updating internal telephone directory and keeping of database of other important contact numbers. Responsible for fault reporting on telephone system and liaising with service providers in this regard. Utilize the telephone management system to monitor telephone costs, including printing of reports and verifying information. Keeping and completing registers pertaining to telephone calls made via switchboard. Prepare weekly and monthly reports. Perform any other duties as prescribed by your line manager.

ENQUIRIES: Mr Eugen Ferreira. Tel no (011) 898 8000
APPLICATIONS: Applications can be forwarded to the Recruitment Officer (Zanele Mkhonto), Room 122, HR Department: Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400. Physical address: Railway Street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 08 April 2016

POST 11/94: HUMAN RESOURCE PRACTITIONER L5 (REGISTRY) REF NO: 000530
Directorate: Human Resource

SALARY: R132 399 per annum (plus benefits)
CENTRE: Bertha Gxowa Hospital
REQUIREMENTS: Minimum qualification of Grade 12 or equivalent qualification. Experience in Human Resources will be an added advantage. Computer skills. Sound knowledge of HR Acts, Policies, Prescripts-Interpretation and implementation thereof. Good knowledge of PERSAL System. Excellent communications and writing skills. Good interpersonal relations.

DUTIES: Maintain all files and documents in terms of the National Archives Act and National Minimum Information Requirements (NMIR) Maintain current Departmental filing, tracking and retrieving systems. Assisting in performing duties of a generalist in HR and any other duties delegated by the Supervisor. Maintain high confidentiality and be able to work under pressure.

ENQUIRIES: Mrs. T. Venter, (011) 089 8573
APPLICATIONS: Applications to be sent for: Attention Ms. C.C. Molele, Bertha Gxowa Hospital, Private Bag X1035, Germiston, 1400 or hand delivered to: Bertha Gxowa Hospital, Admin Block. Corner Angus and Joubert St. Germiston or apply online at: www.gautengonline.gov.za
CLOSING DATE: 08 April 2016

NOTE: The application must be submitted on form Z83, obtainable from any Public Service Department or from website, which must be completed in full and certified copies of qualifications and ID should be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. The appointed employee will be subjected to an OHS Medical Surveillance as required in the HBA regulation within the OHS Act 85 of 1993

POST 11/95: PORTER (SUPERVISOR) REF NO: S-000506
Directorate: Support

SALARY: R110 739 per annum per annum (plus benefits)
CENTRE: Edenvale General Hospital
REQUIREMENTS: Minimum Grade 10/ Abet level 4. Grade 12 Certificate., 1 year experience in hospital environment will be advantageous. Good verbal and written communication skills. Must be willing to work shifts and under pressure.
Computer literacy will be advantageous. Sound knowledge of Customers care and Batho Pelo Principles.

**DUTIES**
- Transport patients from registration points to different clinical areas within the hospital. Transport corps from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Ordering of all the equipment need at porters
- Apply discipline and management of leaves. Responsible for performance evaluation and development of staff. Report all faulty or broken equipment immediately. Perform any duties allocated by supervisor.

**ENQUIRIES**
Ms B Magawu, Tel (011 321 6035)

**APPLICATIONS**
Applications must be send to: Edenvale hospital, Resource Department Private Bag X1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale. Closing date is as of below at 15:00. or apply online at: www.gautengonline.gov.za

**CLOSING DATE**
08 April 2016

**POST 11/96**
LINEN SUPERVISOR REF NO: S-000507

**SALARY**
R110 739 per annum (plus benefits)

**CENTRE**
Edenvale Regional Hospital

**REQUIREMENTS**
Minimum requirement grade 10. Grade 12 will be advantageous. Must have at least three years of experience in linen or laundry services. Good verbal/communication skills, problem-solving and writing skills. Supervisory skills will be advantageous. A person must be dynamic and flexible as he/she will be dealing with sensitive issues. Be people oriented. Must be able to report directly to the supervisor/s without deviation. Must be willing to sign confidential forms.

**DUTIES**
- Monitor the distribution and the supply of linen, supply, spot check and ensure that dirty linen is collected daily from the wards. Replenish linen in accordance with the set standards inspection of the clean linen in all sections. Record soiled linen counted and inventory taking and condemning. Supervise linen assistants and be responsible for their PMDS. Ensured that clean linen is delivered daily to the wards. Adhere to national quality co-standards and Batho Pelo principles. Perform market research of linen with other institutions or service providers. Collect linen of Edenvale hospital from other institutions monthly. Ensure that control measures are in place and relief where necessary. Communicate with end users daily.

**ENQUIRIES**
Mr. L.W Mashiachidi, Tel No: 011 321-6114

**APPLICATIONS**
Applications must be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale. Closing date is as of below at 15:00. or apply online at: www.gautengonline.gov.za

**CLOSING DATE**
08 April 2016

**POST 11/97**
CLEANER SUPERVISOR REF NO: 000516

**SALARY**
R110 118 per annum (plus benefit)

**CENTRE**
Odi District Hospital

**REQUIREMENTS**
Grade 12 certificate with 3 years relevant and proven cleaning experience cleaning in hospital. clinical environment will serve as an added advantage. Ability to plan, organize, supervise, do inspection and evaluate performance of the team members. knowledge of Occupational Health and Safety and Infection control practices. Be prepared to work shifts including weekends and public holidays.

**DUTIES**
- Supervising cleaners, do allocation of staff and monitor performance in the sections. Cleaning the hospital environment and do the checklist in all toilets with in the hospital, receiving of cleaning stock, materials and maintenance of cleaning equipment. Discipline and implement appropriate procedures.

**ENQUIRIES**
Ms Sebopela M.G : 012 725 2440

**APPLICATIONS**
Kindly forward your application to Odi Hospital, Human Resource Department for the attention of Human Resource Manager, Odi District Hospital, Private Bag X509, Mabopane, 0190.

**CLOSING DATE**
8 April 2016

**NOTE**
People with disabilities are encouraged to apply.
POST 11/98: NURSING ASSISTANT REF NO: S-000554
Directorate: Nursing

SALARY:
- R101 013–R113 694 per annum (plus benefits) Gr1
- R119 550–R134 550 per annum (plus benefits) Gr2
- R142 737–R175 545 per annum (plus benefits) Gr3
(NB: salary will be determined in line with OSD Resolution)

CENTRE:
West Rand Health District

REQUIREMENTS:
Merafong Sub-District x 3, Mogale Sub-District x 5, Randfontein Sub-District x 1
Grade 12, proof of registration with the (SANC) South African Nursing Council as an enrolled Nursing Auxiliary, proof of indemnity. Must be able to work under pressure, dynamic and be able to work in team, have good interpersonal relation and communication skills.

DUTIES:
Provide Basic Nursing Care to patients, Play an active role in health education in respect of health programme. Follow standards procedures and guidelines of safe work practices. Communicate with health care team is rendered and communities so that holistic patient care is rendered. Plan and organise own work so that these are no interruptions in service delivery, maintain accurate patient rewards and statistics.

ENQUIRIES:
Xaba AN, Lekoba MD, Cele B. Khojane M (011 953 4515)

APPLICATIONS:
Applications should be delivered to West Rand District Health, Cnr. Vlei & Luipaard street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740 or apply online at www.gautengonline.gov.za

CLOSING DATE:
08 April 2016

POST 11/99: NURSING ASSISTANTS REF NO: S-000508
Directorate: Nursing

SALARY:
R101 013- R113 694 per annum (plus benefits)

CENTRE:
Edenvale Regional Hospital

REQUIREMENTS:
Qualification in nursing that allows registration with the South African Nursing Council as Nursing Assistant (enrolled). Valid proof of registration with the South African Nursing Council. Be willing to work shifts in different nursing departments. Sound communication. Ability to work under pressure and to work long and irregular hours.

DUTIES:

ENQUIRIES:
Mr. T.M Rankhumise, Tel No: 011 321-6002

APPLICATIONS:
The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, Closing date is as of below at 15:00. or apply online at:
www.gautengonline.gov.za

CLOSING DATE:
08 April 2016

POST 11/100: FOOD SERVICE AID REF NO: S-000550
Directorate: Nutrition

SALARY:
R93 444 per annum (plus benefits)

CENTRE:
Tambo Memorial Hospital

REQUIREMENTS:
Grade 8-11 or equivalent. Ability to read and write. Be prepared to work shifts on rotational basis, exposure working in the food service unit will be an advantage. Must have good interpersonal skills and effective team working relationship.

DUTIES:
Willing to perform all general duties related to food service delegated by the Food Service Supervisor such as preparation of food, dishing up for patients, application of hygiene and safety measures, weighing of ingredients for production and to work as a messenger of the unit.

ENQUIRIES:
Ms Olivia Maleka. Tel no (011) 898 8000

APPLICATIONS:
Applications can be forwarded to the Recruitment Officer: (Room 122), HR Department: Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1400 Physical address: Railway Street, Boksburg, 1400 or apply online at:
www.gautengonline.gov.za

CLOSING DATE:
08 April 2016
POST 11/101

QUEUE MARSHAL REF NO: S-000509

Directorate: Quality

SALARY: R93 444 per annum (plus benefits)
CENTRE: Edenvale General Hospital
REQUIREMENTS: Minimum Grade10/ Abet level 4 or Grade 12 Certificate. 1 year experience in hospital environment will be advantageous. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Be people oriented. Sound knowledge of Customers care and Batho Pele Principles.
DUTIES: Control and Maintain order in waiting areas. Assist to screen patients in the waiting areas. Direct clients to appropriate clinics and areas of the Hospital. Welcome patients and visitors. Be able to give health talks to waiting patients. Provide clean cups for water. Check environment for broken equipment. Overseen/mend helpdesk and handle relevant queries and complaints. Performing of any other duties as delegated by supervisor.
ENQUIRIES: Mr. A Peter Tel: (011 321 6000)
APPLICATIONS: Applications must be send to: Edenvale hospital, Resource Department Private Bag X1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, Closing date is as of below at 15:00. or apply online at: www.gautengonline.gov.za
CLOSING DATE: 08 April 2016

POST 11/102

CLEANER 4 POSTS REF NO: S-000551

Directorate: Support services

SALARY: R78156 per annum (plus benefits)
CENTRE: Tambo Memorial Hospital
REQUIREMENTS: Minimum qualification of ABET level 1-4 or equivalent. Ability to read and write. Be prepared to work shifts (night shifts, weekends and public holidays). Cleaning experience will be an added advantage
DUTIES: Cleaning of various hospital sections including wards, bathrooms, passages, bed lockers, carpets, tables, lifts, foyers, etc. Ensure checklists are signed after daily cleaning. Empty the bins, segregation of waste and removed daily. Cleaning of hospital daily according to infection control process and guidelines. Support other team members by rotating and working extended hours. Use cleaning stock effectively and order on time. Signing on and off in the attendance register. Use cleaning stock effectively and order on time. Perform any other duties as prescribed by the supervisor. Signing on and off in the register.
ENQUIRIES: Mr G Mvubu. Tel No: (011) 898 8000
APPLICATIONS: Applications can be forwarded to the Recruitment Officer (Zanele Mkhonto), HR Department: Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1400 Physical address: Railway Street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 08 April 2016

POST 11/103

PROPERTY CARETAKER REF NO: S-000510

Directorate: Support

SALARY: R78 156 per annum (plus benefits)
CENTRE: Edenvale Regional Hospital
REQUIREMENTS: Abet level / Grade 10. Grade 12 certificate is an advantage Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
ENQUIRIES: Ms. Van Der Bank, Tel No: 011 321-6002
APPLICATIONS: Applications must be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, Closing date is as of below at 15:00. or apply online at: www.gautengonline.gov.za
CLOSING DATE : 08 April 2016
POST 11/104 : PORTER REF NO: S-000511
Directorate: Administration

SALARY : R78 156 per annum (plus benefits)
CENTRE : Edenvale General Hospital
REQUIREMENTS : Minimum Grade10/abet level 4. Grade 12 Certificate and 1 year experience in hospital environment will be advantageous. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
DUTIES : Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.
ENQUIRIES : Ms. B.A Magawu Tel No: (011) 321-6035
APPLICATIONS : Applications must be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale. Closing date is as of below at 15:00 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 08 April 2016
POST 11/105 : FOOD SERVICE AID REF NO: S-000512
Support service

SALARY : R78 156 per annum (plus benefits)
CENTRE : Edenvale Regional Hospital
REQUIREMENTS : Minimum qualification, Abet or grade 10/12 with applicable food service/ cleaning experience. Poses good communication skills, able to work shifts including weekends and public holidays. Be able to rotate and work shifts within department. Be able to work as a team.
DUTIES : Cooking according to menu planned, food preparation, meal serving and distribution of meals to the wards. Prepare special meal for therapeutic diets and also prepare food parcels for the patients and all other special requests. Serve tea for management as well as staff in the dining room. Wash dishes and all other utensils and equipment’s that are used in the kitchen. Clean and scrub floors, store rooms, offices, and kitchen. Wash fridges, freezers, stoves, ovens on day scheduled by supervisors.
ENQUIRIES : Mrs. L Brits 011 321-6081
APPLICATIONS : Applications must be submitted to: Human Resource Office, Edenvale Regional hospital, Modderfontein Road, Edenvale, 1610 or posted to Hr Office Edenvale hospital, Private Bag x 1005, Edenvale, 1610 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 08 April 2016
POST 11/106 : CLEANER REF NO: S-000555
Directorate: Support

SALARY : R78 156 per annum (plus benefits)
CENTRE : West Rand Health District
Merafong Sub -District x 4, Westonaria Sub-District x1
REQUIREMENTS : Grade 8 or Abet and cleaning experience, good communication skills and problem solving skills, able to work shifts on weekend and public holidays.
DUTIES : Cleaning of offices, toilets, passages and waiting areas. Dust, wash, scrubbing and polish floors, walls, windows . Clean equipment’s, clean and wash dust bins and remove waste including medical waste and adhere to Health waste Management Policy. Operate heavy duty cleaning machines. Be able to rotate within the scope of work and assist laundry duties. Replacing toilet papers and towels, empty all dust bins daily. Operate and use cleaning equipment and chemicals perform any other duties requested by supervisor.
ENQUIRIES : Cele B. (011) 953 4515
APPLICATIONS : Applications should be delivered to West Rand District Health,Cnr. Vlei & Luipaard street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740 or apply online at www.gautengonline.gov.za
CLOSING DATE : 08 April 2016

POST 11/107 : CLEANER REF NO: 000556
Directorate: Support Services

SALARY : R78 156 per annum (plus benefits)

CENTRE : Wits Oral Health Centre

REQUIREMENTS : Ability to read and write / ABET. Cleaning experience of 0-2 years. Good communication skills; good interpersonal skills and productiveness.


ENQUIRIES : Mr., V Zwane Tel No: (011) 488-4236

APPLICATIONS : Hand Delivery at WITS Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Jubilee Road, Parktown, Johannesburg or apply online at www.gautengonline.gov.za.

CLOSING DATE : 08 April 2016

DEPARTMENT OF HUMAN SETTLEMENTS

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

APPLICATIONS : Applicants should apply online at www.gautengonline.gov.za. Applications must be submitted on a duly online completed Z83 form

FOR ATTENTION : Human Capital management

CLOSING DATE : 29 March 2016

NOTE : We welcome applications from persons with disabilities. (Applicants are encouraged to update your profile on the system and upload supporting documents) Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. For Senior Management Service positions, preference will be given to female candidates to achieve equity targets in line with the approved remedial equity Action Plan. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes.

MANAGEMENT ECHELON

POST 11/108 : DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT REF NO: 000295
Directorate: Finance & Supply Chain Management

SALARY : R864 177 per annum (All Inclusive Package)

CENTRE : Ekurhuleni Region

REQUIREMENTS : Matric plus a Degree/ NQF level 7 tertiary qualification in Finance/SCM. Post graduate degree will be an added advantage. Five (5) years’ applicable experience at Management level, Strong managerial and administrative skills, Knowledge of and experience in accounting. Excellent verbal, liaison and writing skills, Strategic leadership and coordination skills, High-level ability to analyse and synthesise information. Sound knowledge of the PFMA, PPPFA, BBBEE, DORA and Treasury Regulations. Knowledge of Government Financial Systems (BAS, SAP, HSS, CMS). Knowledge of project management best practice tools and principles. Must be computer literate (MS Word, Excel, PowerPoint). The ability to function under pressure, a valid driver’s licence.

DUTIES : Effectively apply sound financial management in accordance with the PFMA and recognised accounting practices and policies. Analyse the Regional Office's financial and general operating environment. Identify financial trends and opportunities for business process improvement. Contribute to the overall business objectives of the Regional Office. Develop and implement appropriate
monitoring and evaluation tools. Monitor adherence to all internal policies and practices. Effectively apply sound procurement practices in accordance with preferential procurement policy and Government supply chain management framework. Advise on the effective utilisation of financial resources. Monitor adherence to the Government supply chain management framework. Participate in and monitor the process of procurement of services. Effectively manage the HSDG budget in the Region. Manage the collection and collation of budget inputs for budget planning and control. Analyse inputs related to the Medium-term Expenditure Framework. Assist with monitoring of fund transfers from Treasury. Ensure that regional expenditure is in accordance with budget allocation. Manage an effective claims system. Compile detailed reports that will contribute to the compilation of Annual Financial Statements. Manage the office and human resources. Contribute to strategic positioning and overall management of the Office. Train and advise on the effective utilisation of financial resources. Manage, coach, develop, mentor and train personnel. Ensure effective staff supervision.

ENQUIRIES: Ms Xoliswa Mkhalali (011) 861 3001

POST 10/109: DIRECTOR REF NO: 000544
Directorate: Service Delivery

SALARY: R864 177 per annum (all-inclusive package)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus NQF Level 7/Degree in Public Administration or equivalent relevant qualification coupled with 5-7 years management experience in a Housing delivery environment and Housing Subsidy Administration and Customer Relations Management. A valid driver's licence. Competencies: Sound Management and leadership skills; Strategic Management skills; Customer Relations Management Skills; Conflict Management Skills and Cooperative Governance. Decision making, Conflict management and understanding of Housing Policy.

DUTIES: Manage and oversee the administration of housing Subsidy Application on a daily basis; manage and oversee the approval process of Housing Subsidy Applications; manage and oversee the overriding process on the HSS on a regular basis and manage the processing of rejections of housing Subsidy Applications. Ensure strategic Direction, leadership and management in the Service delivery Unit. Ensure cooperative governance in the business Unit. Manage the Performance Management System for reporting staff. To render an effective relationship with the Department of Human Settlement customers and members of the public. Manage the pre-screening of the complaints demand database system application forms. Ensure that queries and complaints are logged correctly on SAP /CRM Manage designation and implementation of electronic complaints system Comprehensive.

ENQUIRIES: Ms L Molekane (011) 630 5093

POST 11/110: DIRECTOR: FLATS, HOSTELS AND COMMERCIAL PROPERTIES REF NO: 000286
Directorate: Property Management

SALARY: R864 177 per annum (All inclusive package)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus a Degree/NQF Level 7 in Public Administration coupled with in depth / minimum of 5-7 years’ experience as a manager. Project Management skills and experience, planning and financial management skills. Valid driver’s licence. Skills/ Competencies: Must have Strategic leadership skills, people management and stakeholder engagement abilities. Knowledge of various human settlement legislations and policies. Understanding of property management policies and principles. Must be a service delivery orientated person. Knowledge and understanding of public management principles, practices and concepts. Fair understanding of financial management processes & systems. Knowledge of public management legislations including the PFMA Treasury Regulations. Customer management skills

DUTIES: To manage the maintenance of Departmental Immovable Assets, namely flats, hostels, commercial properties and vacant land. To manage staff in the Directorate. To manage service providers appointed by the Department. To facilitate the provision of tenure. Management of service providers appointed to dispose of commercial properties. Overseeing the management of the budget.
Approval of invoices to effect payment at finance. Coordinating & monitoring the cleaning of vacant land (grass cutting, ensuring the staff have the required tools, assigning service providers to do the day to day maintenance work at flats) Coordinating & monitoring the disposal of commercial properties. Attending all management meetings. A Facilitating, coordinating & overseeing the maintenance of hostels (cleaning, electrical/plumbing/water/sewerage repairs and management). Facilitating, coordinating & monitoring of maintenance of flats in 8 locations. Attending all hostel stakeholders forum meeting

ENQUIRIES : Ms Z Dhludhla, Tel: (011) 355 4121

OTHER POSTS

POST 11/111 : DEPUTY DIRECTOR: FINANCE ACCOUNTING REF NO: 000288
Directorate: Financial Management

SALARY : R569 538 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a National Diploma/NQF Level 6 in Financial Accounting or equivalent, with 2-4 years’ experience in Finance on an Assistant Director level. Sound knowledge of Basic Accounting System (BAS), Generally Accepted Accounting Practice (GAAP), Understanding of the Government Regulatory Framework and practical experience in the preparation of Annual Financial Statements. A valid driver's licence.


ENQUIRIES : Mr M Ngoma (011) 355 4984

POST 11/112 : DEPUTY DIRECTOR REF NO: 000296
Directorate: Service Delivery

SALARY : R569 538 per annum (all inclusive package)
CENTRE : Pretoria
REQUIREMENTS : Matric plus B Admin degree/NQF Level 7 in Public Administration or equivalent. Minimum 4-5 years’ experience in the Housing delivery environment and Customer Relations Management.

DUTIES : To manage and coordinate the implementation of Demand Database/Needs Register and Customer Registration, Subsidy and Beneficiary Administration, Queries and Complaints Resolutions related to Housing , as well as giving support to projects implementation and other business Units pertaining to all Housing Programmes in the Department. Ensure effective and efficient Customer Service delivery, Community outreach Programmes, as well as Stakeholder liaison and participation within the Region. Adhere to Batho Pele principles. Report writing.

ENQUIRIES : Ms S Nevhutalu (012) 303-3300

POST 11/113 : DEPUTY DIRECTOR: RENTAL HOUSING TRIBUNAL REF NO: 000297
Directorate: Rental Housing Tribunal

SALARY : R569 538 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Bachelor’s degree in public Administration or equivalent. 5 – 10 years’ experience in the rental housing or related industry, 3 of which should be at a management or supervisor level. Understanding of the residential rental housing sector and all the relevant legislative framework that governs the industry. Skills/competencies: Management skill. Financial Management Skills. Leadership skills. Listening skills. Computer literacy and the relevant software .Interpersonal skills. Communication (written and verbal). Listening skills. Report. Writing skills. Customer care skills. Conflict resolution skills. Project Management skills.
Performance Management skills. Mentoring and coaching skills. Presentation Skills.

**DUTIES**

Render administrative support to the Rental Housing Tribunal established under chapter 4 of the Rental Housing Act (no 50 of 1999) as amended, contribute in the stabilization and the regulation of the residential rental housing sector and thrive to protect the rights of both landlords and tenants. Coordinate and manage the activities of the unit that will include Administration, Tribunal Support (mediations, hearings, appeals, rescissions and variations), Technical support, Marketing and evictions & interventions units. Develop effective operational plans for the Directorate and ensure its successful implementation. Ensure that all the units are functional and operational. Manage the allocation of responsibilities and performance management. Supervise, guide and manage the entire Tribunal secretariat ensuring that all tasks are professionally executed in accordance with the Department’s performance standards. Coordinate audits of all files including all information offices on a monthly and quarterly basis. Generate management reports reflecting the number of cases received and resolved- monthly, quarterly and annually. As well as report on the mediated, appealed, rescinded, heard matters and rulings issued on a monthly, quarterly and annual basis. Monitor performance and manage the rental housing tribunal members, mediators, appeals panel and interpreters roster. Verify Tribunal members, mediators, appeals panel and interpreters claim forms and make sure their payments are done timeously. Give support and assistance to Municipalities in terms of the Act for the establishment of Information Office. Ensure and facilitate consumer education with Municipalities, interest groups, professional organizations, landlord, tenants and all the relevant stakeholders about the mandate and activities of the rental housing tribunal. Coordinate visits and capacitate officers in the already established Information Offices around the local authorities. Attend meetings and or workshops as per invitation or request of interest groups. Establish communication channels with the different departments at National, Provincial and Municipal level, e.g. Human Settlements, Justice, SAPS, Public Protector Etc. Establish communication channels and relations with all rental housing tribunals within the country. Deal with complaints and referrals from other stakeholders and/or aggrieved parties

**ENQUIRIES**

Ms. Z Dhludhla, Tel: (011) 355 4121/4209

**POST 11/114**

**DEPUTY DIRECTOR: BUSINESS DEVELOPMENT AND QUALITY-REF NO:**

000290

Directorate: Organisational Efficiency

**SALARY**

R569 538 per annum (all inclusive package)

**CENTRE**

Johannesburg

**REQUIREMENTS**

Matric plus NQF Level 6B/Tech or B degree in Information System or equivalent. Minimum 2-5 years’ experience in Business Development and Quality Management. Competencies – Good Communications skills (verbal and written); project management and management skills; Report writing skills, collaborative and excellent peoples skills; creative and analytical skills; ability to work independently and in a team, able to work under pressure; committed, flexible and reliable; able to resolve conflict; strategic and service oriented; proactive and innovative; achievement driven and has problem solving skills

**DUTIES**

Manage the development and implementation of the Service Delivery Model in accordance with the DPSA Management Framework, Manage the development, coordination and implementation of Business Process, Operations Management and continuous improvement for AS-IS and TO-BE business processes. Ensure Quality Management by identifying processes and the key areas of concern for operations and advise on improvements. Review ISO manuals; establish Quality Management System based on the ISO 9001. Manage business process and quality management administration by continuing to adhere to the BPM foundation (policy, governance structure, tools and techniques, standards, repository). Management workshops, meetings and interviews, disseminate Departmental Business Processes, disseminate Departmental ISO manuals, respond to Business units need with regards to Business Processes and Service Delivery Model, conduct Business Unit needs analysis, consult process owners for meetings and workshops on process mapping. Respond to audit and external stakeholder queries in relation to the sub-directorate: Business Development and Quality Management. Management the performance of subordinates through PDMS and relevant regulations and prescripts.

**ENQUIRIES**

Ms M Mbatha (011) 355 3533
POST 11/115 : DEPUTY DIRECTOR: HR PLANNING STRATEGY AND SYSTEMS REF NO: 000287
Directorate: Human Capital Utilization and Development

SALARY : R569 538 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus An appropriate National Diploma or B Degree NQF Level 6 or 7 in Human Resource Management. Knowledge of the Public Service Legislative framework, including the Public Service Act and Regulations and other regulatory frameworks governing human resource practices in general and HR planning and coordination in particular. Excellent written and verbal communication Proficiency in computer skills in the Microsoft Office Suite. At least 3-5 years management experience.

DUTIES : Develop and implement human resource planning strategies and processes. Manage the development of the human resource plans. Develop Work Plans and/or programmes to implement strategic direction. Review and align the HR plan to address the gap between the demand and supply of human resources. Develop and maintain personnel information systems and ensure establishment control. Monitor and provide reports on HR Information. Coordinate HR audit function. Research relevant current political, departmental structural, operational information to capture and analyse according to requirements of the HR Plan. Consult stakeholders and HR Planning Committees on the development and implementation of the HR Plan. Present HR Plan to Management structures. Coordinate quarterly HR planning Committee meetings and serve as secretariat of the HR planning Committee. Coordinate and draft various quarterly HR Reports including the HR Implementation Action Plan. Manage the development, reviewable, implementation and monitoring of the Departmental HR Policies.

ENQUIRIES : Ms P Mpe (011) 355 4151

POST 11/116 : DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: 000278
Directorate: Human Capital utilisation and Development

SALARY : R569 538 per annum (all inclusive package)
CENTRE : Johannesburg

DUTIES : Manage administration of individual performance management system in the Department, Administer the SMS performance management system. Manage the coordination of event activities in the Programme. Develop and review performance management policy system

ENQUIRIES : Ms P Mpe (011) 355 4151

POST 11/117 : DEPUTY DIRECTOR: CUSTOMER RELATIONS REF NO: 000277
Directorate: Customer Relations

SALARY : R569 538 per annum (All inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma or B Degree in Public Administration/NQF Level 6 or 7 and minimum of 2-4 years’ experience in Housing Delivery environment and Customer Relations Management. Competencies: People Management, mentoring, Strategic thinking, problem solving, decision making, communication, conflict management and customer management. Knowledge of the National Housing Code and Housing Policy, knowledge of HSS portal, knowledge of the National Database, Customer relations. Performance management, Labour Relations, Project Management and Budgeting.

DUTIES : Develop and implement Strategic and Operational Plans for the unit in line with strategic objectives of the Department. Develop and manage a subsidy administration manual for all regions and central office. Manages quality control
through processing of subsidy approvals for all regions. Manages subsidies for priority projects. Manage Customer Support offices. Prepare management reporting information, manage staff and manage stakeholders liaison and partnerships. Monitor the submission of applications for searches against POP, DEED REGISTER, NHDS, UIF, PERSAL and PENSION FUND. Oversee submission of both Subsidy section and Contact Centre. Oversee the overriding process on the HSS on regular basis and manage the processing of rejections of housing Subsidy applications. Ensure strategic direction, Leadership and management in the Service Delivery Unit.

ENQUIRIES: Ms L Molekane (011) 630 5093

POST 11/118: CONSTRUCTION PROJECT MANAGER (PRODUCTION) GRADE A REF NO: 000275
Directorate: Cluster: 1

SALARY: R516 345 to R556 248 per annum (All inclusive package)
CENTRE: Johannesburg

DUTIES: Facilitate, coordinate and monitor the implementation of Housing and Essential Service Delivery Programmes in the Joburg Region. Oversee project management processes applied by management, PRT’s and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring: Compile detailed housing delivery project budget and cash flow projections for each project, and monitor and expedite submission and processing of claims. Be responsible for general management: Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial and departmental policies and other relevant legislation.

ENQUIRIES: Ms L Molekane (011) 630 5093

POST 11/119: CONSTRUCTION PROJECT MANAGER (PRODUCTION A) REF NO: 000291
Directorate: Housing Development

SALARY: R516 345 to R556 248 per annum (all inclusive package)
CENTRE: Westrand Region
REQUIREMENTS: Matric plus National Diploma/NQF level 6 in the Building Environment discipline, coupled with a minimum of 4 years managerial experience. Registration with the South African Council for Project and Construction Management Professions (SACPCMP), will be an added advantage. A driver’s license is a must. Competencies: MS Office proficient Report writing and financial acumen Project and contract management knowledge, Knowledge of relevant policies governing the industry Knowledge of the JBCC, NEC, GCC and other relevant building contracts Excellent verbal and written communication skills at all levels Excellent presentation skills independently and under pressure is prerequisites for this post. Knowledge of the skills development act and other related legislation will be an added advantage.

DUTIES: Oversee the construction project from start to finish; Co-ordinate and manage all activities relating to a project and manage all stake holders involved in the project, including PRT’s (consultants), and contractors. Establish project meetings with the stake holders. Conduct periodic inspection visits to construction site(s); Manage project schedule to ensure that construction activities take place as scheduled. Manage project budget from time to time to ensure that expenditure is according to projections and properly note and manage deviations. Manage invoices/claims submitted by service providers and ensure that they are implemented within a set period. Develop an effective communication system to provide timely feedback to management, and stakeholders involved in the project.
Coordinate site meeting and ensure issuance of minutes and action plans. Compile weekly project reports, including financials. Compile monthly progress reports. Attend to all correspondence relating to the project, as well as conducting presentations regarding the project when required.

ENQUIRIES: Mr. M. Kubheka (011) 662 8305

POST 11/120: INFRASTRUCTURE OFFICER REF NO: 000522
Directorate: Information Communications Technology

SALARY: R289 761 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus NQF Level 6/ National Diploma in Information Technology coupled with recognized industry certifications: MCSE/MCITP (Mandatory), A+ (Mandatory), N+ (Mandatory), Security+ (Optional), ITIL (Mandatory) Plus 3 - 4 Years’ Relevant Experience. Extensive knowledge and proficient in the use of: Windows Server 2003 / 2008, Microsoft Active Directory and Group Policy Management, Cisco or similar, SAN Hardware management / support, Virtualisation Technologies (Hyper-V / VMware). Must have the following competencies: Advanced knowledge of LAN & WAN infrastructure support, Strong knowledge of ITIL & IT Governance, Advanced knowledge of windows server platforms, advanced knowledge of Cisco switches, VLAN, VoIP & VMware, Strong knowledge of Information Security & suitable Firewall, Service Delivery Innovation, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity.

DUTIES: Performs troubleshooting, repairs of Local Area Network and Wide Area Network in the Department and Regional offices. Provides routine maintenance of network in the Department and Regional offices. Testing data points for users. Manage and administer event viewer logs on servers. Installation, configuration and testing of Servers and new ICT equipment’s for network. Perform routine server maintenance and updates. Ensure there is enough electricity supply to the servers. Minimum downtime of servers. Create network drives on the file servers for users to have backup storage for their data. Do a weekly maintenance on all the ICT servers. Log calls to the service providers (Dell; HP) for all the hardware failures. Monitor the UPS & make sure it is working condition in case of power failure. Provide third level support to the users of the Department. Manage data centres and servers and ensure all ICT services are available to all users. Supporting of the ICT Infrastructure of the Department, including hardware, software, desktop and shared infrastructure. To support & monitor existing infrastructure, perform preventative maintenance work, backup & and perform other regular support activities to ensure effectiveness. Configuration of the Domain Controller, DHCP & DNS servers. Create user accounts, disable & delete accounts and reset passwords on Active Directory. Make sure the DHCP server is up & running to make sure that all the computers are assigned IP addresses to connect to the network. Make sure the DNS server is up & running so that name resolution can take place. Liaise with GDF regarding the exchange servers and transversal systems. Provide third level support to the users of the Department Monitor AV console for threats and workstations are getting updates. Ensure all security patches and virus definitions are rolled out across the network. Implementation and maintenance of secure networking infrastructure within the Department of Human Settlements including Regional Offices. Configuration & setup of VoIP telephones. Provide technical support. Assist with all the ICT Operations projects undertaken each financial year. Performance management of staff. To mentor & develop desktop support staff.

ENQUIRIES: Mr V Kassen (011) 355 4051

POST 11/121: ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: 000524
Directorate: Human Capital Utilization and Development

SALARY: R289 761 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus a Diploma/NQF Level 6 preferably in the Behavioural Science or equivalent Qualification and extensive relevant experience in Performance Management. Excellent communication skills (written and verbal), analytical skills, interpersonal skills, conflict resolution skills. High level of computer literacy specifically with regard to Ms excel, Ms Word and Ms PowerPoint. The ability to perform independently and under pressure is prerequisites for this post.
Knowledge of the skills development act and other related legislation will be an added advantage.

**DUTIES**

- Manage the performance management system for staff in the Department.
- Provide support and advice, including training to line functions on the administrative/application of the above. Mentioned system in general and particularly during work plan development, progress reviews, and annual appraisals. Provide Secretarial to departmental Moderating Committee.

**ENQUIRIES**

Ms P. Mpe (011) 355 4151

**POST 11/122**

**ASSISTANT DIRECTOR: SUBSIDY ADMINISTRATION REF NO: 000292**

Directorate: Service Delivery

**SALARY**

R289 761 per annum (plus benefits)

**CENTRE**

Westrand Region (Krugersdorp)

**REQUIREMENTS**

- Matric plus a National Diploma/ NQF level 6 qualification in administration, or any relevant field. Minimum 4-5 years’ experience in administration. Competencies: MS Office proficient. Report writing. Planning and organizing. Excellent verbal and written communication skills at all levels. Presentation skills. People management skills. Problem solving. Ability to work under pressure.

**DUTIES**

- To provide support for all subsidy administration activities within the region.
- Implement approved operational work plans. Monitor the implementation process of Housing Subsidy applications. Monitor recording of all subsidy application forms, manage production and ensure all documents are stored safely. Monitor the rejections of subsidy applications on a continuous basis. Coordinate and prepare referral of overrides regularly. Manage and monitor subsidy approval process for all National and Provincial Programmes. Attend to all queries related to subsidy administration. Ensure that feedback is provided on time to stake holders. Generate reports related to approvals, rejections, and all relevant matters to managers on time. Manage performance of junior staff. Identify skills gap and refer training needs to Human Capital.

**ENQUIRIES**

Ms. P. Khumalo (011) 662 8311

**POST 11/123**

**ASSISTANT DIRECTOR: SECRETARIAT SERVICES REF NO: 000285**

Directorate: Secretariat Services

**SALARY**

R289 761 per annum (plus benefits)

**CENTRE**

Johannesburg

**REQUIREMENTS**

- Matric plus a relevant B degree/NQF Level 7 in Public Administration/Management or equivalent. Coupled with 5 years’ experience or more in the executive support environment. Competencies: People skills, knowledge of government policies and procedures; proven good communication and writing skills; proven managerial abilities, planning, initiative and organising skills. Ability to work under pressure; ability to maintain sound interpersonal relations. Knowledge of the PFMA and Treasury Regulations applicable to the Public Service. Willingness to work and travel beyond normal working hour. A valid driver's licence.

**DUTIES**

- Provide a professional secretariat support function to the Office of the HOD.
- Assist to coordinate meetings and prepare minutes of the Executive Management Committee, Business Unit Management (BUM), Technical MEC/MMC, MEC/MMC meetings, Quarterly Reviews meetings. Assist in the management of the relations between the Department, Provincial and National spheres of Government, i.e. MINMEC, Premier Co-ordinating forums and other intergovernmental meetings. Assist with the review of minutes and benchmark with all members before adoption. Ensure that minutes taken and resolutions of all committees are maintained and action plans are implemented. Assist in the administering of the EXCO system of Government with regard to submission to EXCO, sub-committees and Technical Cluster Committees. Ensure compliance with regard to committee documentation and procedure, all legal requirements and changes in legislation and government protocol. Assist in disseminating resolutions to committee members within the stipulated times. Ensure that all logistical arrangement for the meetings are made and communicate to the relevant committee members in advance. Assist in updating meeting charter/s of the committees being served on an annual basis or when necessary. Ensure that the implementations of resolutions emanating from Intergovernmental meetings are implemented and monitored. Ensure that all reports from different branches in the Department are coordinated, analysed and consolidated. Ensure that information management for the Department on secretariat function has integrity.
Attend to all ad hoc requests from the Office of the HOD and its stakeholders. Ensure that office activities are scheduled with all business units in the department. Maintain and monitor executive office records, files and action lists. Ensure that all documents including minutes, attendance registers, action lists, and reports are properly filed in their designated files for ease of reference and auditing purposes. Do any other work assigned by the Supervisor/Manager. Liaison with key stakeholders and customers to ensure effective flow of information and documents to and from the unit. Ability to manage/supervise staff members to achieve the objectives of the Department. Maintaining and developing a register of all incoming and outgoing documents in line with the business objectives of the Department and conduct follow-ups with reports.

**ENQUIRIES**: Mr Victor Tshikotshi (011) 355 4207

**POST 11/124**: ASSISTANT DIRECTOR REF NO: 000284
Directorate: Service Delivery-Customer Registration

**SALARY**: R289 761 per annum (plus benefits)

**CENTRE**: Ekurhuleni Region

**REQUIREMENTS**: Matric plus National Diploma/NQF Level 6 in Public Administration or equivalent. Minimum of 2-4 years’ experience in the housing Delivery environment. Ability to communicate. Report writing skills. Knowledge of Batho Pele Principles. Understanding of Service Standards Knowledge of applicable subsidy housing programmes Understanding of project management cycle. Knowledge of Intergovernmental Relations principles Ability to use applicable computer software Programmes. Knowledge of principles of Service delivery and innovation.

**DUTIES**: To manage and monitor registration of beneficiaries on National Housing Needs Register (NHNR). To ensure that all captured potential beneficiaries are registered and updated on NHNR. To generate potential beneficiary list from the NHNR. Provide the municipality with pre-screened list of potential beneficiaries. Liaise with PRT’s and relevant stakeholders. To do quality checks on all registrations made. Respond to queries emanating from registration processes. Prepare periodic management reports. Staff Development and Management. Perform Level 2 overrides. Ensure effective flow of information and documents management in the unit.

**ENQUIRIES**: Mr T Makhoa (011) 861-3052

**POST 11/125**: ASSISTANT DIRECTOR REF NO: 000283
Directorate: Service Delivery-Customer Relations

**SALARY**: R289 761 per annum (plus benefits)

**CENTRE**: Johannesburg


**DUTIES**: To manage and implement an effective and efficient complaints system. Ensure that all queries/complaints are effectively and efficiently attended to. Ensure that queries are logged on SAP CRM network systems. Ensure that queries are resolved within turnaround time. Stakeholder management. To generate a register of complaints. Prepare periodic management reports. Staff Development and Management. Perform Level 2 overrides. Ensure effective flow of information and documents management in the unit.

**ENQUIRIES**: Mr T Makhoa (011) 861-3052

**POST 11/126**: ASSISTANT DIRECTOR REF NO: 000282
Directorate: Service Delivery-Subsidy Administration

**SALARY**: R289 761 per annum (plus benefits)

**CENTRE**: Johannesburg

Understanding of Service Standards Knowledge of applicable subsidy housing programmes Understanding of project management cycle. Knowledge of Intergovernmental Relations principles Understanding of principles of service delivery and Innovation. Ability to use applicable computer Software programmes.

DUTIES : To manage and monitor subsidy administration processes effectively and efficiently for housing allocation on the Housing Subsidy System (HSS). To manage and safeguard records of all subsidy applications. To do quality checks on all applications received. To monitor registration, editing and verification process of subsidy application forms. To monitor subsidy approval process. Prepare and submit subsidy status reports. Respond to queries emanating from subsidy application processes. Liaise with key customers and stakeholders. Ensure effective flow of information and documents management in the unit. Prepare Management Reports. Staff Development and Management.

ENQUIRIES : Mr T Makhoa (011) 861-3082

POST 11/127 : ASSISTANT DIRECTOR: PLANNING STRATEGY AND SYSTEMS REF NO: 000274

Directorate: Human Capital Utilization and Development

SALARY : R289 761 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Matric plus An appropriate National Diploma or B Degree/ NAF Level 6/7 in Human Resource Management. Knowledge of the Public Service Legislative framework, including the Public Service Act and Regulations and other regulatory frameworks governing human resource practices in general and HR planning and coordinate in particular. Excellent written and verbal communication. Proficiency in computer skills in the Microsoft Office Suite.

DUTIES : Develop, Coordinate and manage the implementation of The MTEF Human Resource Plan for the Department. Develop work plans and/or programmes to implement strategic direction. Review and align the HR plan to address the gap between the demand and supply of human resources. Manage and monitor the implementation of the HR Plan. Facilitate the development and review of HR Policies in various Business Units of the Chief Directorate.

ENQUIRIES : Ms P Mpe (011) 355 4151
ANNEXURE S

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

APPLICATIONS: All Applications should be forwarded to: The Acting General Manager: Human Resource Management Services Kzn Department Of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, REGISTRY, Minus 1:1 North Tower

FOR ATTENTION: Mr NC Mbatha

CLOSING DATE: 31 March 2016

NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised post are free to apply.

MANAGEMENT ECHELON

POST 11/128: SENIOR MANAGER: MEDICAL SERVICES ADDINGTON REGIONAL HOSPITAL REF NO: M01/2016

SALARY: R1 174 413 per annum

CENTRE: Addington Regional Hospital

REQUIREMENTS: MBCHB Degree qualification; PLUS Current registration with HPCSA as a Medical Practitioner; PLUS A minimum of ten (10) years experience in medical management after registration with the HPCSA; PLUS Unendorsed valid Code B Driver’s Licence (Code 08). Recommendations:- Post-graduate diploma/degree in management will be an added advantage. Knowledge, skills, training and competencies required:- Possess sound knowledge of the relevant Acts, Policies and Regulations administered by the KZN Department of health. Possess sound knowledge of the District Health System. Possess sound knowledge of legislation relating to the practice of medicine in South Africa. Have good communication, leadership, decision making, team building and motivation skills. Be computer literate with proficiency in MS Office Software Applications.

DUTIES: Key Performance Areas:- Ensure the provisions of protocols and guidelines to the Medical and Allied Professions Team. Formulate policies and procedures for clinical services and ensure that they are in accordance with current statutory regulations and guidelines. Provide leadership, management and support to all Cluster Managers, Clinical Heads, Clinical Managers, Pharmacy, Allied Health Professionals and all staff under their supervision. Conduct service assessment and implement quality improvement programmes. Liaise with other stakeholders within and outside the Department of Health such as Chief Specialists, other hospital management teams, the Health District Office and Medical School on medical and management issues. Ensure optimal use of resources, both human and financial. Ensure continuous monitoring of morbidity and mortality through clinical audits. Formulate strategic plans in keeping with the requirements of the hospital and the department as directed by the mission. Ensure that cost-effective service delivery is maintained within the hospital. Maintain discipline and deal with
grievances and Labour Relations issues in terms of the laid down procedures and policies.

**ENQUIRIES**: Dr M Ndlangisa: 031- 327 2000

**OTHER POST**

**POST 11/129**: CHIEF EXECUTIVE OFFICER; LEVEL 12: VARIOUS HOSPITALS CLUSTER
District Health Services

**SALARY**

An all Inclusive MMS Salary Package of Salary Level 12: R674 979 per annum

**CENTRE**

Catherine Booth Hospital: Reference No. G09/2016
Estcourt Hospital: Reference No. G10/2016
Nkonjeni Hospital: Reference No. G12/2016
Manguzi Hospital: Reference No. G13/2016
Northdale Hospital: Reference No. G14/2016

**REQUIREMENTS**

A degree/advanced diploma in a health related field, registration with relevant professional council; PLUS A degree/diploma in health management OR a degree/advanced in a management field. PLUS At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver’s licence (Code 08). All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

**DUTIES**

Key Performance Areas:- Job Purpose To plan , direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework , to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution’s risk to ensure optimal achievement of health outcomes.

**ENQUIRIES**: Dr AS Mndaweni: 033- 395 2816
ANNEXURE T

PROVINCIAL ADMINISTRATION: LIMPOPO

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

The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply. The Department of Co-operative Governance, Human Settlements & Traditional Affairs would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for positions as they appear below.

APPLICATIONS

Applications should be submitted to: The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, POLOKWANE 0700 OR delivered personally at 28 Market Street (next to UNISA) HR Records (First floor). All General enquiries should be directed to Ms Mahlangu Violet at (015) 294 2046 or Mr Monkoe Mphodi at (015) 294 2223 or Ms Mokhomole Makgano at (015) 294 2286.

CLOSING DATE

31ST March 2016

NOTE

Applications should be submitted on form Z83 obtainable from all Public Service Departments or at www.dpsa.gov.za and must be completed in full. A Copy of your Curriculum Vitae must be attached. Shortlisted candidates will be required to bring along identity document, driver's license where required and qualifications. The specific reference number for the post must be quoted. "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 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 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." Short-listed candidates for the above posts will be subjected to a Security clearance, and verification of qualifications. NB: Faxed or e-mailed applications will not be considered. Those who have previously applied for the re-advertised posts are advised to re-apply. Contents of this advert is also available on the following websites: www.coghsta.limpopo.gov.za. Communication will only be limited to shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful.

MANAGEMENT ECHELON

POST 11/130

DEPUTY DIRECTOR-GENERAL: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

Sub Department: COGTA

(RE-advertisement)

SALARY

R 1 267 806 per annum (All-inclusive salary package) Salary Level 15

CENTRE

Polokwane

REQUIREMENTS

An undergraduate qualification (NQF 7) and a post graduate qualification (NQF 8) as recognized by SAQA. 8 – 10 year’s experience at a senior managerial level and a valid driver's license. Key Competencies: Sound and in depth knowledge and application of relevant legislative framework governing the public service eg .Public Service Act, Municipal Structures Act, Municipal Systems Act, Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA), Integrated development planning; Performance monitoring and evaluation; General management; Strategic planning; Service delivery; Governance issues; Relevant Legislation. Skills: Policy development; Strategic management; General management; Ability to communicate effectively at all levels; Innovation; Creative and analytical thinking; Financial management.

DUTIES

Provide strategic direction to the Sub-Department: Cooperative Governance & Traditional Affairs; To manage the development and maintenance of a comprehensive early warning system ensuring that there will be proactive response to disasters; Manage the development and implementation of provincial municipal capacity building strategy; Facilitate the implementation of municipal support projects; Support local government by facilitating boundary demarcation, supporting the elections programmes and ensuring effective inter-governmental
coordination and deepening democracy through facilitating effective public participation; Commission research to continuously assess the capacity levels of municipalities; Manage the development and implementation of a municipal

ENQUIRIES: Ms Mahlangu Violet (015) 294 2046

POST 11/131: CHIEF DIRECTOR: CO-OPERATIVE GOVERNANCE REF NO: COGHSTA 02/16
Sub Department: COGTA

SALARY: R 1 042 500 per annum (All-inclusive salary package) Salary Level 14
CENTRE: Polokwane
REQUIREMENTS: An undergraduate qualification (NQF 7) as recognized by SAQA. 5 years’ experience at senior managerial level and a valid driver’s license. Key Competencies: Knowledge: Understanding of the public services environment; Municipal Structures Act; Municipal Systems Act; MFMA and PFMA; Integrated Development Planning; Performance Monitoring Evaluation; General Management; Strategic Planning; Service Delivery; Governance Issues; Financial Management; Intergovernmental Relations; etc. Skills: Policy Development; Strategic Management and Innovation; Ability to communicate effectively at all levels; creative and analytical thinking.

DUTIES: Coordination of budget and expenditure management; Performance monitoring and personnel management of the three Strategic Business Units; Coordinate a Provincial and Municipal Performance monitoring framework; Municipal Institutional Capacity Development; Municipal financial management.

ENQUIRIES: Ms Mahlangu Violet (015) 294 2046

POST 11/132: DIRECTOR: HUMAN SETTLEMENTS DEVELOPMENT REF NO: COGHSTA 03/16
Sub Department: ISHS

SALARY: R864 177 per annum (All-inclusive salary package) Salary Level 13
CENTRE: Capricorn
REQUIREMENTS: An undergraduate qualification in Built environment profession preferably Civil Engineering, Project Management, Quantity Surveying or Architect (NQF 7) as recognized by SAQA or equivalent. 5 year’s experience at a middle/senior managerial level and a valid driver’s license. Key Competencies: knowledge: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, etc Skills: Negotiation; Presentation; People management; Time management; Communication, both formal and informal; Project Management; MS Excel, PowerPoint, MS Projects ; Financial management; Relationship management; Coordination; Analytical thinking; Report writing; National building regulation; Building construction prescripts, contracts management; Conflict management; Planning and costing of house designs; Circuit engineering; Construction Project Management.

DUTIES: Manage EPHP and Community Residential Unit; Manage emergency housing, rural, farm workers, rental housing, credit linked, rectification services; Facilitate responses to queries from SCOPA, AG and other Stakeholders; Manage resources (Financial, Human and Physical);

ENQUIRIES: Ms Mokhomole Makgano (015) 294 2286

POST 11/133: DIRECTOR: HOD SUPPORT UNIT REF NO: COGHSTA 04/16
Sub Department: HOD SUPPORT

SALARY: R864 177 per annum (All-inclusive salary package) Salary Level 13
CENTRE: Polokwane
REQUIREMENTS: An undergraduate qualification (NQF 7) as recognized by SAQA. 5 year’s experience at a middle/senior managerial level and a valid driver’s license. Key Competencies: Knowledge: Sound and in depth knowledge of relevant prescripts, application of legislative framework governing the Public Service Multilateral economic agreements; statistical analysis; Research; Growth and development strategies. Skills: Policy Formulation; Research; Computer Literacy; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Services Delivery Innovation (SDI); Problem solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication.
DUTIES: Provide administrative and management support services to the HOD; Coordination of strategic decisions from various internal and external forums including meetings chaired by the HOD; Provide secretarial services to the executive management meetings; Manage resources (human and financial and physical)

ENQUIRIES: Ms Mokhomole Makgano (015) 294 2286

POST 11/134: DIRECTOR: MUNICIPAL INSTITUTIONAL CAPACITY BUILDING (MICB) REF NO: COGHSTA 05/16
Sub-Department: COGTA

SALARY: R864 177 per annum (All-inclusive salary package) Salary Level 13
CENTRE: Polokwane
REQUIREMENTS: An undergraduate qualification (NQF 7) as recognized by SAQA. 5 year’s experience at a middle/senior managerial level and a valid driver's license. Key Competencies: Knowledge: Understanding of the Public Service environment; Municipal Structures Act; Municipal Systems Act; MFMA; PFMA; Integrated development planning; Performance monitoring evaluation; General management; Strategic planning; Service delivery; Governance issues; Relevant legislations; Financial management. Skills: Negotiation skills; Presentation skills; Strategic management; General management; Ability to communicate effectively at all levels; Innovation; Creative and analytical thinking; Financial management; Communication both formal and informal; Good people skills; Sound organizational skills; High level reliability.

DUTIES: Develop and implement Municipal Capacity Development Framework; facilitate and implement Municipal Capacity Development Programmes in municipalities; Establish and maintain Key partnership with external stakeholders; Support municipalities to improve Human Resource capacity; Support municipalities with the review of staff establishment; Oversee the management of finances, human resource and PMS in the directorate.

ENQUIRIES: Mr Monkoe Mphodi (015) 294 2223

OTHER POSTS

POST 11/135: ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: COGHSTA 06/16
Sub-Department: HOD Support

SALARY: R289 761 per annum, Level 9
CENTRE: Polokwane
REQUIREMENTS: A 3 years recognized National Diploma in Public Administration and Management or equivalent. Minimum 3 years’ experience and a valid drivers’ license. Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills: Negotiation skills; Presentation skills; People Management skills; Time management; Communication, both formal, and informal.

DUTIES: Manage the process of strategic formulation in the department and develop the strategic plan document; Conduct scenario planning to ensure a robust departmental strategic plan; Conduct environmental assessment to ensure that our strategies always respond and adapt to triggers of change in the environment when necessary; Manage alignment of the department plans to PGDS.

ENQUIRIES: Ms Monyela Hlokammoni (015) 294 2073

POST 11/136: ADMINISTRATIVE OFFICER: TRADITIONAL AFFAIRS REF NO: COGHSTA 07/16
Sub Department: COGTA

SALARY: R243 747 per annum, Level 8
CENTRE: Tshiku T/C
REQUIREMENTS: A 3 years recognized National Diploma in Public Management and Administration or equivalent. Minimum 3 years’ experience and a valid drivers license. Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., Public Service Act, Labour Relation Act, PFMA, etc Skills Negotiation Skills; Presentation skills; People Management skills; Time management; Communication, both formal, and informal.
DUTIES:
- Management of finances of traditional council;
- Providing administrative services to the traditional Council;
- Management of events of traditional council;
- Monitoring implementation of initiation school Act;
- Administration of tribal court proceedings.

ENQUIRIES:
Ms Theledi Elizabeth (015) 294 2074

POST 11/137:
MUNICIPAL FINANCE PRACTITIONER REF NO: COGHSTA 08/16
Sub-Department: COGTA

SALARY:
R243 747 per annum, Level 8

CENTRE:
Waterberg

REQUIREMENTS:
- A 3 years recognized National Diploma in Financial Management/Auditing or equivalent. Minimum 1 year experience. Key Competencies: Key Competencies: Knowledge of: General knowledge of Financial Management e.g. MFMA; MPRA; and other relevant policies and standards. Skills: Communication both written and verbal; Computer; Pro-Active; Innovative; Change management and adaptability; Financial management and managerial.

DUTIES:
- Facilitate municipal finance operations to render support and capacity building;
- Facilitate the review and maintenance of the valuation rolls;
- Facilitate compliance with municipal finance policies and legislation;
- Facilitate audit responses and assessment of annual financial statements and audit reports;
- Facilitate budget monitoring in municipalities;
- Facilitate monitoring of Expenditure Patterns and revenue generation in Municipalities.

ENQUIRIES:
Ms Theledi Elizabeth (015) 294 2074

POST 11/138:
PRINCIPAL PERSONNEL OFFICER 2 POSTS REF NO: COGHSTA 09/16
Sub-Department: Corporate Services

SALARY:
R196 278 per annum, Level 7

CENTRE:
Polokwane

REQUIREMENTS:
- A 3 years recognized National Diploma in HRM/ Public Administration or equivalent. Minimum 1 year experience. Key Competencies: Knowledge: Sound and in depth knowledge and application of Public Service Regulation; Public Service Act; Labour Relations Act; Basic Conditions of Employment Act. Skills in: Presentation/Facilitation; Report Writing; Time Management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking.

DUTIES:
- Administer the development of job specification (administer advertisement of vacant posts on the structure);
- Administer the recruitment & selections process including, physical orientation;
- Facilitate the administration employment contracts.

ENQUIRIES:
Ms Monyela Hlokammoni (015) 294 2073

POST 11/139:
PERSONAL ASSISTANTS 13 POSTS REF NO: COGHSTA 10/16
Sub-Department: HOD Support/ISHS/COGTA/Corporate Services

SALARY:
R196 278 per annum, Level 7

CENTRE:
Polokwane

REQUIREMENTS:
- Secretarial Diploma/Office Administration and Management or equivalent qualification (NQF 5). 1 year experience. Key Competencies: Knowledge of: Relevant prescripts; Application of the Legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA. Skills: Negotiation; Ability to communicate well with people at different levels and from different backgrounds; Conflict resolution; Good telephone etiquette; Time management; Organising; Analytical thinking; High level of reliability; Minute taking; Computer Literacy; Inter-personal relations; Report writing; Co-ordination; Decision making.

DUTIES:
- Co-ordinate correspondence between the office and other branches, SBU’s divisions, municipalities and other institutions;
- Establish and maintain an appointment diary and arrangement of meetings and act as a secretariat;
- Manage correspondence, give advice, refer to relevant component and take action when necessary;
- Assist in the compilation of the reports, attend to typing, faxes and keep record of incoming, work in progress and complete work;
- Planning and co-ordinate traveling and accommodation bookings;
- Provide information and respond to requests from officials during the absence of the Senior Manager/General manager/SGM; Attend to procurement of stationery and other office requirements; Maintain a commitment register for the SGM/GM/SM’s budget.

ENQUIRIES:
Mr Mathonsi Siza (015) 294 2094/ Ms Mphati Mokgadi (015) 294 2071
POST 11/140: ADMIN OFFICER: MUNICIPAL INFRASTRUCTURE DELIVERY PROGRAMME
REF NO: COGHSTA 11/16
Sub-Department: COGTA

SALARY: R196 278 per annum, Level 7
CENTRE: Capricorn District
REQUIREMENTS: A 3 years recognized National Diploma in Public Management and Administration or equivalent. Minimum 1 year experience. Key Competencies: Sound and in depth knowledge of relevant prescripts; Municipal Infrastructure related policies and legislations EPWP principles; Application of the legislative framework governing the public service e.g. Public Service Act, Labour Relations Act, PFMA etc Skills: Project Management skills; People management skills; Analytic skills; Computer literacy.

DUTIES: Collate reports on infrastructure programmes; Manage data base in support of infrastructure branch; Provide logistics and administrative support to infrastructure branch; Provide secretariat support to infrastructure and related co-ordination structures of infrastructure support task teams; Update and maintain data information systems.

ENQUIRIES: Ms Theledi Elizabeth (015) 294 2074

POST 11/141: LEARNERSHIP AND INTERNSHIPS OFFICER REF NO: COGHSTA 12/16
Sub-Department: Corporate Services

SALARY: R196 278 per annum, Level 7
CENTRE: Polokwane
REQUIREMENTS: A 3 years recognized National Diploma in HRM/HRD/Public Management and Administration or equivalent. Minimum 1 year experience. Key Competencies: Knowledge of; Public Service Act,103 of 1994; Public Service Regulations,2001; Skills Development Act, No 97 of 1998; Skills Development Levies Act, No 9 of 1999; The South African Qualification Act,58 of 1995; Toolkit for Recruitment and Selection; Labour Relations Act; Basic Conditions of Employment Act. Skills: Talent management; Program and project management; Total quality management; People management and empowerment; Negotiation skills; Presentation/Facilitation skills; Report Writing; Time Management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills.

DUTIES: Administer the implementation of intern ship, learnership, experiential learning and mentoring programmes;; facilitate the implementation, co-ordination, promotion, and monitoring of RPL activities and procedures.

ENQUIRIES: Ms Monyela Hlokammoni (015) 294 2071

POST 11/142: ADMIN CLERK: VHEMBE DISTRICT SUPPORT REF NO: COGHSTA 13/16
Sub-Department: COGTA

SALARY: R132 399 per annum, Level 5
CENTRE: Polokwane
REQUIREMENTS: Grade 12 certificate or NCV Level 4. Key Competencies: Job knowledge; Communication; Interpersonal Relations; Flexibility; Teamwork. Skills: Computer; Planning and organizing; Language; Good verbal & written communication skills.

DUTIES: Render general clerical support services; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

ENQUIRIES: Mr Mathonsi Siza (015) 294 2094

POST 11/143: FINANCE CLERK. REF NO: COGHSTA 14/16
Sub-Department: COGTA

SALARY: R132 399 per annum, Level 5
CENTRE: Bahlakwa T/C
REQUIREMENTS: Grade 12 certificate or NCV Level 4. Key Competencies: Job knowledge; Communication; Interpersonal Relations; Flexibility; Teamwork. Skills: Computer; Planning and organizing; Language; Good verbal & written communication skills.

DUTIES: Collection of revenue and banking with the district Office; Manage procurement process; Prepare payrolls; Maintenance of commitment register.
ENQUIRIES : Ms Mphati Mokgadi (015) 294 2071

POST 11/144 : TRADITIONAL COUNCIL POLICE: TRADITIONAL AFFAIRS REF NO: COGHSTA 15/16
Sub-Department: COGTA

SALARY : R93 444 per annum, Level 3
CENTRE : Nkidikitlane T/C
REQUIREMENTS : Grade 10. Key Competencies: the garden environment
DUTIES : Prevent nature vandalization; Ensure effective access control to traditional council offices, maintain order during court proceedings; Perform messenger duties.

ENQUIRIES : Mr Tleane Khulong/ Mr Lamola Voster (015) 294 2068/ (015)

POST 11/145 : GROUNDSMAN REF NO: 16/16
Sub-Department: CoGTA

SALARY : R78 156 per annum, Level: 2
CENTRE : Bahananwa T/C
REQUIREMENTS : Grade 10. Key Competencies: Knowledge of: garden environment.
DUTIES : Maintenance of premises, surroundings, garden and gardening tools.
ENQUIRIES : Mr Sefako Anthony (015) 294 2224
## ANNEXURE U

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

*This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.*

### APPLICATIONS

Please forward all applications, clearly stating the post for which you are applying, Private Bag X5021, Kimberley, 8300 or hand-deliver to Kimberley Hospital Complex, Administration Building, Security Entrance, Kimberley.

### FOR ATTENTION

Ms F.P Ntsiko the Human Resource Manager, Kimberley Hospital Complex

### CLOSING DATE

01 April 2016 @ 16:00

### NOTE

People disabilities and women are especially encouraged to apply for these positions. Applications must be submitted on form Z83 obtainable from any Public Service Department which must be originally signed, dated by the applicant and accompanied by a comprehensive recently updated CV (including three contactable references) and certified copies of original educational qualifications certificates, drivers licence (where applicable), ID document and proof of citizenship if not an SA citizen. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and the Department of Higher Education (where applicable). All applications, including those submitted via registered mail must reach the department before 16:00hrs on the day of the closing date. Incomplete applications, faxed applications, emailed applications or applications received after the closing date will be disqualified. Separate Z83 forms and accompanying CVs must be completed for each post and candidates must quote the relevant reference number of each post and the name of the relevant publication in which the advert appeared. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged and applicants who have not received a response from the Department within three (3) months from the closing date of this advertisement must accept that their applications were unsuccessful. The department reserves the right not to fill the post.

### OTHER POSTS

#### POST 11/146

**MAMMOGRAPHER GRADE 1 REF NO: HEALTH/KHC/161**

**SALARY** : R304 461–R348 120 per annum  
**CENTRE** : Kimberley Hospital Complex  
**REQUIREMENTS** : Registration with the Health Professions Council of South Africa as a qualified Mammographer. Bachelor’s degree/diploma in Diagnostic Radiography. Completed community service and a post graduate qualification as a qualified mammographer. Knowledge, skills, training and competence in all fields of mammography. Knowledge of mammography assessments, procedures and equipment. Knowledge of Institutional administrative tasks and duties/ethical code and scope of practice, relevant acts, policies, regulations, health and safety and infection control procedures. Good communication skills and knowledge of Batho Pele principles. Problem solving and analytical skills in patient care. Basic computer literacy skills and Clinical competency.

**DUTIES** : Perform radiological imaging procedures. Promote radiation, health and safety. Promote patient care and Quality assurance. Liaise with multi-disciplinary professionals and function within a multi-disciplinary team. Perform Quality Control (quality assurance) of all x-ray images and equipment. Assist in the planning and implementation of quality improvement programs. Willing to work compulsory shifts on a rotational basis: including weekends, public holidays and night duty when necessary.

**ENQUIRIES** : Mr. Farouk Shaikhnag, TEL: (053) 802-2253/0836451527 or fshaikhnag@ncpg.gov.za

**NOTE** : Please provide service records as proof of experience if applicable.
POST 11/147: SONOGRAPHER GRADE 1 2 POSTS REF NO: HEALTH/KHC/162

SALARY: R304 461–R348 120 per annum
CENTRE: Kimberley Hospital Complex
REQUIREMENTS: Registration with the Health Professions Council of South Africa as a qualified Sonographer. Bachelor’s degree in Sonography. Completed community service. Knowledge, skills, training and competence in all fields of diagnostic sonography. Knowledge of sonar assessments, diagnostic procedures and equipment. Knowledge of Institutional administrative tasks and duties/ethical code and scope of practice, relevant acts, policies, regulations, health and safety and infection control procedures. Good communication skills and knowledge of Batho Pele principles. Problem solving and analytical skills in patient care. Basic computer literacy skills. Clinical competence. Willing to do call on a rotational basis (including weekends, public holidays and night duty).

DUTIES: Perform sonar imaging procedures. Promote health and safety. Promote patient care and Quality assurance. Liaise with multi-disciplinary professionals and function within a multi-disciplinary team. Perform Quality Control (quality assurance) of all sonar reports and equipment. Assist in the planning and implementation of quality improvement program.

ENQUIRIES: Mr. Farouk Shaikhnag, TEL: (053) 802-2253/0836451527 or fshaikhnag@ncpg.gov.za
NOTE: Please provide service records as proof of experience if applicable.

POST 11/148: PHYSIOTHERAPIST GRADE 1 5 POSTS REF NO: HEALTH/KHC/163

SALARY: R243 513–R278 430 per annum
CENTRE: Kimberley Hospital Complex
REQUIREMENTS: BSc Physiotherapy degree, or equivalent. Registration with HPCSA as an "Independent Physiotherapist" and Successful completion of Community Service. A valid driver’s license will be an advantage. Northern Cape Department of Health Bursary holders will get preference

DUTIES: Maximum preventative, curative, rehabilitative and palliative care of all referred in- and outpatient, according to accepted norms and standards, evidence-based practice and National Core Standards. Complete all required patient and department administration and recordkeeping duties, according to regulations and National Core Standards. Supervision of human and physical resources. Participate in staff and student training, as well as continuous professional development; education of patient and family regarding rehabilitation and prevention of disease and disability.

ENQUIRIES: Mr. Farouk Shaikhnag, TEL: (053) 802-2253/0836451527 or fshaikhnag@ncpg.gov.za
NOTE: Please provide service records as proof of experience if applicable.

POST 11/149: SPEECH THERAPIST GRADE 1 REF NO: HEALTH/KHC/164 AUDIOLOGIST / SPEECH & AUDIOLOGY GRADE 1 X 1 POST: REF NO: HEALTH/KHC/165

SALARY: R243 513 – R278 430 per annum
CENTRE: Kimberley Hospital Complex
REQUIREMENTS: 4 year degree in Speech Therapy/ Audiology/ Speech Therapy and Audiology (dual qualified). Registration with the HPCSA as a Speech Therapist/ Audiologist/ Speech Therapist and Audiologist (dual registration).Successful completion of Community Service. Must be proficient in at least 2 of the official languages of the Northern Cape. Must be able to work well within a team. Must be able to adapt and be creative. Experience in a hospital setting will be an advantage. Valid driver's license is preferred.

DUTIES: Plan, implement and coordinate aspects of Speech Therapy/ Audiology on an ongoing basis at Kimberley Hospital. Render Speech Therapy/ Audiology services at designated Outreach sites within the Northern Cape. Oversee and supervise junior staff. Be responsible for personal growth, professional development and raising the profile of Speech Therapy & Audiology in order to maintain a high standard of service delivery. Perform assigned administrative duties of the Speech Therapy & Audiology department. Monitor the proper utilization of allocated financial and physical resources. Promote and market Speech Therapy & Audiology services in the hospital and community.

ENQUIRIES: Mr. Farouk Shaikhnag, TEL: (053) 802-2253/0836451527 or fshaikhnag@ncpg.gov.za
NOTE: Please provide service records as proof of experience if applicable.

POST 11/150: OCCUPATIONAL THERAPIST GRADE 1 POSTS REF NO: HEALTH/KHC/166

SALARY: R243 513–R278 430 per annum
CENTRE: Kimberley Hospital Complex
REQUIREMENTS: 4-year degree in Occupational Therapy, with registration as an Occupational Therapist (Independent Practitioner) with HPCSA. Successful completion of Community Service. Valid driver’s license is preferred
DUTIES: Assess and appropriately manage all clients referred to Occupational Therapy. Compile comprehensive reports. Participate in continuous professional development programmes. Execute administrative tasks and monitor proper utilization of physical resources. Work within a multidisciplinary team to ensure quality care for all users. Promote and market Occupational Therapy services in the hospital and community
ENQUIRIES: Mr. Farouk Shaikhnag, TEL: (053) 802-2253 / 0836451527 or fshaikhnag@ncpg.gov.za
NOTE: Please provide service records as proof of experience if applicable

POST 11/151: PHARMACIST ASSISTANT POST BASIC GRADE 1 REF NO: HEALTH/KHC/167

SALARY: R158 832 – R178 920 per annum
CENTRE: Kimberley Hospital
REQUIREMENTS: Registration with South African Pharmacy Council as a pharmacist assistant post basic. Be knowledgeable of pharmacy legislation and GPP. Work harmoniously with all categories of pharmacy staff as well as other health care professionals and personnel.
DUTIES: Assist in providing health information regarding correct and efficient use of medication to patients. Assist in Assist with packaging and re-packaging medicines. Assist in the procurement and receipt of medicine. Assist in the management of schedule five and six medicine. Provide services to all units within the pharmacy department. Small scale manufacturing. Assist in ensuring optimal and cost effective use of medication. General housekeeping and administrative task in the pharmacy as specified by the responsible pharmacist. Any other duties assigned by the responsible pharmacist or senior pharmacists to deliver quality pharmaceutical services
ENQUIRIES: Mr. Farouk Shaikhnag, TEL: (053) 802-2253/0836451527 or fshaikhnag@ncpg.gov.za
NOTE: Please provide service records as proof of experience if applicable.
ANNEXURE V

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH

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

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

Erratum: Kindly note that the following post below which were advertised in DPSA Circular 9 of 2016, Industrial Technician Production for Directorate: Engineering and Technical Services (Bellville Mobile Workshop) REF NO: POST 09/131, the Minimum educational qualification are as follows: B-Tech or National Diploma or equivalent (T- or N- or S- Stream) in Mechanical Engineering or registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990 and the Closing Date is 24 March 2016.

OTHER POSTS

POST 11/152: SOCIAL WORK SUPERVISOR GRADE 1
(Chief Directorate: General Specialist Emergency Services)

SALARY: R295 635 per annum
CENTRE: Lentegeur Hospital
REQUIREMENTS: Minimum educational qualification: Appropriate Bachelor’s degree or Diploma in Social Work. Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Experience: A minimum of 7 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Inherent requirement of the job: Valid code (B/EB) driver’s licence. Competencies (knowledge/skills): Advanced knowledge, skills and experience in mental health care, psychiatric services, and psycho-social rehabilitation. Appropriate knowledge, skills, experience in supervision and the ability to plan and organise work load. The ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Good computer and writing skills. Note: No payment of any kind is required when applying for this post.

DUTIES: Key result areas/outputs: Responsible for supervision and training of staff and social work students. Develop and effect implementation of service plans in accordance with the provincial transformation framework on mental health services. Promote psycho-social rehabilitation and network with community resources. Stay abreast of new developments in the social work field. Co-ordinate, manage a clinical load and develop social work services in a particular area. Undertake social work management duties and activities as required.

ENQUIRIES: Ms E Silence, tel. no. (021) 370-1403
APPLICATIONS: The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.
FOR ATTENTION: Ms G Owies
CLOSING DATE: 1 April 2016

POST 11/153: ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT
(Eden District)

SALARY: R289 761 per annum
CENTRE: Eden District Office, George
REQUIREMENTS: Minimum educational qualification: An appropriate Degree/Diploma in Human Resource related field. Experience: Appropriate experience in Human Resource Development. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Advanced knowledge of Human Resource Development systems and practices. Advanced knowledge of the skills development legislative framework. Knowledge and experience of budgetary aspects and basic project management skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and PowerPoint). Note: No
payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical and compulsory competency test.

DUTIES:
Key results areas/outputs: Coordinate, develop and implement the Workplace Skills Plan within the Eden and Central Karoo Districts. Manage the Skills Development Committee within the Sub-structure. Monitor and evaluate training and develop objectives and priorities by means of monthly, quarterly and annual training reports. Manage and coordinate generic, transversal and EPWP training projects. Manage and co-ordinate the different skills development budgets within the Eden and Central Karoo Districts. Manage and develop staff and optimal support to Supervisor.

ENQUIRIES:
Ms BM Klein, tel. no. (044) 803-2706

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

FOR ATTENTION:
Ms S Pienaar

CLOSING DATE:
8 April 2016