1. Introduction

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

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

2. Directions to candidates

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

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

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

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

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

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

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

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

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

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

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

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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: Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of 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 N Sathege/Ms M Mahape

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. An indication in this regard will facilitate the processing of applications.

MANAGEMENT ECHELON

POST 36/01: DIRECTOR: REF NO: 129647
Branch: Office of the Director-General

SALARY: All-Inclusive remuneration package of R 898 743 per annum

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised Bachelor's degree or equivalent qualification, five years of similar or appropriate experience, an understanding of the South African political landscape, five years managerial experience, good language and writing skills.

DUTIES: The successful candidate will be responsible for managing the office of the Director-General. It will be expected of the person to provide executive, general, administrative and parliamentary support to the Director-General. He/She will provide effective liaison between the Department and Ministry, coordinates the administrative functions and workflow system of the office, implements effective internal financial controls and monitors adherence to approved departmental policies, provides secretarial support to top-level management meetings of the Department and manages staff. The successful candidates must be prepared to live in Cape Town during the Parliamentary sessions and at other times when required.

ENQUIRIES: Ms N Sathe 012 357 3290/Ms M Mahape-012 357-3291

CLOSING DATE: 19 September 2016

NOTE: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. 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). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS

POST 36/02: DEPUTY DIRECTOR REF NO: DBE/08/2016
Branch: Teacher and Professional Development Directorate: Initial Teacher Education

SALARY: All-Inclusive remuneration package of R 726 276 per annum

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s degree/ 3-year Diploma or equivalent qualification in education. 4 years relevant experience in teacher education and recruitment, at least 4 years should be at supervisory level. An understanding of the teacher education environment and programmes for effective recruitment of new teachers
as well as needs identification for teachers. In addition, the incumbent will need to have the following competencies; excellent communication skills (written and verbal), good interpersonal relation skills, an ability to work independently under pressure and adhere to deadlines, together with an ability to organise and direct teacher recruitment and large scale advocacy programmes. Willingness to work on weekends and public holidays will be prerequisite. A valid driver’s license will be a prerequisite for this post.

**DUTIES:**

Manage and develop strategies for the identification and screening of young people to be recruited into the teaching profession. Co-ordinate and manage the implementation of teacher recruitment strategies for the basic education sector. Design, develop and maintain databases of teacher recruits by province. Monitor and support the implementation of teacher recruitment programmes. Co-ordinate advocacy programmes of the Funza Lushaka bursary programme and teacher recruitment including the development of advocacy materials as well as web-based advocacy content. Develop norms and standards for teacher identification, teacher recruitment and advocacy programmes.

**ENQUIRIES:**

Ms N Sathe 012 357 3290/Ms M Mahape-012 357 3291

**CLOSING DATE:** 26 September 2016

The Directorate: Initial Teacher Education is responsible for inter alia, driving a multi-year teacher recruitment campaign; identifying and screening young people to be recruited into the teaching profession in line with approved guidelines; expanding, managing, monitoring and supporting the Funza Lushaka bursary programme; branding and marketing of the Funza Lushaka bursary programme; broadening teacher in-take through internship and teacher assistant programmes and strengthening initial teacher education programmes offered at universities. The Directorate is seeking to appoint a proactive, efficient, effective, self-confident team player with highly developed interpretive and conceptualization/formulation abilities, strong analytical and system thinking skills, a high level of proficiency in verbal and written communication and report writing skills. He/ She must be computer literate in basic programmes like MS Word, Excel, Access, and PowerPoint.

**POST 36/03:**

ASSISTANT DIRECTOR REF NO: DBE/09/2016

Branch: Teacher and Professional Development

Directorate: Education Labour Relations and Conditions of Service

**SALARY:** R 389 145 per annum

**CENTRE:** Pretoria

**REQUIREMENTS:**

A Bachelor’s Degree or equivalent qualification in education. National Diploma in labour relations will be an advantage. Three years working experience as an educator including two years’ experience in labour relations in the education sector. Experience in collective bargaining in a public service environment will be essential. Exposure to public service bargaining councils, departmental bargaining chamber and dispute resolution procedures applicable to collective bargaining will be an added advantage. The following will serve as additional recommendations: A keen understanding of the Education policy environment; Good and functional knowledge of Government prescripts and procurement processes; Sound operational planning and management skills; Knowledge of monitoring; evaluation and reporting systems and processes; Understanding of the Department’s Human Resource strategies and policies; A valid driver’s licence and willingness to travel are essential; Manage and monitor the implementation of collective agreements between the department and its recognised trade unions; Assist the Chief Negotiator in liaising with trade unions on matters of mutual interest; Ability to work independently and be willing to work long hours when required; Must be computer literate; have problem solving and decision making and conflict resolution skills. Demonstrate mature ability to form and nature relationships at all levels of the employer in relation to the education labour relations and conditions of service. Job Knowledge Knowledge of the educational framework and policies; Knowledge of labour law and procedures. Knowledge of employment of Educator’s Act; Knowledge of conditions of service for educators. Knowledge and understanding of Departmental, public service, and labour legislations

**DUTIES:**

Participates in meetings between labour and employer to discuss and attempt to resolve issues of mutual concern. Schedule or coordinate Employer Caucus meetings and serves as secretariat to the Employer Caucus Assist the negotiating team to plan, obtain mandates and provide secretarial services to the negotiating team. Render an excellent contribution to the continued improvement of the conditions of employment of educators. Work with the internal and external
stakeholders; Monitor, support and report on Provincial abilities to implement collective agreements and human resources policies; periodically monitor trade union representativity and to develop and implement a database of all trade union representatives; Ability to plan, prioritise and execute his/her assigned duties; Prepare quarterly and annual reports when required.

ENQUIRIES : Ms N Sathege-012 357 3290/Ms M Mahape 0123573291
CLOSING DATE : 26 September 2016

POST 36/04 : SENIOR SECRETARY GRADE II REF NO: DBE/15/2016
Branch: Department of Basic Education

SALARY : R 142 461 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Senior Certificate or Equivalent qualification. Understanding of the operations of the Public Service Sector. Good interpersonal and communication skills. Strong Computer skills and a good working knowledge of Microsoft programmes such as Word, Excel and Outlook. Excellent organisational skills, the ability to work with diaries, experience in managing a filing system and secretarial experience.

DUTIES : Making and receiving telephone calls. Managing the diary of the Director. Setting up meetings and booking venues. Receive visitors and arrange catering. Submitting claims for travel expenditure and arranging travel for the Director. Managing the filing of the Director's office. Ensuring the smooth processing of correspondence. Tracking and processing of documents. Prepare support systems for meetings, presentations, reports and projects. General secretarial duties, including photocopying and faxing and receiving visitors. Performing any other duties delegated by the Director.

ENQUIRIES : Ms N Sathege-012 357 3290/Ms M Mahape 012 357-3291
CLOSING DATE : 26 September 2016
NOTE : Shortlisted candidates may be expected to undergo a competency test.
APPLICATIONS: Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street).

FOR ATTENTION: Post Advertisement

CLOSING DATE: 16 September 2016 @ 15h45

NOTE: Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of interview. The Department of Correctional Services reserves the right not to fill any of these advertised posts. Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver’s licence. All copies attached must be certified a true copy of the original and not older than three months. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV’s should be aligned to reflect one’s degree of compliance with the advert requirements and DUTIES. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date and time. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

MANAGEMENT ECHELON

POST 36/05: DIRECTOR: SPIRITUAL CARE REF NO: HO 2016/09/01

SALARY: R914 928 per annum, all-inclusive package

CENTRE: National Head Office


ENQUIRIES: Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589

POST 36/06: HEAD: CORRECTIONAL CENTRE REF NO: HO 2016/09/02

SALARY: R914 928 per annum, all-inclusive package

CENTRE: Johannesburg Medium A: Gauteng Region


DUTIES: Management of correctional centre through the implementation of Correctional Services Act, 111 of 1998. Manage the implementation of the imperatives of the White Paper on Corrections. Management of case management administration. Foster a working relationship with the justice cluster and the community. Manage Case Management Committees work with the prediction of future criminal offending behaviour. Facilitate the effective prediction of future criminal offending behaviour. Manage human resources, finances and assets.

ENQUIRIES: Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589

POST 36/07: AREA COORDINATOR: CORRECTIONS REF NO: HO 2016/09/03

SALARY: R914 928 per annum, all-inclusive package

CENTRE: Kgosi Mampuru II: Gauteng Region


ENQUIRIES: Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589
DEPARTMENT OF COOPERATIVE GOVERNANCE

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

CLOSING DATE: 30 September 2016

NOTE: Applications must be submitted on form Z83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified copies of qualifications and ID. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application has been unsuccessful. We thank you for the interest shown in our Department.

OTHER POSTS

POST 36/08: DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: DD/FA/01/2016
Branch: Community Work Programme

SALARY: All-inclusive remunerative package of R612 822 per annum, Level 11

CENTRE: Pretoria

REQUIREMENTS: A three-year Diploma/Degree in Accounting or Financial Management. A minimum of 3 to 5 years’ relevant experience in the finance management field. Generic competencies: Applied strategic thinking, financial management, project management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, computer literacy and supervisory skills. Technical competencies: Knowledge and understanding of: The Public Finance Management Act (PFMA), Treasury Regulations, Generally Accepted Accounting Practices (GAAP), Generally Recognised Accounting Principles (GRAP), general ledger reconciliation and analysis, debtor control and creditor payments, data management, salary and wage administration, budget planning and expenditure management and monitoring, contract management and supply chain management.

DUTIES: The successful candidate will perform the following duties: Coordinate budget planning inputs and implementation of the annual budget in line with the national Treasury guidelines. Review and strengthen and monitor the implementation of effective internal financial controls and appropriate procedures with regard to financial and wage management. Manage the coordination, verification and confirm the preparation and accuracy of financial management reports on expenditure and cash flow analysis. Reconcile expenditure reports and ensure correction of incorrect classifications. Manage and confirm accuracy of inputs to interim and annual financial statements. Monitor and confirm wage payments and reconciliations.

ENQUIRIES: Mr Moses Rampulta, tel. (012) 334-0915 or Ms Mpho Bakhane, tel. (012) 334-4728

APPLICATIONS: Please forward your application for the above position via post to: P.O Box, 349, Menlyn, 0063 or e-mail to cogta1@basadzi.co.za quoting the relevant reference in the subject line). Enquiries for applications: Buli Malaba, at Tel: 012 348 1513

POST 36/09: DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: DD/FA/02/2016

SALARY: All-inclusive remunerative package of R612 822 per annum, Level 11

CENTRE: Pretoria

REQUIREMENTS: A three-year Diploma/Degree in Accounting or Financial Management. A minimum of 3 to 5 years’ relevant experience in the finance management field. Generic competencies: Applied strategic thinking, financial management, project management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, computer literacy and supervisory skills. Technical competencies: Knowledge and understanding of: The Public Finance Management Act (PFMA),
Treasury Regulations, Generally Accepted Accounting Practices (GAAP), Generally Recognised Accounting Principles (GRAP), general ledger reconciliation and analysis, debtor control and creditor payments, data management, contract management, supply chain management, budget and expenditure management.

**DUTIES:**

The successful candidate will perform the following duties: Coordinate and manage financial accounting and supply chain management services, inclusive of payments for contracts and claims. Review, strengthen, facilitate and monitor the implementation of effective internal financial controls and appropriate procedures for financial accounting and supply chain management services. Manage, verify and confirm the preparation and accuracy of financial management reports. Manage and confirm accuracy of inputs to interim and annual financial statements. Prepare financial management reports. Assist with the reconciliations of payments, accounts and other commitments. Maintain an accurate and complete filing and record management system for all payments and related financial records.

**ENQUIRIES:**

Mr Moses Ramputla, tel. (012) 334-0915 or Ms Mpho Bakhane, tel. (012) 334-4728

**APPLICATIONS:**

Please forward your application for the above position via post to: P.O Box, 349, Menlyn, 0063 or e-mail to cogta2@basadzi.co.za quoting the relevant reference in the subject line). Enquiries for applications: Buli Malaba, at Tel: 012 348 1513

**POST 36/10:**

**ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: AD/FA/03/2016**

**SALARY:**

R311 784 per annum, Level 09

**CENTRE:**

Pretoria

**REQUIREMENTS:**

A three-year Diploma/Degree in Accounting or Financial Management. A minimum of 3 to 5 years’ relevant experience in the finance management field. Generic competencies: financial management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, computer literacy and supervisory skills. Technical competencies: Knowledge and understanding of: The Public Finance Management Act (PFMA), Treasury Regulations, Generally Accepted Accounting Practices (GAAP), Generally Recognised Accounting Principles (GRAP), general ledger reconciliation and analysis, debtor control and creditor payments, data management, contract management, budget planning, expenditure analysis and reporting.

**DUTIES:**

The successful candidate will perform the following duties: Implement effective internal financial controls and appropriate procedures with regard to financial accounting and supply chain management services. Verify and confirm the preparation and accuracy of financial management reports. Reconcile payments against budget allocations, creditor accounts and debt. Facilitate and ensure an accurate and complete filing and record management system for all payments and financial records.

**ENQUIRIES:**

Mr Moses Ramputla, tel. (012) 334-0915 or Ms Mpho Bakhane, tel. (012) 334-4728

**APPLICATIONS:**

Please forward your application for the above position via post to: P.O Box, 349, Menlyn, 0063 or e-mail to cogta3@basadzi.co.za quoting the relevant reference in the subject line). Enquiries for applications: Buli Malaba, at Tel: 012 348 1513

**POST 36/11:**

**SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: SSA/FA/04/2016**

**SALARY:**

R262 272 per annum, Level 08

**CENTRE:**

Pretoria

**REQUIREMENTS:**

A three-year Diploma/Degree in Accounting or Financial Management. A minimum of 2 years’ relevant experience in the finance management field. Generic competencies: financial management, service delivery innovation, problem solving and analysis, client orientation and customer focus, communication (verbal and written) and computer literacy. Technical competencies: Knowledge and understanding of: The Public Finance Management Act (PFMA), Treasury Regulations, general ledger reconciliation and analysis, knowledge of travel and subsistence, Basic Accounting System (BAS) and PERSAL system, data capturing and management.

**DUTIES:**

The successful candidate will perform the following duties: Prepare financial management reports. Assist with the reconciliations payments, accounts and other commitments. Maintain an accurate and complete filing and record management system for all payments and related financial records.

**ENQUIRIES:**

Mr Moses Ramputla, tel. (012) 334-0915 or Ms Mpho Bakhane, tel. (012) 334-4728
APPLICATIONS: Please forward your application for the above position via post to: P.O Box, 349, Menlyn, 0063 or e-mail to cogta4@basadzi.co.za quoting the relevant reference in the subject line). Enquiries for applications: Buli Malaba, at Tel: 012 348 1513

POST 36/12: REGISTRY CLERK: COMMUNITY WORK PROGRAMME REF NO: RC/CWP/05/2016

SALARY: R142 461 per annum, Level 05
CENTRE: Pretoria
REQUIREMENTS: A Grade 12 Certificate/ABET or an equivalent qualification in a related field. Appropriate experience in messenger/registry services. Generic Competencies: Problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity. Technical Competencies: Mail procedure manual, messenger services and promotion of access to information.

DUTIES: The successful candidate will perform the following duties: Dispatch, receive and distribute correspondence. Update the register of files opened, files closed and closed volumes. Maintain registers of all documentation received and delivered. Operate, refill and order credit for the franking machine. Assist with the preparation and listing of files and registers for destruction and transfer to the National Archives. Receive and dispatch mail and courier items. Issue and trace files.

ENQUIRIES: Ms Mpho Bakhane, tel. (012) 334-4728 or Ms Ntombi Mthimunye, tel. (012) 395-4727
APPLICATIONS: Please forward your application to e-mail: info@siyaphambile.co.za. Alternatively, applications can be hand delivered to ‘Boxman Hatfield’, c/o Bur nett and Jan Shoba streets, Hatfield, Pretoria. Enquiries for applications: 071 473 0032 (office hours only)

POST 36/13: WAGE ADMINISTRATOR: DATA CENTRE MANAGEMENT REF NO: WA/DCM/06/2016

SALARY: R142 461 per annum, Level 05
CENTRE: Pretoria
REQUIREMENTS: A Grade 12 certificate or equivalent qualification. No experience required. Generic competencies: Client orientation and customer focus, communication, (verbal and written) computer literacy, problem solving and analysis. Technical competencies: Data management administration, EPWP/CWP MIS system, Public Finance Management Act and Payroll system.

DUTIES: The successful candidate will perform the following duties: Review, verify and approve new participant’s contracts, IDs, bank details and attendance registers. Do follow-ups on rejections of wage payments and errors in new participant contracts. Ensure an effective filing system. Manage enquiries regarding participant contracts and wage matters. Assist with day-to-day wage administrative functions. Ensure compliance with the Public Finance Management Act, Treasury Regulations and other related legislation and instructions with regard to sound financial accounting practices.

ENQUIRIES: Mr Moses Ramputla, tel. (012) 334-0915 or Ms Mpho Bakhane, tel. (012) 334-4728
APPLICATIONS: Please forward your application to e-mail: zama@manyando.co.za Alternatively, applications can be posted to P O Box 25 The Reeds 0061. Enquiries for applications: Zama Manyando 072 913 6964 (office hours only)
ANNEXURE D

DEPARTMENT OF DEFENCE

APPLICATIONS: Department of Defence, Directorate National Conventional Arms Control Inspectorate, Private Bag X910, Pretoria, 0001.

CLOSING DATE: 07 October 2016 (Applications received after the closing date and faxed copies will not be considered).

NOTE: Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants’ training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver’s license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months ito the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons not employed by the DOD/Public Service may thus not apply for the vacancies advertised in this Circular

OTHER POST

POST 36/14: ASSISTANT DIRECTOR AUDITS, REF NO: NCACI/20/16

This post is advertised in the DOD and broader Public Service.

SALARY: R311 784 per annum, Level 09

CENTRE: Armscor Building, Erasmuskloof, Pretoria

REQUIREMENTS: An appropriate Degree/Diploma (NQF Level 6) Preferable. Experience in arms control matters and investigative /audit background will be an advantage. Minimum experience of at least three to five years in arms control matters will be an advantage. Special requirements (Skills needed): Knowledge of reporting writing and analytical thinking, financial, communication-and creativity skills. Driver licence is essential. The successful candidate must be prepared to travel and obtain a Military driver’s licence.


ENQUIRIES: Ms S. Naidoo, Tel no: (012) 355 5104
ANNEXURE E

DEPARTMENT OF ENERGY

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

FOR ATTENTION: Mr D Mbokota/ Mr P Ndlovu

CLOSING DATE: 23 September 2016

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

OTHER POST

POST 36/15: ENERGY INSPECTOR

SALARY: R389 145 per annum, Level 10

CENTRE: Northern Cape

REQUIREMENTS: A National Diploma/Degree in Engineering/ Chemical Science/ or Energy Studies with 3-5 years experience in the energy sector PLUS the following key competencies, Knowledge, Comprehensive and demonstration of the Petroleum Industry in South Africa, Strategic and demonstrate understanding of critical issues within the petroleum value chain and the associates supply chains, Knowledge of Petroleum Products Act, 1997, Research (at academic level) and good communication competence (written and spoken), including drafting documents and reports, Working knowledge of liquid Fuels Charter and strategic understanding of the implementation potential and/or constraints thereof, Thinking Demand, Attention to detail, Skills, Good communication skills (written & verbal), Strong negotiation and process management skills, Organising, planning and interpersonal skills, Ability to communicate clearly with stakeholders in the public and private sectors, Ability to maintain confidentiality, Personal Attribute, Analytical and innovative thinker, Problem Solving, Ability to work independently

Recommendation/Note: Applicant must possess a valid driver’s license as the job requires working outside the office.

DUTIES: Oversee the work of contractors executing sampling tests, Analyse the result of test and inspections to monitor compliance with fuel specifications (identify trends and specific focus areas), Execute on-site inspections to monitor compliance with licensing Conditions Legislation, regulations and good practice, Investigate complaints and institute corrective measures, Report on non-compliance and complaints, Promote awareness of petroleum and gas legislation and regulations

ENQUIRIES: Mr L Mabena ☏ 012 406 7579
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

APPLICATIONS: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria.

FOR ATTENTION: Ms Felicia Mahlaba – Recruitment

CLOSING DATE: 23 September 2016, 12H00 No late applications will be considered.

NOTE: Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department (originally signed) or on the internet at http://www.gpaa.gov.za. Must be accompanied by a comprehensive CV with original certified copies of all qualifications (including matriculation), ID document and drivers licence if a prerequisite (copies of certified documents will not be accepted). Certified documents should not be older than 3 months. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications that don’t meet the above requirements will be deemed as regret. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (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. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 36/16: FIELD SUPPORT ENGINEER REF NO: FSE/ICT/2016/07/1C/DPSA

24 months contract position

SALARY: R211 194 to R248 781 per annum (basic salary) plus 37% in lieu of benefits

CENTRE: Pretoria

REQUIREMENTS: An appropriate and recognized three year qualification (degree/national diploma) in Information Technology or equivalent three year qualification in IT (with at least 360 credits) with two years appropriate experience in a service desk environment/desktop support environment OR Grade 12 with A+ and N+ and knowledge of ITIL coupled with 5 years appropriate experience in a service desk environment/desktop support environment. Experience should ideally include adequate exposure to: Technology in general, Active Directory, Desktop support, Servers operations, Information security. ICT Service management: MCSE and/or other appropriate advanced technical diplomas will be an added advantage. Knowledge of GPAA services & products will be an advantage. Knowledge of TCP/IP LAN, VPN, WAN and Wireless networking environments in a Linux and Microsoft environment including Firewall, Intrusion detection, SSL/H and NAS/SAN. Knowledge of mainframe, Citrix, HP Superdome and Wintel data centre environments and related software/tools such as MOM, WSUS, Active Directory, Windows XP, Unix, Linux, Oracle and VMS. Knowledge of technical requirements for modern flexible working office environments and skills to operate as a consultant internally. Knowledge of Business Applications support services in an outsourced environment including escalations and root-cause analysis. Knowledge of Business Applications fit on business continuity requirements with a specific focus on knowledge management. Problem solving skills. Excellent customer service orientation. Ability to communicate at all levels. Good computer literacy. Project management skills. Good interpersonal relations. Ability to display initiative. Integrity. Emotional intelligence. Structured approach. Demonstrable commitment. Collaboration.

DUTIES: Desktop Support - Install, configure and troubleshoot OS mainly Windows and various versions. Active Directory. Perform installation, maintenance and upgrading of computer hardware. Install update patches of anti-virus software signatures and OS. Customize desktop hardware to meet user specifications and GPAA's standards. Work with vendor support contacts to resolve technical issues

ENQUIRIES: Ms Felicia Mahlaba 012-319 1455.

NOTE: One Field Support Engineer position is currently available at the Government Pensions Administration Agency - ICT Unit. The purpose of the Field Support Engineer is to provide first line resolution desktop support through remote access to GPAA employees. The position will be filled on a 24 months contract.
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 Sehune (formerly known as Andries) and Struben streets. Pretoria

FOR ATTENTION : Ms N Sombinge

CLOSING DATE : 26 September 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 POSTS

POST 36/17 : ASSISTANT DIRECTOR: FORENSIC ANALYST GRADE I REF NO: NDOH 102/2016

SALARY : Grade I: R428 292 – R475 341 per annum as per OSD


REQUIREMENTS : A three-year BSc/National Diploma with Chemistry or Analytical Chemistry as major subject, Honours or Higher Diploma in Chemistry would be an advantage, At least five (5) years experience on a Chief Forensic Analyst or equivalent level in analytical laboratory, Knowledge of the types and uses of analytical equipment such as gas chromatograph, high performance liquid chromatograph, mass spectrometer, polarograph, ion chromatograph, spectrophotometer, FID Head space, Photo diode array (PDA) atomic absorption spectroscopy and associated software packages, Sound and in-depth knowledge of Criminal Procedure Act and Health and Safety Act, Knowledge of ISO17025 and its use in the laboratory, Basic knowledge of judicial systems and court procedures, Good communication (verbal and written), facilitation, presentation, research, liaison, analytical and computer skills (spreadsheets, databases, word processors), Ability to remain unbiased in the examination of court evidence, A valid driver’s licence.

DUTIES : Oversee the verification and preparation of samples for analysis in the chemistry laboratory, Record sample information, Validate the analysis conducted on samples, Produce analytical results of standard and complicated cases, Oversee analytical services of the section, Conduct statistical analysis, Review analytical data and result, Supervise the administration of human resources and physical assets, Manage the performance of allocated responsibilities, training of employees and allocation of work, Management of risk and audit queries.

ENQUIRIES : Ms A Grove (012) 395 - 9361.

POST 36/18 : ASSISTANT INTERNAL AUDITOR REF NO: NDOH 101/2016

SALARY : R171 069 per annum


REQUIREMENTS : A Bachelor’s degree/National Diploma in Internal Audit or Accounting, At least one (1) year experience in Internal Auditing, Knowledge of accounting, auditing, risk
management, service delivery concepts and Standards of Institute of Internal Auditors, Good communication (written and verbal), interpersonal, organizational, administrative and computer (MS Word, MS Excel, PowerPoint and e-mail) skills, Must be prepared to travel and work irregular hours and overtime, Ability to work independently and under pressure, Knowledge of audit computer language (ACL) and a valid driver's license will be added advantage.

**DUTIES**

Perform audit tests and provide audit results which form the basis of all reports to management, Assist internal auditors in execution of audit plans, Assist Senior Internal Auditors in obtaining information to analyse internal control systems and procedures and document system descriptions, Prepare working papers and obtain audit evidence for all audit exceptions, Verify compliance with laws, regulations, departmental policies and procedures relating to audits conducted, Assist other team members in compiling audit queries, Liaise with Senior Internal Auditors and clients at certain levels on a regular basis during the audit and provide feedback on all matters to the supervisor, In conjunction with the supervisor, perform clerical duties relating to audit work or other related duties.

**ENQUIRIES**

Mr M Komape tel at (012) 395 – 8427
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate’s (IPID) intention is to promote representatively in terms of race, gender and disability within the Department through the filling of posts. Candidates, whose appointment/promotion/transfer will promote the achievement of employment equity within the IPID, will receive preference.

APPLICATIONS: Independent Police Investigative Directorate, Private Bag X43, Bellville, 7535 or, hand deliver to Fintrust Building, Corner of Petrusa & Mazzur Streets, Bellville

FOR ATTENTION: Ms N Matintela

CLOSING DATE: 23 September 2016

NOTE: Applications should be submitted on a Z83 form obtained from any Public Service Department, accompanied by a comprehensive CV, certified copies of qualifications, ID and driver’s license. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with the short-listed candidates only. The successful candidate will have to undergo security vetting, security clearance, verification of qualifications and competency assessment. Faxed and late application applications will not be considered.

OTHER POST

POST 36/19: SENIOR INVESTIGATOR / REF NO: Q9/2016/65

SALARY: R262 272 per annum, Level 08. The successful candidate will be required to sign a performance agreement.

CENTRE: Bellville (Western Cape)

REQUIREMENTS: To be considered for this position, a candidate must be in possession of a minimum of Grade 12 or equivalent of NQF level 4 qualifications, and should at least have three (3) years proven experience in criminal investigations. A diploma/degree (NQF level 5/6), in law/policing will serve as an added advantage. Knowledge of criminal law, criminal procedure and law of evidence are essential for consideration. In addition, the candidates must be competent in report writing skills, as well as verbal and written communication skills. He/she must be computer literate and possess a valid unendorsed code 08 driver’s license and be able to drive a motor vehicle. He/she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He/She must be willing to perform standby duties and overtime.

DUTIES: His/her duties will entail amongst others, supervision of investigators and/or assistant investigator; receipt, registration and allocation of complaints; attendance of crime scenes and post mortems; collection, safeguarding and processing of exhibits at the crime scene; conducting interviews with suspects and witnesses and obtaining affidavits; conducting investigations of complaints of alleged criminality and advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; investigate misconduct against members of the police; searches, seizures and collection of evidence etc.; compiling investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.

ENQUIRIES: Mr GJ Trussell, Telephone Number: (021) 941 4800
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: 26 September 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 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), academic records 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. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post.

SUCCESSFUL CANDIDATES WILL BE EXPECTED TO SIGN A PERFORMANCE AGREEMENT.

OTHER POSTS

POST 36/20: SENIOR EMPLOYMENT SERVICE PRACTITIONER 3 POSTS

SALARY: R262 272 per annum
Labour Centre: Vredenburg-Ref No: HR 4/4/10/188


DUTIES: Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advice on the availability of skills. Process applications for registration and licensing of Public Employment Agency’s (PEAs). Supervise the administration of employer services at the Labour centres.

ENQUIRIES: Mr A Senakhomo, Tel: (053) 8381 500
Mr MD Kgwele, Tel: (011) 345 6300
Ms Z Maimane, Tel: (021) 4418 125

APPLICATIONS: Chief Director: Human Resources Operations: Private Bag X5012, Kimberly, 9300, For Attention: Sub-directorate: Human Resources Management, Kimberley
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
**POST 36/21**

**SENIOR STATE ACCOUNTANT: ACCOUNTS RECEIVABLE REF NO: HR4/4/10/194**

**SALARY**: R262 272 per annum  
**CENTRE**: Labour Centre: George  

**DUTIES**: Collect a % of outstanding overpayments balance. Maintain all Overpayment Debtors Records. Supervises resources (Human, Finance, Equipment / Assets) in the Section.

**ENQUIRIES**: Ms Z Maimane, Tel: (021) 441 8125  
**APPLICATIONS**: Chief Director, Provincial Operations, PO Box 872, Cape Town, 8000

**FOR ATTENTION**: Sub-directorate: Human Resources Management, Western Cape

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**POST 36/22**

**INSPECTOR: INSPECTION SERVICES (PRIVATE SECURITY) 2 POSTS**

**SALARY**: R262 272 per annum  
**CENTRE**: Provincial Office: East London-Ref No: HR4/4/1/42  

**DUTIES**: Conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act in the Private Security. Execute investigations on reported cases pertaining to contravention of BCEA and enforce. Conduct allocated proactive (Blitz) inspections regularly to monitor compliance with BCEA. Conduct advocacy campaigns on BCEA, analyse impact thereof. Contribute to the planning, drafting and maintenance of regional inspection.

**ENQUIRIES**: Ms P Mbongwana, Tel: (043) 701 3283  
**APPLICATIONS**: Mr M Njamela, Tel: (043) 702 7501  
**FOR ATTENTION**: Chief Director, Provincial Operations, Private Bag X9005, East London, 5201

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**POST 36/23**

**SENIOR PRACTITIONER: LOCAL APPEALS AND COMPLAINTS REF NO: HR4/4/10/189**

**SALARY**: R262 272 per annum  
**CENTRE**: Provincial Office: Western Cape  

**DUTIES**: Ensure that appeals are processed effectively and efficiently in the province. Ensure provision of effective Appeal service to UI applicants. Ensuring an effective and efficient operating of Just Course Committee.

**ENQUIRIES**: Ms Z Maimane, Tel: (021) 441 8125  
**APPLICATIONS**: Chief Director, Provincial Operations, PO Box 872, Cape Town, 8000  
**FOR ATTENTION**: Sub-directorate: Human Resources Management, Western Cape

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**POST 36/24**

**SENIOR ADMINISTRATION OFFICER: FRAUD INVESTIGATOR 2 POSTS REF NO: HR4/4/8/32**

**SALARY**: R262 272 per annum
<table>
<thead>
<tr>
<th>CENTRE</th>
<th>Provincial Office: Free State</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENQUIRIES</td>
<td>Mr F Ngubane, Tel: (051) 5056 352</td>
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<tr>
<td>APPLICATIONS</td>
<td>Chief Director, Provincial Operations, PO Box 522, Bloemfontein, 9300 or hand deliver at 43 Charlotte Maxeke Street, Laboria House, Bloemfontein</td>
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<tr>
<td>FOR ATTENTION</td>
<td>Sub-directorate: Human Resources Management, Bloemfontein</td>
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<tr>
<td>POST 36/25</td>
<td>INSPECTOR: TEAM LEADER 2 POSTS REF NO: HR 4/4/8/35</td>
</tr>
<tr>
<td>SALARY</td>
<td>R262 272 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Labour Centre: Welkom</td>
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<tr>
<td>DUTIES</td>
<td>Plan and independently conduct substantive occupational inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Diseases Act (COIDA), Occupational Health and Safety (OHS) and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Supervise the resources in the Sub- Section.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms MM Sauer, Tel: (057) 3910 200</td>
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<tr>
<td>APPLICATIONS</td>
<td>Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300</td>
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<tr>
<td>FOR ATTENTION</td>
<td>Sub-directorate: Human Resources Management, Bloemfontein</td>
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<tr>
<td>POST 36/26</td>
<td>PRACTITIONER: PERFORMANCE MANAGEMENT REF NO: HRS/1/2/3/81</td>
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<tr>
<td>SALARY</td>
<td>R211 194 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Compensation Fund, Pretoria</td>
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</tbody>
</table>
DUTIES: Carry out administration associated with the implementation of the Performance Management system. Supervise personnel Officers in the Performance Management unit.

ENQUIRIES: Mr WN Khuzwayo, Tel: (012) 319 9204

APPLICATIONS: Chief Director, Human Resources Management, P O Box 955, Pretoria, 0001 Or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.


SALARY: R171 069 per annum

CENTRE: Labour Centre: Petrusburg (1 post)
Labour Centre: Harrismith (1 post)


DUTIES: Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, namely, Basic of Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES: Mr D Namane, Tel: (053) 5740932, Petrusburg Labour Centre
Ms KT Kolobe, Tel: (058) 6232977, Harrismith Labour Centre

APPLICATIONS: Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300

FOR ATTENTION: Sub-directorate: Human Resources Management, Bloemfontein.

POST 36/28: ADMINISTRATIVE OFFICER (CLAIMS PROCESSING) REF NO: HR4/4/10/195

SALARY: R 171 069 per annum

CENTRE: Labour Centre: Cape Town

REQUIREMENTS: A Grade 12 (NQF4) three year tertiary qualification degrees/ diploma in Public Management or Administration /Social Science /OHS / Finance /HRM is required. Three to five years experience in a claims processing environment of compensation or medical claims if highly desirable plus supervisory experience. Knowledge: Knowledge of DoL and Compensation Fund objectives and business functions, Management functions and Management skills, Compensation policies, procedures and processes, Human anatomy/Biology and medical terminology, stakeholders and Customers, Customer service(Batho Pele Principles, Required IT knowledge, IT operating systems, Risk awareness, COID Act, Regulations and policies, COID tariffs, COID Act, Regulations and Policies, constitution Act, DPSA Guidelines on COIDA, Mutual association conditions and provisional settlements, Public Service Act, Occupational Health and Safety Act (OHS), PFMA and National treasury Regulations, general knowledge of Public service regulations. Skills: Required Technical Proficiency, numeracy, Business Writing, Required IT, Fund IT Operating systems, Data Capturing, Data and records management, Telephone Etiquette.

DUTIES: To administer claim registration process. Adjudicate registered customer claims. Prepare for payment claim. Quality assurance for medical / accounts payment. Serve as team leader or supervisor

ENQUIRIES: Ms Z Maimane, Tel: (021) 441 8125

APPLICATIONS: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000

FOR ATTENTION: Sub-directorate: Human Resources Management, Western Cape
POST 36/29 : PERSONNEL OFFICER: PERFORMANCE REF NO: HR5/1/2/3/85

SALARY : R142 461 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three years relevant tertiary qualification in Human Resource Management or similar NQF level 6. One-two years experience in Performance Management. Knowledge: DoL and Compensation Fund objectives and business functions, Relevant Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), Stakeholders and customers, Risk Awareness, Technical Knowledge. Skills: Customer and Citizen service orientation (Batho Pele principles), Teamwork and collaboration, Communication (verbal, written, listening and questioning skills), Quality and Excellence Orientation, Self and Time Management, Analytical thinking, Planning and organising, Problem solving and decision making.

DUTIES : Render administrative support with regards to Performance Agreements. Coordinate the administration of Performance Assessments. Provide administrative support for Probation Performance Reporting. Safe keep HR records.

ENQUIRIES : Mr WN Khuzwayo, Tel: (012) 319 9204
APPLICATIONS : Chief Director, Human Resources Management, P O Box 955, Pretoria, 0001 Or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.
OFFICE OF THE PUBLIC SERVICE COMMISSION

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

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

FOR ATTENTION: Ms A West

CLOSING DATE: 10 October 2016 at 15:45

NOTE: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recently updated comprehensive CV and certified copies of qualifications, Driver’s License and Identity Document. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Please take note that faxed, e-mailed and late applications will not be accepted. 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.

OTHER POST

POST 36/30: SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: SSA/FA/08/2016

SALARY: R262 272 per annum

CENTRE: National Office, Pretoria

REQUIREMENTS: National Diploma/Bachelor’s Degree (NQF Level 6/7) in Financial or Management Accounting with 3 to 5 years’ experience in Financial Administration. Preference will be given to candidates with appropriate experience who have in-depth knowledge of transversal Systems Basic Accounting System (BAS), PERSAL and LOGIS. Experience in expenditure and income control. Personal Attributes: Analytical and innovative thinker, pay attention to detail, ability to work under pressure with strict deadlines and adaptability to change. Key competencies: An in-depth knowledge of the requirements of PFMA, Treasury Regulations, Supply Chain Management and Related policies. Good interpersonal relations and communication skills, including report writing. Good computer literacy skills (MS Excel and MS Word).

DUTIES: Key performance areas: Exercise creditor control the payment of goods and services by means of commitment register. Check and authorise completed payment advices related to services rendered or goods supplied. Exercise control over receipt and deposit the state money. Manage petty cash and debtor control. Check and approve debt calculation and transactions to be effected on the BAS. Check and control daily debits and credits received via ATC Safety Net. Check and control monthly certificate of compliance requests funds on safety net and ensure that cash flow is correct at month end. Revenue collection: Check and control of reconciliation of revenue paid to the National Revenue fund. Assist, analyse and prepare data to be included in Annual Financial Statements. Exercise Batch Control. Report on and exercise control over asset and liability accounts. Supervise the work performance of subordinates by interalia, allocating and controlling work and maintaining office discipline.

ENQUIRIES: Mr N Fabricious Tel: (012) 352 1080
Applications must be sent to: The Department of Planning, Monitoring and Evaluation, attention Ms J Mchunu, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. Website: www.dpme.gov.za

Closing Date: 23 September 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 shortlisted 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.

OTHER POST

DEPUTY DIRECTOR: PRESIDENTIAL HOTLINE REF NO: 045/2016

SALARY: R726 276 to R855 516 all inclusive salary package per annum, Level 12

CENTRE: Pretoria

REQUIREMENTS:
A relevant 3 year tertiary qualification plus a minimum of 5 years appropriate experience of which 3 years experience must be at supervisory level. Experience of working in intergovernmental programmes and working in compliant resolution programmes will be highly valued. Sound computer literacy in database, spreadsheet, power point and word processing is essential. Practical Knowledge of government policies and prescripts is also essential. Should possess skills in: report writing, project management, problem solving, should have excellent verbal and written communication skills and excellent analytical skills. Must have the ability to maintain high level of confidentiality; must be politically aware and sensitive; and must be able to maintain high work standards under sustained pressure and frequent deadlines. A valid driver's license is required and frequent domestic travel may be required.

DUTIES: The incumbent of the post will be responsible for providing technical support to departments and provinces to improve the resolution of complaints referred to the Hotline. Analyse the case resolution performance of departments and provinces and provide strategic support to them to ensure cases are resolved efficiently and effectively. Develop a technical support plan for departments and provinces to assist them to improve their case resolution operational procedures, work with
departmental officials to implement the support plan, ensure that the case resolution rate (including the quality of case resolution) improves or is maintained. Report regularly to the Director on the support programme to departments and contribute to the documenting of good practices in case resolution.

ENQUIRIES:
In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post, Mr SM Mkhize at Tel No (012) 312-0364
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: 23 September 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 POST

POST 36/32: REGISTRY CLERKS 2 POSTS REF NO: DPE/2016/034
3 months contract
Directorate: Information Management

SALARY: R119 154 per annum, Level 04

CENTRE: Pretoria

REQUIREMENTS: Applicant must be in possession of Grade 12 Certificate or equivalent and at least relevant experience. Knowledge of Registry Procedures, Process and applicable prescripts and Acts. File management experience. Basic Computer Literacy. Filling experience. Working knowledge of registered mail, priority mail and the sorting of mail. Good communication and interpersonal skills.

DUTIES: The successful candidate will be responsible for efficient running of the registry office. Open post and parcels. Accurate filling of all correspondence on the daily basis. Open and Close files. Assist with the execution of the functions attached to the registry Office. Maintain a register of documents received and delivered. Order stationery. Receiving and dispatching of the courier items. Ensure that there is no backlog on to be filed. Ensure that there is no file that leaves registry without being recorded. Replace files covers and ensure that registry is efficient and effective. Assist in General filling and scanning of the document to the Hummingbird system. Sorting of the documents from the Metro file Deal with registry related queries on daily basis.

ENQUIRIES: Mr Joseph Malekana, Tel: (012) 431-1137
DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts and as contemplated by the relevant component’s EE Plan. We reserve the right not to fill a position.

APPLICATIONS

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

FOR ATTENTION: Human Resource Management

CLOSING DATE: 23 September 2016 at 16:00

NOTE: Applications must be submitted on form Z83, obtainable from any Public All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report on their qualification(s). We encourage all applicants to declare any pending criminal, disciplinary or any other allegations or investigations against them. Applications must be submitted on form Z83, obtainable from any Public Service department and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Applicants must also provide three referees with the following information: name and contact numbers as well as an indication of the capacity in which the reference is known to the candidate. Failure to submit the requested documents may result in your application not being considered. If you apply for more than one post in the DRDLR, please submit a separate application form for each post. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. If you have not been contacted for an interview within three months of the closing date, please note that your application was not successful. Correspondents will be entered into with short-listed candidates only.

MANAGEMENT ECHELON

POST 36/33: CHIEF DIRECTOR REF NO: 3/2/1/2016/137

This is a re-advertisement; applicants who applied previously need not re-apply as there applications will be considered.

SALARY: R1 068 564 per annum, Level 14 (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE: Chief Directorate: Supply Chain And Facilities Management Services


and food-aid services. Manage and maintain a public/private partnership contract system registered with treasury. Provide logistical and asset management services. Manage logistics services. Manage fleet services and travel arrangements. Manage asset services (acquisition and disposal). Manage annual and bi-annual asset verification and monthly reconciliation of BAUD and BAS general ledger. Maintain payment of Logis invoices within 30 days from receipt of invoice. Maintain policy and manage performance, compliance and client relation services. Oversee supply chain management training. Ensure compliance with policy and procedures. Ensure that inspections are undertaken. Ensure that trends analysis are conducted. Manage the call centre facility. Develop and maintain policy and manage compliance. Monitor compliance with relevant legislative frameworks, policies governing SCFMS.

NOTE: Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 36/34: CHIEF DIRECTOR: PSSC (LABOUR TENANTS) REF NO: 3/2/1/2016/138

SALARY: R1 068 564 per annum, Level 14 (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE: Branch: Land Tenure and Administration (Pretoria)


DUTIES: Develop and coordinate a national implementation strategy to settle outstanding labour tenants applications lodged under Land Reform (Labour Tenants) Act 3 of 1996 (LTA) and Extension of Security of Tenure Act 62 of 1997. Develop systems and procedures for the settlement of the outstanding applications. Coordinate the implementation action plan developed by the Branch: Land Tenure and Administration as per the Labour Tenants. Provide the PSSC with the strategic support in the implementation of the Labour Tenants Act. Coordinate Labour Tenants reports to the Land Claims Court. Develop Labour Tenants application database. Provide strategic leadership and guidance on settlements of Labour Tenants applications. Provide progress reports to Strategic Management Committee Meetings and National Forum of Non-Governmental Organisations. Provide a secretarial function to the National forum of Non-Governmental Organisations. Monitor the implementation of the Land Reform (Labour Tenants) Act 3 of 1996 (LTA) and the Extension of Security of Tenure Act 62 of 1997 (ESTA).

NOTE: Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
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: Ms J Kleynhans, Department of the Premier, PO Box 517, Bloemfontein, 9300, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301, E-mail: joann.kleynhans@fspremier.gov.za, Fax: 051 – 405 4955: Marked for attention: Mr AJ Venter, Head: Corporate Administration

CLOSING DATE: 16 September 2016

NOTE: Directions to applicants: Applications must be submitted on the prescribed Z83 form, obtainable from any public service Department. All applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications and supporting documents such as an identity document, drivers’ licence etc. Applications must be submitted on or before the closing date. Faxed or e-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to a personnel suitability check. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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

POST 36/35: HEAD OF DEPARTMENT: DEPARTMENT OF POLICE, ROADS AND TRANSPORT REF NO: HOD: PR&T

SALARY: R1 689 750 All-inclusive remuneration package per annum PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government’s contribution to the Government Employee Pension Fund and a 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.

CENTRE: Bloemfontein

REQUIREMENTS: The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA, as well as 8 – 10 years of experience at a senior management level. (5 years must be as a member of the SMS in the Public Service) The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa.

DUTIES: To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. Any other responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; provide the MEC with
sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio; to develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department; and such other responsibilities as may be directed. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.

ENQUIRIES

Mr. AJ Venter, Tel. 051 – 405 4926

NOTE

This appointment is subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment 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.
ANNEXURE O

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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 FOR ATTENTION CLOSING DATE NOTE
: Applications must be submitted on a duly online completed Z83 form : Human Capital management : 21 September 2016

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. People with disabilities are encouraged to apply. Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications and Identity. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 36/36
 : DEPUTY DIRECTOR: RAPID RESPONSE TEAM REF NO: 001778
 : Directorate: Office of the HOD

SALARY : R612 822 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 7 or equivalent qualification in Social Sciences, Community Development or other related field. Coupled with five years experience in management position in public service/local government. Competencies: High level of diplomacy skills. Strong knowledge in basic computer applications, especially MS Office. Ability to work with a reasonably level of comfort in high tension and high security risk situations. Possess negotiation, persuasive, problem-solving and communication skills (written and spoken). A valid driver’s license.

DUTIES : Attend to pending cases of service delivery and intervene accordingly. Ensure efficient monitoring of reported service delivery challenges and provide support to the affected communities/stakeholders and follow the required procedures from the reporting stage to avoid pending cases from becoming backlogged. Foster positive, collegial relationships with local communities, relevant Municipalities and affected state organ(s) within the communities to resolve any service delivery problem. Including facilitation of feedback to affected communities. Develop and implement evidence-based interventions on best practice, specialist, knowledge, experience and specific training to improve socio-economic outcomes and promote choice in relevant communities. Undertake detailed risk assessment on every visit to the communities and develop risk management plan for redress. Be responsible for daily co-ordination, appropriate delegation and organization of workload within communities, in consultation with the Community Development Worker (CDW) and/or any designated community worker employed by Gauteng Provincial Government. Present the department as required at meetings to disseminate information and raise the profile of the Rapid Response Team service. Ensure that the Rapid Response Team Head is kept abreast of affairs, progress and developments. Ensure the lessons learned from interventions are gathered, analysed and submitted to the Head of Department for consideration and/or strategic intervention.

ENQUIRIES : Mr Raymond Nkabinde, tel. (011) 355-4225

POST 36/37
 : ASSISTANT DIRECTOR 2 POSTS REF NO: 001780
 : Directorate: Municipal Institutional Support

SALARY : R311 784 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 6 /Diploma in Project Management/Public administration/Human Resource Management or equivalent, coupled with a minimum of 3 years’ experience or knowledge in Public Sector or in Local
DUTIES: Assist the Manager in creating and maintaining the detailed work plans/ business plans. Assist the manager to develop and maintaining processes and procedures for gathering and reporting consolidated project data and schedules. Documenting what outcomes are being delivered and when. Assist the Manager to conceptualize projects and drafting terms of reference responding to demand or supply support measures. Maintain database of network of expertise and Procure services of expertise to respond to needs and demands for support to municipalities. Planning and supervising the daily activities of the team including monitoring against work plans and contractual obligations. Perform detailed reviews of all interim and final outputs. Provide the Manager with support to service the Regional Manager/Project Managers with timely updates of the progress of the team against the baseline work plan. Ensure that all Directorate and team-related activities are thoroughly documented. Appropriately supporting activities and maintaining high level co-ordination of Municipal Technical Team Committees. Draft contracts linked to project scope and deliverables according to legal and standard operating procedures in the public sector. Take responsibility for having all contracts vetted by the Departments legal unit and ensure compliance prior to vetting of contracts. Prepare all project documents with project scope of activities once tendering procedures are concluded. Maintain and update project reports in line with negotiated scope of work. Maintain and update Data KPI templates for Monitoring and Evaluation purposes. Communicate to the team members the relationships between their work assignments and the program/project objectives. Building team spirit together with regional managers/project managers and ensure high level of support and collaboration to regional/project managers. Additional Competencies: Establishes broad stakeholder involvement and communicates the project status and key milestones; Defines roles and responsibilities for project team members and clearly communicates expectations; balance quality of work with deadlines and budget; identifies and managers risks to the project by assessing potential risks and building contingencies into project plan; use computer software programmes to help manage projects; and service level agreements with contractors.

ENQUIRIES: Ms Nomathemba Kgwefane, tel. (011) 355 - 5317

POST 36/38: DRIVER/ MESSENGER; ADMIN SUPPORT REF NO: 001788

SALARY: R119 154 per annum (plus benefits)

CENTRE: Johannesburg

REQUIREMENTS: Standard 8 or equivalent qualification, coupled with 1 year’s driving experience. Competences: Communication skills; Computer literacy; Customer Care; Planning and Organising; able to interpret policies and procedures applicable to the function; knowledge of traffic laws; A valid code 8 driver’s license.

DUTIES: Inspect vehicles early every morning; Record all damages, tools, condition of tyres and overall appearance; Report all damages/incidents to Transport Officer as soon as possible; Deliver or collect vehicles to dealers or G-Fleet for repairs or services; Test drive vehicles and report any noises for repairs; Deliver/ collect post/documents local authorities, departments and private sectors as and when requested; Transport personnel to seminars, meetings and road shows; Ensure that all vehicles are filled and checked on weekly basis.

ENQUIRIES: Mr Andy Ndaba, tel. (011) 355 – 4227

APPLICATIONS: Applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown or Applicants can apply online at: www.gautengonline.gov.za

CLOSING DATE: 16 September 2016

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

POST 36/39 : EHWP CO-ORDINATOR-REF NO: 001804
Directorate: Employee Health and Wellness Programme

SALARY : R211 194 per annum (plus benefits) Level 7
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus Certificates in Employee Assistance Programs, OHS and Counselling. The DPSA EHWP strategic Framework and other legislative prescripts governing the public sector. At least 2 years’ experience in administrative support of EHWP operations and interventions. The incumbent should be computer literate and competence e-Document track would be an advantage. The incumbent must also have a driver’s license.

DUTIES : To conduct all administrative and support functions associated with transversal employee health and wellness programme. Coordinate GPG EHWP forum, stakeholder meeting and provide administrative support for Service Level Management engagements. Provide administrative and project support e.g. Consolidating reports on a monthly basis and EHWP interventions etc. Consolidate and manage a data base of compliance reports and EHWP SLA related queries. Support staff and projects in GPG on EHWP operations as well as project interventions. Manage the GPG EHWP Inbox folder and respond to queries and correspondence. Candidate will be responsible for the following: Assist with the processing of invoices and payments, Handles petty cash, Responsible for all procurement process in the unit, Ensure all service providers are paid., Preparing all memorandum documents for the team, Document management for Transversal EHWP and GPG.

ENQUIRIES : Oscar Baloyi, Tel No: (011) 689 4648

DEPARTMENT OF EDUCATION

CLOSING DATE: 23 September 2016

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

Erratum: Kindly note that the post of Senior Admin Clerk (3 posts) under Section: Provisioning & Administration for Institutions post no: 35/111 for Johannesburg East District advertised in PSVC 35 of 2016 the correct reference number is REF NO: JE2016/09/219 and Enquiries: Elizabeth Moloko, Tel No: (011) 666 9109

OTHER POSTS

POST 36/40: SENIOR ADMIN CLERK: FLEET MANAGEMENT REF NO: JN2016/09/180 X 3

SALARY: R142 461 per annum (Plus Benefits)

CENTRE: Johannesburg North

REQUIREMENTS: Grade 12 or equivalent qualifications and at least relevant experience in Transport. An appropriate recognized Transport qualification will be an added advantage. Knowledge of Transport policies (Subsided and GG cars). Knowledge of Legislative frameworks applicable in the public sector. Good managerial skills, good interpersonal skills, organizing ability, computer literacy and typing skills- Advance, Ms Word and Excel. Candidate must be in possession of a driver’s license (Manual). Key competencies: Training in electronic Log System, GG vehicle management system, Financial and Risk management and Policies regulating the use of Government vehicles and logistic scheduling. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline.

DUTIES: Provide administration support of the unit. Execute daily office record keeping. Management and control of logbooks for both Sub cars and G-Fleet as prescribed by Policies. Management of the Asset registers for both G Fleet and Subsided vehicles. Monitor effective utilization of both G-Fleet and Subsided vehicles (PFMA compliance). Ensure G.G cars are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure that capturing of expenditure for G.G. vehicles takes place on a monthly basis on the ELS System. Attendance of monthly meetings and provide feedback to the District team. Monthly reporting based on start and end dates of subsidized vehicles to avoid refund after the officials who have left the system. Ensure that vehicles are inspected daily.

ENQUIRIES: Johannesburg North- Ms. N Mashazi: (011) 694 9378

POST 36/41: SENIOR ADMIN CLERK: TRANSPORT OSP 7 POSTS

SALARY: R142 461 per annum plus benefits


REQUIREMENTS: Grade 12 or equivalent qualification Transport administration experience will be an added advantage. Knowledge of Transport policies (Subsided and GG cars). Knowledge of Legislative frameworks applicable in the public sector. Good managerial skills, good interpersonal skills, organizing ability, computer literacy and typing skills- Advance, Ms Word and Excel. Candidate must be in possession of a driver’s license (Manual). Financial and Risk management and Policies regulating the use of Government vehicles and logistic scheduling.

DUTIES: Provide administration support for the unit. Execute daily office record keeping. Management and control of logbooks for both Sub cars and G-Fleet as prescribed by Policies. Management of the Asset registers for both G Fleet and Subsidized vehicles. Monitor effective utilization of both G-Fleet and Subsidized vehicles (PFMA compliance). Ensure G.G cars are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure that capturing of expenditure for G.G. vehicles takes place on a monthly basis on the ELS System. Attendance of monthly meetings and provide feedback to the District team. Monthly reporting based on start and end dates of subsidized vehicles to avoid refund after the officials who have left the system. Ensure that vehicles are inspected daily.
fuel usage. Ensure that capturing of expenditure for G.G. vehicles takes place on a monthly basis on the ELS System. Attendance of monthly meetings and provide feedback to the District team. Monthly reporting based on start and end dates of subsidized vehicles to avoid refund after the officials who have left the system. Ensure that Performance Management System is executed.

ENQUIRIES: GN District: Mr. LA Phaswana, Tel No: (012) 846 3754, JE District: Ms. Elizabeth Moloko, Tel No: (011) 666 9109, GW District: Ms. Louisa Dhlamini, Tel No: (011) 660 4581, SE District: Ms. Ntombi Moyo, Tel No: (016) 4401748, EN District: Ms. Emily Mochela, Tel No: (011) 746 8190, ES District: Mr. Xolani Kheswa, Tel No: (011) 389 6034, TW District: Ms. Salamina Letoaba, Tel No: (012) 725 1451

POST 36/42

SENIOR ADMIN CLERK: MODERATION 2 POSTS REF NO: HO2016/09/188
Directorate: Assessment
SALARY: R142 461 per annum plus benefits
CENTRE: Head Office
REQUIREMENTS: A Grade 12 certificate or equivalent qualification at least relevant experience. At least working experience in the Education environment would be an advantage. Understanding of Batho Pele principles and the Public Service. Applicant with prior learning, either by means of experience or alternative courses may also apply. Communication skills (written & verbal), organizational and interpersonal skills. Other attributes include being proactive and flexible. Ability to pay attention to detail. Be highly computer literate and with sound knowledge and competency in MS Word, Excel, PowerPoint, Access and Outlook. Ability to deliver highly accurate work while working under pressure and to maintain high level of confidentiality. A valid driver’s license is essential.

DUTIES: Render administrative support to the Sub-directorate in general. Order and issue stationery, other office needs and update inventory list. Work with confidential documents and ensure safekeeping thereof. Assist officials with messaging, filling (manually and electronically), typing, photocopying, binding documents, faxing and answering telephone calls. Assist with preparations for meetings including agenda and refreshments and taking minutes for meetings. Liaise with internal and external stakeholders. Attend to queries from Departmental customers. Book venues for the sub-directorate activities. Arrange transport needs for sub-directorate. Collect, control, capture and process claim forms. Perform tasks upon instructions from the senior staff. Assist with procurement processes and budget. Collect control, capture and mop up the School Based Assessment marks and mark sheets for Grade 12 and Adult Education and Training Level 4. Receive, co-ordinate and distribute information between the office and related structures. Make logistical arrangement for meetings/workshops/events. Updating and safe-keeping all records, office provisioning and tracking correspondence. Perform administrative duties that will be assigned.

ENQUIRIES: Head Office: Ms. Antoinette Dliwayo, Tel No: (011) 355 0070,

POST 36/43

SENIOR ADMIN CLERK: ASSESSMENT SYSTEMS DEV REF NO: HO2016/09/189
Directorate: Assessment
SALARY: R142 461 per annum plus benefits
CENTRE: Head Office
REQUIREMENTS: Grade 12 with 1-2 years’ experience in office management environment. Understanding of Batho Pele principles and Public Service Applicant with prior learning, either by means of experience or alternative courses may also apply. Communication skills (written & verbal), organizational and interpersonal skills. Good telephone etiquette. Minutes-taking and document management skills must have office administration competency. Other attributes are: being proactive and flexible. Ability to pay attention to detail. Be highly computer literate and with sound knowledge and competency in MS Word, Excel, PowerPoint and Outlook. Must be able to work under pressure and work independently. Maintain high level of confidentiality.

DUTIES: Render administrative support to the Sub-directorate in general. Order and issue stationery and other office needs, Update inventory list. Work with confidential documents and ensure safekeeping thereof. Assist officials with messaging, filling (manually and electronically), typing, photocopying, binding documents, faxing and answering telephone calls. Assist with preparations for meetings including agenda and refreshments and taking minutes for meetings. Liaise with internal and external stakeholders. Attend to queries from departmental customers. Book venues for the
sub-directorate activities. Arrive at transport needs for sub-directorate. Perform tasks upon instructions from the senior staff. Assist with procurement processes and budget. Receive, co-ordinate and distribute information between the office and related structures. Keep records of all leave applications. Make logistical arrangement for meetings/workshops/events. Provide administrative support, update and safe-keeping all records, office provisioning, and tracking correspondence. Perform administrative duties that will be assigned.

ENQUIRIES : Head Office: Mr. Linda Xulu, Tel No: (011) 355 0587

POST 36/44 : SENIOR ADMIN CLERK REF NO: HQ2016/09/190
Chief-Directorate: District Operations & Management (Tshwaga Region)

SALARY : R142 461 per annum plus benefits
CENTRE : Head Office
REQUIREMENTS : Grade 12 certificate or equivalent qualification plus relevant experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of Procurement procedures and other legislative frameworks applicable in the public sector. Good interpersonal skills and communication skills (verbal and written). Computer literacy, administrative, analytical, planning and organizational skills. Ability to work under pressure and in a team.

DUTIES : Reply to queries, compile/type correspondence, documentation, faxing and photocopying. Make logistical arrangement for meetings/workshops/events. Provide administrative support, update and safe-keeping all records, office provisioning, receive and track correspondence & order stationery. Perform administrative duties that will be assigned.

ENQUIRIES : Head Office: Mr. Mzwandile Mthembu, Tel No: (011) 355 0696

POST 36/45 : SENIOR LIBRARIAN ASSISTANT 6 POSTS
Sub Directorate: Curriculum Management and Delivery
Section: Learning and Teaching Support Material

SALARY : R142 461 per annum plus benefits

REQUIREMENTS : Grade 12 Certificate or equivalent qualification and at least relevant experience in the Library and information field will be an advantage. Good communication skills, both verbal and written. Proven computer literacy skills. Good interpersonal relations. Good general knowledge. Ability to work with and without supervision. Hard working and reliable.

DUTIES : Assist the Senior librarian with Issuing and retrieving of information from library resources; Cataloguing and processing of the district library’s stock, using a computerized data base; Stock-taking, shelve control and filing; Acquisitioning and requisitioning of library resources; General administrative functions; Information assistance to library users; Marketing the library service; Information searches including the Internet; Establishing the information needs of district officials.

ENQUIRIES : Ms Emily Mochela, Tel 011 746 8190(EN). Ms. Nntombi Moyo, Tel 016 440 1748. (SE). Mr. Lizwe Jafta, Tel 011 831 5433, (JW). Mr. Xolani Kheswa, Tel 011 389 6034(ES). Ms. Nelisiwe Mashazi, Tel 011 694 9378 (JN).Ms. Margie Van der Walt, Tel 012 401 6363. (TS). Ms Elizabeth Moloko (JE) Tel 011 666-9109

POST 36/46 : SENIOR TELECOM OPERATOR: OFFICE SERVICE POOL X 2 POSTS
Directorate: Finance and Administration

SALARY : R142 461 per annum plus benefits
CENTRE : Ekurhuleni North REF NO: EN2016/09/191; Gauteng North REF NO: GN2016/09/192

REQUIREMENTS : A grade 12 Certificate or equivalent qualification. Able to operate switchboard machines. Able to handle confidential information. Able to read and write. Good communication and interpersonal skills. Knowledge of Batho Pele Principles process.

DUTIES : Attend to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to the relevant staff. Keep record of all outgoing calls. Print and issue telephone
accounts. Maintain telephone database. Allocate pin codes when authorized
Identify and report telephone faults to the supervisor.

ENQUIRIES
EN District: Ms. Emily Mochela, Tel No: (011) 746 8190, GN District: Mr. LA Phaswana, Tel No: (012) 846 3754

POST 36/47
DRIVER/MESSENGER 5 POSTS
Sub Directorate: Financial & Administration
Section: Office Service Pool

SALARY
R 119 154 per annum (Plus Benefits)

CENTRE

REQUIREMENTS
Grade 10 or equivalent with 3 -5 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Excellent verbal and written communication skills. Good inter-personal relations skills. In possession of a valid driver’s license. Ability to work independently and under pressure. PDP served as added advantage.

DUTIES
Provide driver’s services. Management of incoming and outgoing correspondence. Delivery and collection of documents and assets at all levels within the Department. Tracking of documents that were delivered and/or collected. Provide administrative support to the office.

ENQUIRIES
Ms. Emily Mochela (EN): Tel 011 746 8190, Ms. J Fourie (GN): Tel 012 846 3504, Ms. Louisa Dhlamini (GW) Tel 011 660 4581, Mr. Lizwe Jaftha (JW) Tel 011 831 5433, Ms. Elizabeth Moloko (JE): Tel 011 666 9109,

POST 36/48
DRIVER/MESSENGER 4 POSTS
Directorate: Head Office: Performance Management and Development
Directorate: Head Office: Auxiliary Service and Fleet Management – Fleet
Directorate: Psycho Social Support
Directorate: GET Curriculum Coordination

SALARY
R 119 154 per annum (Plus Benefits)

CENTRE

REQUIREMENTS
Grade 10 or equivalent with 3 -5 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Excellent verbal and written communication skills. Good inter-personal relations skills. In possession of a valid driver’s license. Ability to work independently and under pressure. PDP served as added advantage.

DUTIES
Provide driver’s services. Management of incoming and outgoing correspondence. Delivery and collection of documents and assets at all levels within the Department. Tracking of documents that were delivered and/or collected. Provide administrative support to the office.

ENQUIRIES
Ms. Puleng Motaung (Psycho Social Support) Tel. 011 355 0842, Ms. Motshedisi Ramohloki (Performance Management & Development) Tel. 011 355 0102, Ms. Monica Sampson (Auxiliary Services and Fleet Management) Tel. 011 843 6689, Ms. Esther Mahuma (GET Curriculum Coordination) Tel. 011 355 0061

POST 36/49
GENERAL ASSISTANT: OFFICE SERVICE POOL 5 POSTS
Directorate: Finance & Administration

SALARY
R84 096 per annum plus benefits

CENTRE

REQUIREMENTS
AET Level 1-3 with relevant experience. Extensive knowledge and understanding of Batho Pele principles. Verbal and Written communication skills. Good inter-personal relations skill. Ability to work independently, and must be physically healthy.

DUTIES
Clean the interior of buildings, dust and polish furniture, manage dust bin, empty garbage containers and take content to waste arrears for removal. Vacuum and clean carpets, curtains and floors, wash windows, wash ablution facilities, remove dust and dirt from ceilings, walls, overhead pipes and fixtures. Performing landscaping, gardening and general maintenance duties.
ENQUIRIES: H/O Auxiliary Services: Ms. Monica Sampson, Tel No: (011) 843 6689, District: SW
Ms. Erna Rust, Tel No: (016) 594 9207, GN District: Mr. LA Phaswana, Tel No: (012) 846 3754, JW District: Mr. Lizwe Jafta, Tel No: (011) 831 5433, JE District: Ms. Elizabeth Moloko, Tel No: (011) 666 9109

POST 36/50: CLEANER: OFFICE SERVICE POOL REF NO: HO2016/09/198
Directorate: Early Childhood Development

SALARY: R84 096 per annum plus benefits

CENTRE: Head Office, Norwood Office

REQUIREMENTS: AET Level 1-3 with relevant experience. Extensive knowledge and understanding of Batho Pele principles. Verbal and Written communication skills. Good interpersonal relations skill. Ability to work independently, and must be physically healthy.

DUTIES: Clean the interior of buildings, dust and polish furniture, pick up rubbish, empty garbage containers and take content to waste arrears for removal. Vacuum and clean carpets, curtains and floors, wash windows, wash abulition facilities, remove dust and dirt from ceilings, walls, overhead pipes and fixtures. Performing landscaping, gardening and general maintenance duties.

ENQUIRIES: Head Office: Norwood Ms. Phumelela Tloubatla, Tel No: (011) 728 7151

POST 36/51: GROUNDSMAN: OFFICE SERVICE POOL REF NO: JE2016/09/199
Sub Directorate: Finance & Administration

SALARY: R84 096 per annum plus benefits

CENTRE: Johannesburg East District

REQUIREMENTS: A minimum of NQF Level 1 (AET Level 1-4 / Grade 3 – 9 / Standard 1 – 7) Special Requirements (Skills Needed): Previous gardening experience would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Must have physical strength to move materials and equipment. Sound knowledge of plants and garden equipment. Gardening skills. Ability to work in team.


ENQUIRIES: JE District: Ms. Elizabeth Moloko, Tel No: (011) 666 9109

POST 36/52: SENIOR MACHINE OPERATOR: OFFICE SERVICE POOL 3 POSTS
Directorate: Finance & Administration

SALARY: R84 096 per annum plus benefits

CENTRE: Johannesburg East X2 REF NO: JE2016/09/200; Gauteng North REF NO: GN2016/09/201

REQUIREMENTS: AET Level 1-3 with relevant experience. Extensive knowledge and understanding of Batho Pele principles. Verbal and Written communication skills. Good interpersonal relations skill. Ability to work independently, and must be physically healthy.

DUTIES: Bulk printing, capturing of meter reading. Record keeping, reporting of malfunctioning of photocopy machine. Distribute photo copy material accordingly. Binding, management of the stock room and maintenance of the photocopy machine

ENQUIRIES: JE District: Ms. Elizabeth Moloko, Tel No: (011) 666 9109, GN District: Mr. Alfred Phaswana, Tel No: (012) 846 3754

POST 36/53: MESSENGER: OFFICE SERVICE POOL 2 POSTS
Directorate: Finance & Administration

SALARY: R84 096 per annum plus benefits


REQUIREMENTS: AET Level 1-3 with relevant experience. Extensive knowledge and understanding of Batho Pele principles. Verbal and Written communication skills. Good inter-
personal relations skill. Ability to work independently, and must be physically healthy.

**DUTIES**
Management of incoming and outgoing correspondence including faxes. Delivery and collection of documents and assets in all 39 levels within the Department. Tracking of documents that were delivered and/or collected. Collect of mail from Post Office. Provide administrative support to the office. Assist in driving service as and when requested/required.

**ENQUIRIES**
TN District: Ms. Priscilla Ravele, Tel No: (012) 543 1044, GN District: Mr. Alfred Phaswana, Tel No: (012) 846 3754

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

**NOTE**
Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(s) 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 36/54**
**DEPUTY DIRECTOR: ADMIN REF NO: 001779**
Directorate: Patient Affairs, Logistics and Support Services

**SALARY**
R612 822 – 721 878 per annum (All inclusive package)

**CENTRE**
Sebokeng Hospital

**REQUIREMENTS**
An appropriate 3 year tertiary qualification in Public Administration with appropriate extensive experience of at least 5 years in a managerial position, of which 2 years must be in a hospital environment. Sound knowledge of PFMA and Labour Relations. Strategic capability and leadership. Computer literate. Good communication (written and verbal) skills. Ability to work independently and under pressure. He/She must have sound interpersonal relation and conflict management skills. Project management: organizational Performance Management. System and control skills, document management and quality control. Ability to coordinate with other branches and other stakeholders of the hospital. A valid driver’s license.

**DUTIES**
The incumbent will be responsible for the overall management of the support departments which include security, facility management unit, cleaning, gardening, registry, accommodation, transport, linen, switchboard, information technology, mortuary, porters and patient administration. Perform leadership functions i.e. give advice and guidance, interpretation and application of directives and policies, planning, budgeting and exercising of control over activities. Promote the vision, mission and objectives of the hospital in line with that of Gauteng Department of Health. Liaise with key stakeholders to establish sound hospital and community relationship. Ensure proper record keeping through the utilization of paper based and electronic systems. Ensure that security protocols and internal control measures are implemented and adhered to. Be part of the Executive management and contribute to the development of strategic and budget plans.

**ENQUIRIES**
Mrs AC Pienaar, Tel No: 016 930 3378

**APPLICATIONS**
Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng. Please refrain from online applications as we are experiencing system challenges

**CLOSING DATE**
23 September 2016

**NOTE**
People with disabilities are encouraged to apply. Successful applicant will undergo pre-employment medical surveillance.

**POST 36/55**
**PHARMACIST REF NO: 001786**
Directorate: Pharmaceutical services

**SALARY**
Grade 1: R574 041 per annum (all-inclusive package). Experience: None. Basic qualification accredited with the South African Pharmacy council that allows
registration with the SAPC as a Pharmacist. Registration with the South Africa Pharmacy council as a Pharmacist. Grade 2: R627 675 per annum (all-inclusive package). Experience: 5 years appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: R686 322 per annum (all-inclusive package): Experience: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.

CENTRE: Heidelberg hospital

REQUIREMENTS: Bachelor of Pharmacy Degree, Registration certificate with the SAPC with proof of 2016 payment. Certificates of Service from previous employers are compulsory. Sound knowledge of all aspects of public sector pharmacy. A thorough understanding of the relevant acts, regulations, standard operating procedures (SOP) and policies. Good pharmacy practice, the National drug policy and District health system. Must be fully computer literate, good communication, organizational and interpersonal skills.

DUTIES: Provide in and out patient dispensing services. Verify prescriptions to ensure there are no medication errors, Interpreting, evaluating and preparing prescriptions, selecting and labeling medicines on prescriptions, issuing of medication, comply with standard operating procedures and statutory regulations, provide comprehensive patient counseling, Liaise with medical / nursing staff on patient problems regarding inappropriate handling and use of medication. Monitor treatment outcomes, recording scheduled substances in register, monitoring adherence and appropriate use of chronic medication, comply with good manufacturing practices (GMP), checking, replenishing and supplying medication in emergency boxes and trays, controlling and monitoring storage ensuring the maintenance of quality medication, ensure thermo-labile (fridge) products are stored and handled according to manufacturer’s recommendations, consulting medical officers to ensure compliance of standard treatment guidelines and EDL. Providing in-service training, promoting the rational medicine use principles, monitoring availability of essential medicines, compounding medicines according to formulae and improve SOP. Supervising pharmacist assistants on dispensing activities, placing orders and follow-up on back orders, supervising pharmacy assistants on stock orders, receiving, handling and storage procedures, serving as resource centre, promote Public health, compliance with good pharmacy practice (GPP) and PFMA including cost containment measures, conduct cyclic and bi-annual stock counts, comply with six quality priorities and Batho Pele Principles, ensure safekeeping and security of stock, preventing losses, theft and expiring stock, deputizing for the supervising pharmacist, be available after hours, perform any other duty within scope of practice, PMDS and conflict resolution.

ENQUIRIES: Mr. B. Mtetwa, Tel. 016 341 1180

APPLICATIONS: Applications must be submitted on Z83 form, CV, certified copies of ID and Qualifications to be attached. Applications should be submitted at Heidelberg hospital. Hospital street, Heidelberg 1441 or posted to Private Bag 612 Heidelberg 1438 – HR Department. No late applications will be allowed.

CLOSING DATE: 23 September 2016

NOTE: Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check. Application must be submitted on Z83 form, obtainable from any Public Service Department or on 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 identity documents (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

POST 36/56: CLINICAL MENTOR REF NO: 001807

Directorate: HAST

SALARY: R426 396 – R446 031 per annum (plus benefits)

CENTRE: West Rand District Health (Mogale & Merafong Sub Districts)

REQUIREMENTS: Basic R425 qualification as a Registered Nurse & Midwife Minimum nine (9) years’ experience as a Registered Nurse, Computer Literacy, valid driver’s licence. NIMART trained & experienced knowledge of Hast Programmes. Exposure to PC-101 Facilitation experience will be an added advantage.

DUTIES: Mentoring of Professional Nurses on NIMART. Facilitation of PC-101 Guidelines. Report writing skills. Enhance intersectional collaboration with the Hast
Programme. Proper financial management skills. Monitoring and Evaluation of Health Programmes.

ENQUIRIES: Ms. Nonkumbulo Nozakhe (011) 953 4515
APPLICATIONS: Applications must be submitted on a Z83 form with a C.V, certified copies of ID document, driver’s license and Qualifications attached. Applications should be submitted directly at the West Rand District Health, CNR Vlei and Luipaard Street Krugersdorp or posted to Private Bag X2053, Krugersdorp 1740 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 23 September 2016

POST 36/57: RENAL TRANSPLANT RECIPIENT COORDINATOR REF NO: 001809
Directorate: Nursing services
SALARY: R390 216 per annum (plus benefits)
CENTRE: Helen Joseph Hospital
REQUIREMENTS: Registration with SANC as a professional Nurse. Nephrology diploma or Degree with a minimum of ten (10) years’ experience with at least three years in transplant, critical care or disease specific care or a minimum of 5 years clinical nursing experience in transplant, critical care or disease specific care.
DUTIES: The Renal Transplant Recipient coordinator on PN-B3 level post is a professional registered nurse that performs a variety of clinical services and patient care activities in collaboration with a multi-disciplinary healthcare team to ensure the smooth flow of the transplant evaluation and post-transplant care process. The coordinator works with patients and their families beginning with the evaluation for transplantation and continuing through and after transplantation in a compassionate and tactful manner in order to facilitate access to and provide continuity of care. The position coordinates all aspect of renal transplant, as well as provides support to the department in the day to day functioning of the transplant section. The coordinator functions as a case manager following all patients from initial referral, through the transplant process, and during the transition back to the referring physician. Able to cope under stressful situations. Communication skills, administrative tasks eg. compiling of statistics and patient files. To promote organ transplant to communities. To run organ transplant awareness and outreach campaign. To co-ordinate renal clinic related donors and the renal unit. Monitor at renal outpatient department. To co-ordinate in service programmes for post basic students and different stakeholders.
ENQUIRIES: Ms. TG Baloyi (011)489 0896
APPLICATIONS: Application forms must be delivered to HR Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department. or apply online at: www.gautengonline.gov.za.
CLOSING DATE: 23 September 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. NB: Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS Act 85 of 1993. Please note that employment vetting is mandatory.

POST 36/58: EMS COURSE CO-ORDINATOR (GRADE 4) REF NO: 001558
Directorate: Emergency Medical Services
SALARY: Grade 4:R388 641-R437 802 per annum (plus benefits)
CENTRE: Lebone College of Emergency Care
REQUIREMENTS: Grade 4: B-Tech degree with 3 years after registration with the HPCSA as Emergency Care Practitioner (ECP). Current registration with the Health Professional Council of South Africa (HPCSA). Experience in EMS Education and training including qualification as an assessor, facilitator and moderator is mandatory. Management qualification/ experience and formal education qualifications will be advantageous. Excellent communication and Interpersonal skills as well as writing and verbal communication skills in English. Computer literacy in MS Word, Excel and Power Point is mandatory. Valid code C1 driver’s licence with PDP. Knowledge and ability to apply Legislation and Policy Framework governing EMS Education and Training is important. Candidate must be familiar with Legislation and Regulations governing Human Resources, Public Finance and Procurement Management in the Public Sector.
DUTIES: Work within the EMS Education, Training and Development in South Africa. Apply legislation Act, Regulations and Policy framework governing EMS Education and
Training e.g. SAQA Act, Skills Development Act, Employment Equity Act. Further Education and Training Act and other key legislation. Ensure that all aspects of the course are aligned with the HPCSA Regulations. Co-ordination of all theoretical and practical components of the course. Management of the Quality Assurance of all aspects of the course. Liaison and communication with various stakeholders of the College including HPCSA and Local Government.

- Must be willing to work with learners during experiential learning as per college policies. On road shifts and inspect / oversee learners on hospital and road practical phase.
- Be able to manage formative and summative assessments of learners efficiently and effectively. Ensure all equipment and learning aids are aligned with HPCSA Regulations and sound Education practices.
- Provide reports to the Deputy Principal when required. Must be willing and able to participate in research at the College. Submission of annual report to the deputy Principal.
- Human Resource Management. Management of all College staff involved on the course. Responsible for performance management of staff and learners. Any other duties as may be required from time to time by the Deputy Principal.

ENQUIRIES: Ms Z D Kubheka, (012) 356-8054
APPLICATIONS: Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina 0031. Or apply online at: www.gautengonline.gov.za
CLOSING DATE: 23 September 2016

POST 36/59: CHIEF RADIOGRAPHER GRADE 1 – (SONOGRAPHY) REF NO: 001791
Directorate: Radiography

SALARY: R385 889 per annum (Plus benefits)
CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS: National Diploma/Degree in Diagnostic Radiography and a post-graduate Degree in ultrasound. Registration with the Health Professions Council of South Africa (HPCSA) as an Independent Diagnostic Radiographer and Ultrasound Radiography. Proof of current registration with HPCSA. A minimum of 3 years’ appropriate experience in ultrasound radiography after registration with the HPCSA. Computer Literacy (Ms Word, Ms Excel). Experience in dealing with public. Ability to communicate well with people at different levels and from diversified backgrounds. Sound verbal and written communication skills. Sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative and work independently. Ability to work independently and in a team. Knowledge of public service legislation, policies and procedures. Ability to do statistics and analyze it. Supervisory and radiography experience in an Academic Hospital will be an added advantage.

DUTIES: Participate, manage, plan, coordinate and implement experienced and specialized ultrasound services in general ultrasound and gynae and obstetrics ultrasound. Develop guidelines and protocols in line with the national and provincial strategies and monitor the implementation thereof in allocated sections. Training of staff in utilization of the ultrasound equipment. Supervision of both post-graduate ultrasound students and undergraduate ultrasound students. Assist in compilation of ultrasound machine specifications and evaluations of tender contracts. Participate in ordering and servicing of ultrasound equipment and anticipate the consumable demands for procurement purposes. Monitor proper utilization of allocated financial and physical resources. Manage own patient load. Attend to enquires in a professional manner and give guidance and advice. Adhere to timelines. Be willing to undergo continuous training and development programmes. Attend meeting and training as approved by supervisor. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

ENQUIRIES: Ms NG Tsoeu (011) 933 8434
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 1808 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 23 September 2016
NOTE: The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 85/1993. People living with disability are encouraged to apply.

POST 36/60: OPERATIONAL MANAGER NURSING GENERAL STREAM REF NO: 001810
Re-Advertisement
Directorate: Cardio – Thoracic Ward 466

SALARY : R367 815 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. Have a minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience. Computer literacy.
DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi – disciplinary team on a supervisory level to ensure good nursing care by the nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious difference. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department.

ENQUIRIES : Ms D. A. Ramoshu, Tel (011) 488 3360
APPLICATIONS : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za
CLOSING DATE : 23 September 2016

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

POST 36/61: OPERATIONAL MANAGER NURSING 2 POSTS REF NO: 001822
Directorate: Nursing

SALARY : R367 815 - R413 976 per annum (plus benefits)
CENTRE : West Rand District Health-Mogale Sub District
REQUIREMENTS : Basic Government notice 425 Qualification Degree or Diploma in Nursing or Equivalent Qualification that allows Registration with SANC as a Professional Nurse. Post basic Qualification is an added advantage with duration of at least 1 year Accredited with SANC. Minimum of 9 years appropriate experience.
DUTIES : Implement departmental policies, protocols and guidelines to strengthen the health system ensure provision of the service delivery and compliance to clinical health practice by health care teams in accordance as determined by relevant registering professional bodies and National Department of Health. Support of all categories of Health Worker, implement measure to improve integrated PHC clinical services and PHC re-engineering in the district and monitor outputs. Strengthen community participation ensure effective implementation of PMDS. Manage facility resources.
According to department policies and practices, effectively communicate intra department.

**ENQUIRIES**: Ms. A N Xaba, Tel NO: (011)953 – 1515/18

**APPLICATIONS**: Applications must be submitted on a Z83 form with a C.V, Certified copies of ID, driver’s license and Qualifications attached. Applications should be hand delivered to West Rand District Health, Cnr Vlei and Luipaard Street, Krugersdorp or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**: 23 September 2016

**POST 36/62**: CLINICAL PROGRAMME CO-ORDINATOR –HAST REF NO: 001793

**Directorate**: Hast

**SALARY**: R367 815 – R413 976 per annum (plus benefits)

**CENTRE**: West Rand District

**REQUIREMENTS**: Diploma or Degree in Nursing and Midwifery. Registration with SANC AS a Professional Nurse. Minimum Seven (7) Years as a Professional Nurse. Valid Driver’s Licence. Knowledge of HAST Programmes.

**DUTIES**: Coordinate HIV/AIDS, STI and related programmes within the District. Liaise with communities and Civil Society. Liaise with other departments on implementation of HAST Programmes. Be part of Sub-District Management Team. Compile and submit all relevant reports.

**ENQUIRIES**: Ms. Nonkumbulo Ntozakhe (011) 953 4515

**APPLICATIONS**: Applications must be submitted on a Z83 form with a C.V, certified copies of ID document, driver’s license and Qualifications attached. Applications should be submitted Physical Address: West Rand health District, Cnr luipaard and Vlei Street, Krugersdorp, 1740, Postal Address: P/BAG X2053, Krugersdorp, 1740 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**: 23 September 2016

**POST 36/63**: OPERATIONAL MANAGER 2 POSTS REF NO: 001777

**Directorate**: Nursing

**SALARY**: R367 815 - R 413 976 per annum (plus benefits)

**CENTRE**: West Rand District-Randfontein Sub-District

**REQUIREMENTS**: Basic Government notice 425 Qualification Diploma or Degree in Nursing or Equivalent Qualification that allows Registration with SANC as a Professional Nurse. Post basic Qualification with a duration of at least 1 year Accredited with SANC. Minimum of 9 years appropriate experience.

**DUTIES**: Implement departmental policies, Protocols and guidelines to strengthen the health system ensure provision of the service delivery and compliance to clinical health practice by health care teams in accordance as determined by relevant registering professional bodies and NDOH. Support of all categories of Health workers, implement measure to improve integrated PHC clinical services and phc re-engineering in the district and monitor outputs. Strengthen community participation ensure effective implementation of PMDS. Manage facility resources according to department policies and practices, effectively communicate intra departmental.

**ENQUIRIES**: Mr. M D Lekoba, Tel No: (011) 693 5270

**APPLICATIONS**: Applications must be submitted on a Z83 form with a C.V, certified copies of ID document, driver's license and Qualifications attached. Applications should be submitted West Rand District, Cnr Luiapard and Vlei Street, Krugersdorp, 1740 or Private Bag X2053, Krugersdorp, 1739.or apply online at: www.gautengonline.gov.za

**CLOSING DATE**: 23 September 2016

**POST 36/64**: PROFESSIONAL NURSE: SPECIALTY 3 POSTS REF NO: 001784

**Directorate**: Operating theatre

**SALARY**: R317 271 – R367 815 per annum (plus benefits)

**CENTRE**: Far East Rand Hospital

**REQUIREMENTS**: Basic Nursing Diploma/Degree as Professional Nurse plus one (1) year Post basic training in Operating Theater Nursing. Must be registered With SANC (South African Nursing Council). Experiences: At least Four (4) Years’ experience after basic training as a Professional Nurse. Plus One (1) year after obtaining post basic training in the Specialized Area.
DUTIES: The incumbent will be responsible for provision of an optimal, holistic Specialized nursing care within the set standards, professional and Legal framework. Promotion of scientific high quality nursing care that is cost effective. Will be a shift leader, Planning, organizing and Supervising all nursing activities.

ENQUIRIES: Ms. I.R Masilela, Tel. No: (011) 812 8313

APPLICATIONS: Applications must be submitted on Z83 form, CV, certified copies of ID and Qualifications to be attached. Applications should be submitted at – HR Department, Far East Rand Hospital, Private Bag X50, Springs 1560 or Hand delivered to: HR Department, Far East Rand Hospital, Hospital Road, New State Area, Springs or apply online at: www.gautengonline.gov.za

CLOSING DATE: 23 September 2016

NOTE: Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

POST 36/65: ASSISTANT DIRECTOR: WAREHOUSE MANAGEMENT REF NO: 001789

Directorate: Supply Chain Management

SALARY: R311 784 per annum (plus benefits)

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: Grade 12 or equivalent with 10 years’ experience or a Degree / National Diploma in Cost and Management Accounting /Logistics Management /Supply Chain Management plus 5 years’ experience in supply chain management of which 3 years must be in a supervisory level preferably in warehouse management. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). Extensive knowledge and understanding of PFMA, PPFF Act, Treasury Regulations and other related supply chain management prescripts. Extensive knowledge of SAP/SRM and BAS systems. Excellent written, verbal and interpersonal communication skill. Ability to work under pressure and deliver on tight deadlines. Customer care service oriented. Conflict management skills, knowledge of grievance and disciplinary procedures, management and decision making skills. Reports writing skills. Ability to analyze and interpret financial information. Ability to interpret and implement policies and other prescripts, presentation skills, ability to facilitate workshops, Conflict management skills.

DUTIES: Ensure effective and efficient systems related to the acquisition, receiving, storage, control, distribution of goods and services within the business unit. Provide administration support to management Monitor stock control process. Ensure efficient stock counts and submission of reports thereof. Compile and submission of weekly, monthly and quarterly reports to supervisor. Management of the staff. Ensure effective, efficient and safekeeping of stock. Provide qualitative Warehouse reports. Be willing to undergo continuous training and development programmes. Attend meeting and training as approved by supervisor. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

ENQUIRIES: Ms. T.T. Ravele (011) 933 9748

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 Pinville 1808 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 23 September 2016

NOTE: The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 85/1993. People living with disability are encouraged to apply.

POST 36/66: ASSISTANT DIRECTOR: CONTRACT ADMINISTRATION REF NO: 001790

Directorate: Supply Chain Management

SALARY: R311 784 per annum (plus benefits)

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: Grade 12 or equivalent with 10 years’ experience or a Degree / National diploma in Cost and Management Accounting/ Logistics Management. A minimum of 5 years’ experience in the contract management environment of which 3 years must be at a supervisory level. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). Extensive knowledge and understanding of PFMA, PPFF Act, Treasury Regulations and other related supply chain management prescripts. Extensive knowledge of SAP/SRM and BAS systems. Excellent written, verbal and
interpersonal communication skill. Ability to work under pressure and deliver on tight deadlines. Customer care service oriented. Conflict management skills, Knowledge of grievance and disciplinary procedures, Management and decision making skills. Reports writing skills. Ability to analyze and interpret financial information. Ability to interpret and implement policies and other prescripts, presentation skills, ability to facilitate workshops, Conflict management skills.

**DUTIES**

- Render contract administration. Administer and manage contract files during the projects life cycle. Ensure archiving and safekeeping of files. Develop and implement procedures for contract management and administration in compliance with the Departmental policy. Ensure that all contracts have a signed agreement and Service Level Agreement and all submitted documents are in line with the contract. Advice and update any changes of contract condition for compliance purposes, Manage and oversee supplier performance. Adhere to contractual formalities. Audit project progress to determine any diversions from the original contract period and take corrective action to ensure necessary approvals are granted. Overseer Service Level Agreement compliance, management and implementation. Manage training and development of personnel according to agreed training interventions. Compile and submission of weekly, monthly and quarterly reports to supervisor. Management of the staff. Ensure effective, efficient and safekeeping of stock. Provide qualitative Warehouse reports. Be willing to undergo continuous training and development programmes. Attend meeting and training as approved by supervisor. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

**ENQUIRIES**

Ms. T.T. Ravele (011) 933 9748

**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 Pinville 1808 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

23 September 2016

**NOTE**

The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 85/1993. People living with disability are encouraged to apply.

**POST 36/67**

LOGISTICS SUPPORT OFFICER REF NO: 001792

Directorate: Facility Management Unit

**SALARY**

R211 194 per annum (plus benefits)

**CENTRE**

Tara the H Moross Centre, Sandton

**REQUIREMENTS**

- Grade 12 with 3-4 years’ experience or diploma in administration/Project management with Two (2) years relevant experience in public sector environment. Must be computer literate and possess sound communication skills. Report writing skills and a valid driver’s Licence. Business writing qualification will be added advantage. Must have knowledge of SCM/finance processes

**DUTIES**

- Conduct monthly inspections of all critical areas and develop action plan. Compilation of monthly FMU reports to management monitoring of contractors on site. Participate in fire audits. Parking audits and implementation. Monitoring and management of eMaintenance. Scrutinize specification in consultation with DID. Ensure the availability of diesel and other supplements. Accommodation and venue management. Compilation of day-to-day maintenance reports. Ensure that TW84’s are attended as a matter of urgency. Management of Horticulture, Pest Control and Landscaping. Management of PMDS, monitoring and discipline of property care takers/FMU staff Attend Public Works and FMU meetings and scribe the minutes thereof. Monitor compliance in terms of PFMA and GIAMA, BBBEE, SCM, and other related policies.

**ENQUIRIES**

Mr. M. Mlangeni: Tel: (011) 535 3094

**APPLICATIONS**

Applications must be delivered to:- Tara the H. Moross Centre, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara H. Moross Centre Private Bag x7 Randburg 2125 or apply online at www.gautengonline.gov.za

**CLOSING DATE**

23 September 2016

**POST 36/68**

IT TECHNICIAN (RE-ADVERTISEMENT) REF NO: 001819

Directorate: IT

**SALARY**

R211 194 per annum (plus benefits)

**CENTRE**

Sizwe TD Hospital
**REQUIREMENTS**: Relevant National Diploma with 2 years experience in IT and switchboard or Grade 12 with 5 years experience in IT or A+ +N+ with 4 years IT experience. MCSA or MCSE will be advantageous. A valid driver’s license will be added advantage. Knowledge and experience in Desktop, LAN and WAN support. Experience in supporting BAS, PERSAL, SAP, SRM and Microsoft packages. Ability to work under pressure. Client orientation and customer focus. Good problem solving and analytical skills. Good communication, planning and telephone skills also required as well as a good attendance profile.

**DUTIES**: The successful candidate will be responsible for managing and constantly monitoring the continuous functioning of the LAN and WAN, to resolve LAN and WAN connective provide technical support and maintain desktop and other hardware for all users in the department perform network troubleshooting and support. Install computer hardware software and configure network device internet and email accounts for all users in the department and supported facilities. Provide support to end - users, devices and transversal system i.e. BAS, SAP, PERSAL, and SRM

**ENQUIRIES**
Ms L Sibeke, Tel No (011) 531 4340

**APPLICATIONS**
Applications must be submitted on a Z83 form with CV, certified copies of ID 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 TD Hospital, Cnr club and Modderfontein Road, Sandringham, 2131 or apply online at; www.gautengonline.gov.za

**CLOSING DATE**: 23 September 2016

**POST 36/69**: RISK MANAGER REF NO: 001812
Directorate: Admin Officer

**SALARY**: R211 194 per annum (plus benefits)

**CENTRE**: Odi District Hospital

**REQUIREMENTS**: An appropriate 3 year tertiary qualification – Degree or National Diploma in Accounting, Risk Management, Internal Auditing, Cost Management Accounting. Minimum of 2 years’ experience in Risk Management. Sound knowledge of PFMA, Treasury Regulations, Public Sector Risk Management Framework, Public Service Anti-corruption measures, departmental policies and procedures, ERM concepts, Frameworks and methodologies, king Report on corporate Governance (11 and 111), Ethical, self-motivated and team oriented. Good interpersonal, communication, Facilitation, analytical and problem solving skills, must be in possession of a valid driver's license.

**DUTIES**: Implementation of departmental risk management policy and strategy. Assist in facilitating the identification of the Institution risk utilizing accepted tools. Assist of Compilation of operational risk registers as well as the development of risk Response strategies and monitor process thereof. Monitor submission of emerging Risk and incidents. Assist in establishing and maintenance of risk management Philosophy and culture within the institution and provide regular training. Monitor and implement Audit plans and ensure quality response thereof. Provide reports to the Accounting Officer of the institution on a monthly and quarterly basis. Liase with internal and external stakeholders. Respond to the Audit findings and make follow up from all sections in terms of compliance and work as loss controller of institution.

**ENQUIRIES**
Ms.M.D Mekgoe, Tel:012 725 2308

**APPLICATIONS**
Applications can be delivered to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**: 23 September 2016

**POST 36/70**: PERSONAL ASSISTANT REF NO: 001797
Directorate: Supply Chain Management

**SALARY**: R211 194 per annum (Plus benefits)

**CENTRE**: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**: Grade 12 or equivalent with 3 years’ experience Or National Diploma/Degree in administration with 0-2 years’ experience in an office management environment and Office Administration qualifications. Computer literacy (Ms Word, Ms Excel, Ms Power Point and outlook). Experience in dealing with the public and suppliers. Ability to communicate well with people at different levels and from diversified backgrounds. Sound organizational skills. High level of reliability, ability to handle confidentiality. Sound verbal and written communication skills. Ability to act with
tact and discretion. Good telephone etiquette and interpersonal skills. Minute-taking and document management skills. Must have office administration competency. Basic knowledge on financial administration and supply chain processes and basic skills on report writing. Ability to work under pressure and to take initiative and work independently.

**DUTIES:**
- Screen, transfer calls and handle telephonic as well as other enquires from internal and external clients. Ensure the effective flow of information and documents to and from the responsible office. Provide administrative support in the Office of the Director. Ensure safekeeping of all documentation in the office. Draft documents as required. Compile type and distribute correspondence, reports and documents. Administer the in and out flow of correspondence. Administer the filing system, typing of correspondence, agendas, reports, submissions, memos and letters. Coordinate and manage meetings and workshops. Assist with various administrative and secretarial duties as assigned by the Director. Take minutes during meetings. Attend meetings and training as approved by supervisor. Maintenance of user-friendly office. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES:**
Ms TTT Ravele (011) 933 9748

**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 1808 or apply online at: www.gautengonline.gov.za

**CLOSING DATE:**
23 September 2016

**POST 36/71:**
ADMINISTRATION CLERK (STUDENT AFFAIRS) REF NO: 001821
Directorate: Nursing Education and Training

**SALARY:**
R142 461 per annum (plus benefits)

**CENTRE:**
Chris Hani Baragwanath Nursing College

**REQUIREMENTS:**
- Grade 12 Certificate/ level 4 Senior Certificate/ National Vocational Certificate or equivalent qualification.
- One year experience in the Public Service Administration - Student Affairs. Sound Communication (written and verbal) and interpersonal relations skills. Computer literacy (Word and Excel), certificate attached. Sound telephone manners. Must be willing to undertake a skills knowledge test on MS Word and Excel.

**DUTIES:**
- Keep accurate records student absenteeism both theory and clinical. Assist students with leave matters and submit Leave forms to HR, Campuses and Clinics/Hospitals. File Leave forms and other documents in the student files. Draw student’s files for management when requested. Re-arrange and label students course trays and files every year. Facilitate student’s course registration/orientation, graduations and award ceremonies. Maintain and update student’s records e.g. tests, examination results and lecture periods. Co-ordinate and record clinical hours and theoretical periods of students from all campuses. Completion of clinical hours and correlation with course requirements. Arrange class rooms and examination venues according to schedules. Carry out lawful duties allocated by the supervisor.

**ENQUIRES**
Tel No: Ms. C. Mahlakanya 011 983 3014 or Mr. A. Xekwane 011 983 3017

**APPLICATIONS:**
All Applications must be submitted on a Z83 form with a C.V and Certified copies. Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Chris Hani Baragwanath Academic Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Berton, 2013 or apply online at www.gautengonline.gov.za

**CLOSING DATE:**
23 September 2016

**NOTE:**
The Institution reserves the right to check criminal records of a candidate. 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 Pre-employment medical surveillance conducted by an Occupational Health Nurse Practitioner (OHNP).

**POST 36/72**
SECRETARY REF NO: 001805
Directorate: Clinical Managers Office (Surgical Disciplines) Department

**SALARY:**
R142 461 per annum (plus benefits)

**CENTRE:**
Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS:**
- Grade 10 or equivalent between 0 - 2 years’ experience or grade 12 or equivalent with at least 1 years’ experience as a secretary. Secretarial or Administration
Diploma or equivalent. Computer literacy and knowledge or experience on MS Word, Excel and Power Point and typing skills. Good interpersonal skills and telephone etiquette. Knowledge of patient rights and Batho Pele Principles. Be able to work independently and as part of a team. Ability to function under pressure and stressful conditions. Be assertive and presentable. Secretary experience in a hospital environment will be an added advantage.

**DUTIES**

Responsible for overall administration of the manager’s office. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination and preparation for meetings, workshop and typing of documents. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the manager’s office. Making travel and accommodation arrangements as well as processing of all substance and travel claims. Handling of confidential documents. Operate standard office equipment (fax, photocopy machine and telephone). Type correspondence such as reports submissions and letters. Perform administrative tasks such as taking minutes and arranging/ serving refreshments.

**APPLICATIONS**

Applications should be submitted at the Helpdesk in Administration Building at Charlotte Maxeke Johannesburg Academic Hospital. No 17 Jubilee Road, Park town Room 7. OR apply online at: www.gautengonline.gov.za.

**NOTE**

Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

**POST 36/73**

QUALIFIED BASIC PHARMACIST ASSISTANT GR2 REF NO: TDH 0015

Directorate: Pharmacy

**SALARY**

R136 707-R156 303 per annum, (Plus benefits)

**CENTRE**

Tshwane District Hospital

**REQUIREMENTS**

Registration with SA Pharmacy Council as Qualified basic pharmacist assistant

Grade 12 certificate basic communication skills, Good interpersonal skills, basic administration skills e.g filing, records and time management skills, basic problem solving and decision making skills keeping, basic calculation skills, basic computer skills, basic literacy skills, record keeping skills, basic research/data collection and analysis skills, basic teamwork skills, basic technical work skills Basic management skills and time management skills, basic problem solving and Decision making skills.

**DUTIES**

To understand and comply with all relevant legislation and policies to provide a quality cost effective service, including HR and finance requirements. Observe all Bathopele principles, participate in the development, provision and maintenance of a cost effective pharmaceutical services. Ensure quality provision of pharmaceutical care and adherence to current practices of good pharmacy practice. Reading, preparation of prescription & labeling a prescription. Provision of Information to individuals in order to promote health. Ordering and storage of medicine in accordance with pharmacy regulations, participate in in-service training. Monitor team work perform any legitimate task requested for provision of Pharmaceutical services.

**APPLICATIONS**

Applications must be submitted on a Z83 form, Certified copies of ID and Qualifications to be attached. Applications can be submitted at Tshwane District Hospital: Private Bagx179 Pretoria 0001 or posted to: The HR Manager, Tshwane District Hospital, Private Bag x 179, Pretoria, 0001. Failure to do so will lead to disqualification

**CLOSING DATE**

16 September 2016

**POST 36/74**

DRIVER RE NO: 001817

Directorate: Head Office – Forensic Medical Service

**SALARY**

R119 154 (plus benefits) Do you have a drivers’ licence?

**CENTRE**

Forensic Medical Service

**REQUIREMENTS**

Grade 10/12 or equivalent qualification with 3 or more years driving experience. A valid code 10 driver’s licence with Public Driving Permit (PDP). Good verbal and written communication skills. Good interpersonal relations. Must be able to read and write. Knowledge of Road Traffic Act 93 of 1996. Knowledge of Government Transport Prescripts.
Duties : Transporting goods and passengers to various destinations. Collect and deliver documents, equipment and stock from and to other department. Do routine maintenance on all allocated vehicles and report any defects, repairs. Complete all the required and prescribed records and log books with regards to the vehicles and goods handled. Loading and off loading of goods. Ensuring that the state vehicles are kept clean. Willingness to work in a mortuary environment. Be able to work under pressure. Perform any other tasks as requested by the line manager.

ENQUIRIES : Mr T Mokgethi Tel: 082 924 8016
APPLICATIONS : Applications must be hand delivered to Forensic Medical Services, No. 11 Diagonal Street, 13th Floor, Johannesburg, reception area or can be posted to Forensic Medical Services P.O Box 7128, Johannesburg 2000 or apply online at: www.gautengonline.gov.za.

CLOSING DATE : 23 September 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. NB: Candidates/applicant who Previously applied and meet the criteria are encouraged to apply.

POST 36/75 : PROPERTY CARETAKER REF NO: 001811
Directorate: Administration-FMU
SALARY : R84 096 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Abet level 4/Grade 10 with experience working in formal cleaning environment /ground. Previous working experience will be an advantage. Physical strong and healthy person. Ability to cope with the physical demand of the post and various weather conditions. Preferable garden experience, formal cleaning environment /ground /condition. Ability to work in a team and under pressure. Rotation to different areas when need arises.
ENQUIRIES : Ms.A.C Ramolumisi, 012 725 2452
APPLICATIONS : Applications can be delivered to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190. or apply online at: www.gautengonline.gov.za
CLOSING DATE : 23 September 2016

POST 36/76 : LAUNDRY WORKER LEVEL 2 4 POSTS REF NO: 001813
Directorate: Linen Room (Logistic)
SALARY : R84 096 – R99 060 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Minimum Grade 10 and above. The ability to count (basic arithmetic). Minimum of one year or more laundry experience in a hospital environment. Be prepared to do shift work (Sundays, holidays and weekends), and take days off. Be physically and emotionally healthy.
DUTIES : Retrieve soiled linen for linen bank. Sort and count linen. Pack soiled linen into bags, seal, date and prepare for dispatch to Masakhane Laundry. Load into truck for dispatch. Unload, unpack and count clean linen. Deliver clean linen to the wards and other units. Control linen, maintain stock levels in the wards. Sluice linen and maintain curtains in the units.
ENQUIRIES : Mr. E. Matemane, Tel No: (012) 318-6410
APPLICATIONS : People with disabilities are welcome to apply. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria,
001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE : 30 September 2016

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

APPLICATIONS : Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

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(s) no copies of certified copies allowed, certification should not be more than six months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment 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. Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance.

OTHER POSTS

POST 36/77 : DEPUTY DIRECTOR: HR PLANNING AND ORGANIZATIONAL DESIGN
Directorate: Corporate Services
Kindly note that this is an amended advert that was previously advertised on circular number 35 with an incorrect salary. Candidates who previously applied for this post need not re-apply, as their applications will be considered.

SALARY : R612 822 per annum, (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A 3-year Bachelor’s degree/National diploma in Human Resources or related field. 2-3 years’ experience in HR Planning and/or management field A demonstrated ability to provide leadership on HR planning, OD including Change Management. The ability to develop, monitor and evaluate HR strategies, policies and plans. The ability to interpret and analyse HR data. Experience in compiling reports and presenting them to management. Ability to manage staff and ability to work independently. The ability to adhere to strict deadlines. Job Knowledge: Knowledge of Job Evaluation system. Knowledge of the Public Service Act, the Public Service Regulations, Labour Relations Act, Employment Equity Act, and other HR legislation and prescripts.

DUTIES : Manage the development of HR strategies, plans and policies. Manage human resource information and knowledge. Monitor and evaluate the implementation of HR strategies, plans and policies. Render efficient OD services. Co-ordinate and ensure implementation of organisational design and development, including change management. Manage the provisioning and allocation of posts. Co-ordinate human resource information system. Coordinate, facilitate and improve MPAT results.

ENQUIRIES : Ms Linda Ninzi – Tel No: (011) 227-9000
CLOSING DATE : 16 September 2016
NOTE : All shortlisted candidates may be required to write simulation test.

POST 36/78 : ASSISTANT DIRECTOR: BUDGET REPORTING AND ANALYSIS
Directorate: CFO’s Office

SALARY : R311 784 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant 3 years tertiary qualification e.g. National Diploma or Degree in the relevant field. Appropriate 1 – 2 years experience in the related fields.

DUTIES : To exercise and facilitate active budget control and alignment by line and cost centres. Ensure compliance with the formats of annual budgets. Advise and ensure
that Expenditure is against the department’s vote. Manage the departmental revenue account. Develop and submit monthly and annual revenue and expenditure reports.

<table>
<thead>
<tr>
<th>ENQUIRIES</th>
<th>Ms. Tshiamo Sokupha Tel No: (011) 227-9000</th>
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<tr>
<td>CLOSING DATE</td>
<td>23 September 2016</td>
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<tr>
<td>NOTE</td>
<td>All shortlisted candidates may be required to write simulation test.</td>
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APPLICATIONS: All applications must be forwarded to The Acting District Director or posted to Zululand Health District Office Private Bag X81 Ulundi 3838 Attention Mr. TB Gumede or hand delivered to King Dinizulu Highway LA Building Ground Floor Zone 5 Ulundi.

CLOSING DATE: 23 September 2016

NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref ZUL/01/2016. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

OTHER POST

POST 36/79: DISTRICT CLINICAL SPECIALIST (HEAD: CLINICAL UNIT: GRADE 1) POST

PAEDIATRICS REF NO: ZUL/01/2016


CENTRE: Zululand Health District Office

REQUIREMENTS: Appropriate specialist qualification registrable with the Health Professions Council of South Africa (HPCSA); PLUS. Current registration with relevant professional statutory body: PLUS at least 5 years as specialist; it would be required of the successful candidate to sign a performance agreement. Non-South African citizens who are not permanent residents will be considered for an annual renewable contract. Unendorsed valid code B drivers licence (code 8). A one year renewable contract is offered to all retired medical specialist. (Including academicians, private and public specialists)

DUTIES: General. Represent own specialist discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, newborns And children at all levels within the health district. Promote equitable access to an appropriate level of care for all mother, new-borns and children throughout the district. Maintain personal competency in own clinical discipline whilst ensuring that no more than 10-20% of time is spent on clinical care at the regional or tertiary hospital. At least 80% of time to be spent on activities within the district. Overtime in local regional and tertiary hospitals is optional. Support Service Delivery: Support clinics, community health centres and district hospitals with all aspects of service delivery related to own specialist discipline. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment
guidelines aligned with national norms and standards. Provide Education And Training: Facilitate and participate in the development, training and mentorship under post-graduate medical, nursing and Allied Health Professionals; this may require involvement with local academics training institutions. Support Health And Logistics: Work with the district management team to establish and maintain systems including surveillance, health information communication and referral guidelines and process to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resource and sundries for the provision of quality clinical care. Monitor And Evaluate Services. Initiate, support and participate in risk management activities for patient e.g. (critical events analysis, morbidity and mortality meeting) practitioner (eg infection control) and the organisation (e.g. performance reviews). Initiate, support and participating in the clinical audits and quality improvement cycle. Implement effective monitoring and evaluation process, effective use of data and appropriate reporting on outputs and health outcomes. Initiate support and participation in relevant research; this may require involvement with local academic training institution. Collaborate, Communicate And Report Effective: Foster effective teamwork and collaborate within the district specialist team. Unable engagement with the local community and relevant non-government organisations. Facilitate and ensure effective communication with all management structures within the district, regional and tertiary hospitals as relevant as well as the provincial department of health. Present regular report.

ENQUIRIES
Mr SV Vilakazi (035) 8740600

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS
Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

CLOSING DATE
23 September 2016

NOTE
Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), identity document as well as valid driver's licence (where a driver's licence is a requirement). Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. 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. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the post(s).
MANAGEMENT ECHELON

**POST 36/80** : CHIEF ENGINEER GRADE A 3 POSTS

**SALARY** : R871 548 per annum (inclusive flexible remuneration package)

**CENTRE** :
- Chief Director's Office, Empangeni (Ref. No. P 03/2016)
- Regional Office, Ladysmith (Ref. No. P 04/2016)
- Head Office, Pietermaritzburg (Ref. No. P 05/2016)

**REQUIREMENTS** :

**DUTIES** :
Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the Engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational need and objectives. Manage commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposal to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES** :
- Mr LKK Mtambo 035 – 787 1442 (Empangeni)
- Mr S Mothilal 036 – 638 4400 (Ladysmith)
- Mr R Lindsay 033 – 355 0555 (Pietermaritzburg)

**FOR ATTENTION** :
- Mr C McDougall

**NOTE** : It is the intention of this Department to consider equity targets when filling these positions. Successful candidates will be required to enter into a Performance Agreement.
OTHER POST

POST 36/81 : ENGINEER PRODUCTION GRADE A-C 02 POSTS REF NO: P 06/2016

SALARY : R594 477 - R911 355 per annum (Depending on experience) (OSD)
CENTRE : Technology Transfer Centre: Head Office, Pietermaritzburg
REQUIREMENTS : Engineering degree (B Eng/BSC (Eng) or relevant qualification; plus 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; plus a valid driver’s licence (Minimum code B).
Knowledge, Skills, Training and Competencies Required: Knowledge of Infrastructure Management Systems. Above-average working knowledge of computer databases and GIS. Knowledge of Public service reporting procedures and work environment. Knowledge of planning and organising. Knowledge of project management. Knowledge of budget, expenditure and business plans. Knowledge and experience within a pavement monitoring/ traffic counting/ accident management environment would be an advantage. Knowledge of Human Resource matters. Computer literacy. Technical design and analysis knowledge. Knowledge of research and development. Knowledge of legal compliance. Knowledge of technical report writing. Good interpersonal skills e.g (discipline, tact, conflict etc); Strategic planning and co-ordination skills. Communication skills (verbal, written and networking). Motivation skills. Project management skills. Problem solving and analysis skills. Decision making skills. Financial management skills. Customer focus and responsiveness skills. Planning and organizing skills. People management skills. The ideal candidate should have a demonstrated interested in technical, administrative and related fields. He/she must be able to work independently and as a team, be receptive to ideas and suggestions, creative/innovative, believe in openness and transparency, must be honest and have integrity, be culturally aware, reliable and accurate.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure thorough evaluation that planning is done according to sound engineering principals and according to norms and standards and code of practice; and approve engineering works according to norms and standards. Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/ knowledge and adherence to sound engineering principals and according to norms, standards and code of practice; Supervise the engineering work and processes and administer performance management and development. Office administration and budget planning: Manage resources and prepare consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; and report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/ literature studies on engineering technology to improve expertise; and Liaise with relevant bodies/ councils on engineering-related matters.

ENQUIRIES : Ms J Blunt 033 - 355 8615
FOR ATTENTION : Mr C McDougall
NOTE : It is the intention of this Department to consider equity targets when filling these positions. Successful candidates will be required to enter into a Performance Agreement.
ANNEXURE Q

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS: The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, MMABATHO 2735, Office No. 136, 1st Floor, Tirelo building, Albert Luthuli Drive

FOR ATTENTION: Ms. GadifeleNoge

CLOSING DATE: 30 September 2016 AT 15H30

NOTE:
(a) Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID-document/National Identity card. Failure to submit the requested documents will result in the application not being considered. (b) All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). (c) Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/ transcript(s). (d) Candidates must indicate the number of the post/reference number in their applications. (e) Candidates requiring additional information regarding an advertised post, must direct their enquiries to Ms GadifeleNoge. (f) Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. (g) It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. (h) The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. (i) Previous employment records will be verified. All appointments are subjected to a positive qualifications verification as well as security clearance and vetting. (j) SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. (k) All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

MANAGEMENT ECHELON

POST 36/82: DIRECTOR: ROAD TRAFFIC MANAGEMENT REF NO: 55/2016/17

Directorate: Road Traffic Management

NB: This is a re-advertisement and candidates who previously applied are advised to reapply.

SALARY: R898 743 per annum (all-inclusive package which include basic salary of 70% of the Package) and a flexible portion that may be structured in terms of the applicable SMS guidelines).

CENTRE: Head Office - Mahikeng

REQUIREMENTS: Grade 12 plus a three year recognized degree/ diploma in any road safety discipline, Law, Policing, Transport and road traffic management coupled with 10 years working experience in the field of traffic Law enforcement of which 5 years must be at Middle Management level within the same environment, Driving Licence, Proof of no Criminal record to be attached, Computer Literacy. Knowledge: Proper implementation of Public Transport and Traffic Law Enforcement policies and regulations, Driver fitness inspections, Vehicle fitness inspections, Completion of Law Enforcement documents, Operator fitness inspection, Investigations, Working knowledge of applicable legislations- Public transport and traffic environment.

DUTIES: Determine & Evaluate proper implementation of Road Traffic Management Strategies& policies to meet the Departmental Mandate, Oversee the proper Management of Road Traffic Management Information for the prevention, detection and policing of Road Traffic Incidents and offences, Manage District Traffic, Overloading Control and Road Transportation Matters, Oversee the proper administration on Licensing and Administration, Oversee the monitoring of Compliance by all Vehicle Testing and Driver License Testing Centres, Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs), Identify and manage risk factors and indicators pertaining to the
achievement of the Directorate’s strategic goals, Provide strategic guidance and leadership to law enforcement officials.

ENQUIRIES
Ms M. Tshukudu, Tel No (018) 381 9100
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.

CLOSING DATE : 23 September 2016
NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

MANAGEMENT ECHELON

POST 36/83 : HEAD CLINICAL UNIT (MEDICAL) GRADE 1
Emergency Unit

SALARY : R1 444 857 per annum (A portion of the package can be structured according to the individual’s personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Internal Medicine or Emergency Medicine. Registration with a professional council: Experience: A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine or Emergency Medicine. Inherent requirement of the job: Willingness to work overtime. Competencies (knowledge/skills): Relevant statutory frameworks. Clinical service delivery in the emergency unit. Administrative, clinical, human and financial management of the emergency unit. Candidate must demonstrate the attributes of a transformational and innovative leader style. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Manage the GSH Emergency Unit in a comprehensive manner, aligned to the Hospital’s and the Departments objectives and priorities. Initiating of and involvement in continuous quality improvement strategies through a multi-disciplinary approach. Render an efficient and cost-effective service to patients. Ensure the rational use of financial and other resources as the head of the Functional Business unit. Deliver effective and efficient administration of the emergency unit. Plan and partake in the training of students and staff. Conduct and supervise research.

ENQUIRIES : Prof G Maartens, tel. no. (021) 406-6200 or gary.maartnes@uct.ac.za
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms P Pietersen

OTHER POST

POST 36/84 : OPERATIONAL MANAGER NURSING (SPECIALITY: NEONATOLOGY)
Chief Directorate: General Specialist and Emergency Services

SALARY : R 465 939 (PN-B3) per annum
CENTRE : Mowbray Maternity Hospital
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic qualification with a duration of at least 1 year, accredited with SANC in Advance Midwifery and Neonatal Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post basic qualification in the relevant speciality. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays, on day and night duty when required. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the Public Sector. Ability to promote quality patient care through
the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making, organisational skills and conflict resolution skills demonstrating an ability to function independently as well as part of a multi-disciplinary team. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literate (MS Word and Excel). Note: No payment of any kind is required when applying for this post.

**DUTIES**

Key result areas/outputs: Responsible for the coordination and rendering of optimal, holistic and quality Perinatal and Neonatal Health care within standards and a professional / legal framework. Manage the utilisation and supervision of all resources effectively. Coordinate the provision of training and research effectively. Provide effective support to nursing services and hospital management. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES**

Ms KE Moore, tel. no. (021) 659-5550

**APPLICATIONS**

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

**FOR ATTENTION**

Ms R Hattingh