



DATE OF ISSUE: 13 JANUARY 2017

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

PUBLIC SERVICE VACANCY CIRCULAR NO 02 OF 2017

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.

AMENDMENT

: **DEPARTMENT OF ENVIRONMENTAL AFFAIRS:** Kindly note that the salary for the post of Control Environmental Officer Grade A: International Governance (Ref. No: EAS02/2016), which appeared in the Public Service Vacancy Circular No 01 of 2017, dated 06 January 2017 with a closing date of 16 January 2017 is R409 989 per annum and not an all-inclusive remuneration package, as advertised. Closing date is extended to 23 January 2017.
DEPARTMENT OF HUMAN SETTLEMENTS: Kindly note that Post 01/31: Call Center: Public Liaison Officers 8 Posts Ref No: DOHS/53/2016 3 Year Contract and Post 01/26: Assistant Director Ref No: DOHS/84/2016 3 Year Contract has been withdrawn from the Public Service Vacancy Circular. For enquiries: Mr Abel Mositsa, Tel 012 444 9120

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GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)
GCIS is an equal opportunity employer. Disabled applicants are welcome to apply.

- APPLICATIONS** : Applications can be directed to the Director-General of Government Communication and Information System, Private Bag X745, Pretoria, 0001, for attention Mr S Matshageng or hand deliver to 1035 Tshedimoseiso House, Francis Baard Street.
- FOR ATTENTION** : Mr S Matshageng (012) 473 0286
- CLOSING DATE** : 27 January 2017
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). "The successful candidate must disclose to the DG particulars of all registrable financial interests". (Criminal record, citizenship, credit record checks, qualification verification and employment verification).

OTHER POSTS

- POST 02/01** : **TRANSLATORS**
 (Afrikaans; Sesotho; Setswana; Sepedi; isiZulu; isiXhosa; isiNdebele; Siswati; Tshivenda; Xitsonga; French; Portuguese
 Directorate: Content Development

- SALARY** : Per assignment allocated
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualification: A recognised three-year Bachelor's degree or equivalent qualification in Translation, Linguistics or Language Practice; a proven track record and experience as a language practitioner/translator; ability to work under pressure and meet tight deadlines; computer literacy; a good knowledge and understanding of government programmes and projects; willingness to work overtime, including weekends and public holidays, when required to meet tight deadlines
- DUTIES** : Translate and quality control content for various information products.
- ENQUIRIES** : Mr E Tibane, tel. (012) 473-0069
- NOTE** : Interviewees will be expected to perform a practical translation test

- POST 02/02** : **FREELANCE WRITERS**
 Vukúzenzele

- SALARY** : Per assignment allocated
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications: An appropriate three-year degree or equivalent qualification in Journalism Communication Science and or Public Relations. Proven record of writing for print and online platforms for at least 2 years. Journalism experience in print and online media, with broadcast experience as an optional advantage. Ability to do minimal sub-editing of own copy and other colleagues'. Ability to solicit content and liaise with various information providers of levels. Ability to write well-researched articles in a fast-paced environment. Excellent command of the English language, grammar and construction and understands the requirements for effective writing. Excellent interpersonal, communication and interviewing skills.

Ability to use Social Media platform(s) as part communication and information dissemination channel. A valid driver's license is essential

DUTIES : Professional writing (for both print and electronic forms) of analysis and feature articles as well as news for Vuk'uzenzele Newspaper and Public Sector Manager (PSM) Magazine on a monthly basis. Ensure that written articles meet the needs of targeted audiences and deadlines for both publications. Contribute towards generation of story ideas for content plans across for the publications. Writing comprehensive news articles and features on government programmes and policies. Sourcing and gathering of newsworthy articles for Vuk'uzenzele and Public Sector Manager magazine. Liaise regularly with editors.

ENQUIRIES : Ms D Simpson, tel (012) 473 0065

NOTE : Shortlisted candidates will be required to bring along their portfolio

POST 02/03 : **FREELANCE EDITORS**
Vukúzenzele

SALARY : Per assignment allocated

CENTRE : Pretoria

REQUIREMENTS : Qualifications: An appropriate three-year degree or equivalent qualification in Journalism, Communication Science and or Public Relations. Journalism experience in the print, online media, social media mediums, with broadcast experience as an optional advantage. Proven record of editing of copy for at least 3 years. Technical knowledge and experience of the process of editing, writing, proof reading and news gathering. Ability to write analysis and feature articles as well as news. Excellent interpersonal and interviewing skills. Ability to edit writers' copy, angle and re-angle stories under pressure. Ability to come up with catchy headlines and blurbs. Excellent command of the English language, grammar and construction and understanding of the requirements for effective writing

DUTIES : Professional editing and proof reading (both print and electronic forms) of Vuk'uzenzele and Public Sector Manager Magazine to improve clarity, consistency and accuracy. Ensure that copy is edited, free of spelling and grammatical errors, written to an appropriate length and laid out correctly. Writing headlines for stories and reviewing stories for factual and grammatical accuracy, write photo captions and review of page proofs. Rewrite material so that it flows and adheres to the in-house style of a particular publication including checking facts to ensure that stories are accurate, adhere to the copyright laws and do not go against the publication policy.

ENQUIRIES : Ms D Simpson, tel (012) 473 0065

NOTE : Shortlisted candidates will be required to bring along their portfolio.

POST 02/04 : **FREELANCE GRAPHIC DESIGNERS**
Vukúzenzele

SALARY : Per assignment allocated

CENTRE : Pretoria

REQUIREMENTS : Qualifications: An appropriate three-year degree or equivalent qualification in Graphic Design. At least 2 years' experience in the graphic design field in a glossy magazine and newspaper environment. Must be proficient in the use of an Apple Macintosh computer. Must be proficient in Adobe Illustrator, Photoshop, and In-Design in CS5 (Web and 3-D skills are a bonus). Strong design skills and thorough knowledge of reprography and printing. Good organisational and communication skills. The ability to work under pressure and meet deadlines. Should be highly motivated with an eye for detail

DUTIES : Design and layout of the publications to ensure that the general appearance is in accordance with the product development guidelines of GCIS. Work as a graphic designer on various products as per briefs. Conceptualise and handle visual execution of all design briefs. Ensure overall quality control of all designed products.

ENQUIRIES : Ms Dorris Simpson, tel: 012 473 0065

NOTE : Shortlisted candidates will be required to bring along their portfolio.

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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

- APPLICATIONS** : Applications must be e-mailed timeously to recruit@gtac.gov.za or hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria.
- CLOSING DATE** : 23 January 2017 at 12:00
- NOTE** : Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. Qualification checks and security screening will be conducted on recommended candidates. Recommended candidates may be subjected to competency assessments. Late applications and applications not meeting the requirements will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

MANAGEMENT ECHELON

- POST 02/05** : **HEAD: PROJECT MANAGEMENT UNIT - MUNICIPAL FINANCE IMPROVEMENT PROGRAMME III – REF NO: G001/2017**
Term: 3 Year Fixed Term Contract

- SALARY CENTRE REQUIREMENTS** : R1 068 564.00 (all-inclusive package) per annum (Level 14)
: Pretoria
: Relevant NQF Level 7 qualification in financial management, public administration, or economics. 10 years' experience of which 5 years' experience should be in developing and implementing public finance management reform initiatives, preferably within local government in South Africa. Specific experience includes, but is not limited to: public sector interventions; financial recovery planning financial management; revenue and expenditure controls; revenue collection; infrastructure and asset management; supply chain management; budgeting; reporting; internal audit, risk management and business continuity planning. The successful candidate must have the ability to work as a team member, impart knowledge, transfer skills and build capacity of individuals, have good interpersonal skills, high level of written and verbal communications skills.

- DUTIES** : The overall management and monitoring of the MFIP III senior, provincial and municipal advisors, specialists and service providers. Technical advice and quality assurance of the MFIP. Development of programme work plans and reporting structures. Assist in contributing towards the financial viability and sustainability of local government. Assist in contributing towards improved capacity of provincial treasuries and municipalities to implement the MFMA and replicate the processes institutionalized by the National Treasury. Determine, plan and prepare the overall work programme. Maintain overall operational control of programme activities. Undertake periodic programme reporting, evaluation and monitoring as required. Assist in providing input into NT strategic and corporate documents and assist in development of best practice guides and circulars. Develop terms of reference for programme projects as required. Serve on recruitment panels for contracting of technical advisors. Manage a large team of long and short-term technical advisors in the Programme Management Unit in Pretoria, as well as regional locations (in the case of provincial and municipal support). Supervise, co-ordinate and provide quality control for all aspects of the programme's technical work. Support stakeholders with technical advice through formal programme structures– as well as addressing ad hoc support needs. Organize and oversee all administrative, financial and logistical aspects of the programme. Monitor and evaluate the performance of all PMU members to ensure that outputs specified are delivered. Review studies and reports and provide guidance in the development of

programme reports and studies; Report on the MFIP III Budget and any other ancillary activities to assist the GTAC senior manager responsible for the MFIP III programme

ENQUIRIES : Ria Fourie (012) 315 5384

POST 02/06 : **SENIOR ADVISOR: PROVINCIAL TREASURY SUPPORT - MFIP III REF NO: G002/2017**
Term: 3 Year Fixed Term Contract

SALARY : R 898,743.00 (all-inclusive package) per annum (Level 13)
CENTRE : Pretoria
REQUIREMENTS : Relevant NQF Level 7 qualification in financial management, public administration, or economics. At least 10 years' senior management experience in developing and implementing public finance management reform initiatives, preferably within South Africa. Specific experience includes but is not limited to: public sector interventions; financial recovery planning; financial management; revenue and expenditure controls, revenue collection; infrastructure and asset management; supply chain management; budgeting, reporting; internal audit; risk management and business continuity planning. Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and provincial government within that framework. A thorough knowledge of the relevant constitutional provisions on support and interventions, capacity building, Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, Property Rates Act, the Regulations on a Standard Chart of Accounts for local government and related reforms.

DUTIES : Directing the overall management, guidance and delivery of MFIP III provincial technical advisors and assistance with the development and implementation of Programme work-plans and reporting structures. Contributing towards improved capacity of provincial treasuries and municipalities to implement the MFMA and replicate the processes institutionalized by the National Treasury, including: Manage Programme activities in assisted provincial treasuries, Assist in preparation of diagnostic assessment reports for the identification of potential areas of support within provincial treasuries, Assist in the design of provincial treasury Programme work-plans in line with the respective "Province Specific Strategy", Bi-Monthly visits to provincial treasuries to discuss progress made and challenges/issues experienced, Ad-hoc engagements and temporary placement at provincial treasuries to address specific technical issues, if required, Monitor all provincial Programme activities towards implementation of "Province Specific Strategies", Collate reports from Advisors on Programme activities in provincial treasuries, Undertake periodic Programme reporting as required, Assist in providing input into NT strategic and corporate documents, Assist in development of best practice guides and circulars, Assist in maintaining library of documents arising from Programme activities, Develop Terms of Reference for other Programme projects as required, Serve on recruitment panels for contracting of advisors, Provide advice on operations of all aspects of the Programme, Diagnostic assessment reports with clear conclusions and recommendations. Monthly reviews of progress made, Consolidated Monthly Reports on Programme status of provincial treasuries, Quarterly Advisor Review Reports for individual provincial treasury Advisors, Consolidated Quarterly Reports on Programme status of provincial treasuries, Consolidated quarterly dashboard reports, Bi-annual consolidated reports on provincial treasury visits, Input into Annual Reports on all activities under the MFIP III; and Monitoring systems as necessary.

ENQUIRIES : Ria Fourie (012) 315 5384

POST 02/07 : **SENIOR ADVISOR: ASSET & REVENUE - MFIP III REF NO: G003/2017**
Term: 3 Year Fixed Term Contract

SALARY : R 898,743.00 (all-inclusive package) per annum (Level 13)
CENTRE : Pretoria
REQUIREMENTS : Relevant NQF Level 7 qualification in financial management, public administration, or economics. At least 10 years' senior management experience in developing and implementing public finance management reform initiatives, preferably within South

Africa. Specific experience includes but is not limited to: public sector interventions, financial recovery planning, financial management, revenue and expenditure controls, revenue collection, infrastructure and asset management, supply chain management, budgeting, reporting, internal audit, risk management and business continuity planning. Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and provincial government within that framework. A thorough knowledge of the relevant constitutional provisions on support and interventions, capacity building, Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, Property Rates Act, the Regulations on a Standard Chart of Accounts for local government and related reforms.

DUTIES

: Integrated Infrastructure and Asset Management system that provide the following outputs: Fully satisfy the requirements regarding asset management as stipulated in the MFMA, Comply with the prevailing GRAP 17 and any issued accounting standard(s), Comply with the Municipal Standard Chart of Accounts (MSCOA) requirements as per Government Gazette 37577 dated 22 April 2014, Comply with the CIDMS (Cities Infrastructure Delivery and Management Systems) requirements - soon to be rolled out to all delegated municipalities, Comply with the Infrastructure Procurement and Delivery Requirements as per the National Treasury Standard for Infrastructure Procurement and Delivery Management, Provide reporting on all lifecycle aspects in order to support financial, operations and planning Managers in line with the Local Government Systems Act and appropriate sector guidelines; and, Scope of assets to include all immovable and moveable assets. The overall management and monitoring of the MFIP III provincial treasury technical advisors specializing in revenue and asset management. Assist with the development and implementation of Programme work-plans and reporting structures. Assist in contributing towards the financial viability and sustainability of municipalities. Assist in contributing towards improved capacity of provincial treasuries and municipalities to implement the MFMA and replicate the processes institutionalized by the National Treasury. Monitoring the implementation of Integrated Infrastructure and Asset Management Practices – including mSCOA compliant Asset Management Systems – in identified municipalities. Developing of revenue protection/enhancement tools and processes and monitoring the implementation there-off in identified municipalities. Manage Programme activities of revenue and asset management long-term advisors in assisted provincial treasuries. Assist in preparation of diagnostic assessment reports for the identification of potential areas of support within provincial treasuries and municipalities, Assist in the design of provincial treasury and municipal Programme work-plans in line with the outcomes of the detailed assessments. Bi-Monthly visits to provincial treasuries and municipalities to discuss progress made and challenges/issues experienced. Ad-hoc engagements and temporary placement at provincial treasuries to address specific technical issues, if required. Monitor all provincial treasury and municipality activities relating to asset and revenue management. Monitor all activities relating to the dedicated Integrated Infrastructure and Asset Management Support. Developing of revenue protection/enhancement tools and processes in close collaboration of the National Treasury Chief Directorate: Local Government Budget Analysis and monitor the implementation there-off in identified municipalities. Collate reports from Advisors and Service Providers on Programme activities, relating to asset and revenue management, in supported provincial treasuries and municipalities. Assist in development of best practice guides and circulars. Assist in maintaining library of documents arising from Programme activities. Develop Terms of Reference for other Programme projects as required. Provide advice on operations of all aspects of the Programme.

ENQUIRIES

: Ria Fourie (012) 315 5384

POST 02/08

: **KNOWLEDGE MANAGEMENT SPECIALIST MFIP III REF NO: G004/2017**
Term: 3 Year Fixed Term Contract

SALARY CENTRE REQUIREMENTS

: R 898,743.00 (all-inclusive package) per annum (Level 13)
: Pretoria
: Relevant NQF Level 7 qualification in knowledge and information management, public relations, communication, information technology and stakeholder

relationship management or related discipline. At least 5+ years responsible/accountable for knowledge and information management for an organisation or programme in the public or private sector. Must have hands on experience with website maintenance, graphic design tools and publication tools. Must have experience in liaising with high level stakeholders. Knowledge of current international good practice in the field of knowledge and information management which can include public relations, communications, information management, change management, monitoring and evaluation; and stakeholder relations management, amongst others. Ability to work as a team member; impart knowledge, transfer skills and build capacity of individuals; good interpersonal skills; high level of written and verbal communications skills; demonstrated skills in knowledge and information management, graphic design, website design, publication tools; ability to manage stakeholders and stakeholder engagements; the Regulations on a Standard Chart of Accounts for local government and related reforms. DUTIES: Designing and implementing effective knowledge management systems to support MFIP. Operationalising knowledge and information sharing for improved municipal finance management. Strengthening information links and communication between stakeholders. Promoting collaboration, learning and sharing. Developing of revenue protection/enhancement tools and processes and monitoring the implementation there-off in identified municipalities. Design and implement effective knowledge and information management systems to support MFIP. Provide leadership and hands on technical support to the MFIP and Capacity Building teams to operationalise knowledge and information management for improved municipal finance management. Provide hands on technical support and advice on innovative approaches in knowledge and information management for municipal finance management practitioners. Brief MFIP coordinating team and advisors prior to field missions on the messages they should disseminate while on mission and the information required to be brought back from mission in the interests of consistent and quality controlled knowledge and information management. Establish knowledge and information management systems for MFIP and for the Capacity Building Chief Directorate as a whole. Coordinate and provide hands on technical support for knowledge and information sharing events for the MFIP programme. Coordinate and provide hands on technical support for the establishment and effective operation of communities of practice and learning networks for public finance management practitioners. Undertake periodic programme reporting, evaluation and monitoring for knowledge and information management as required. Assist in providing input into NT strategic and corporate documents and assist in development of best practice guides and circulars in the technical field of knowledge and information management. Monitor and evaluate the performance and impact of knowledge and information management systems and practice and assist the MFIP and Capacity Building teams to maximize performance in this regard.

ENQUIRIES

: Ria Fourie (012) 315 5384

OTHER POSTS

POST 02/09

: **DEPUTY DIRECTOR: PROJECT SUPPORT MFIP III REF NO: G005/2017**
Term: 3 Year Fixed Term Contract

SALARY
CENTRE
REQUIREMENTS

: R612 822.00 (including benefits) per annum (Level 11)
: Pretoria
: Relevant NQF Level 7 qualification degree or occupational qualification in project management or business administration with a specialisation in project contract management and/or project compliance management or other related field an advantage. A minimum of 5 - 7 years' experience in the fields of project and/or programme management, at least 2 of which at a management level. Experience in public service an advantage. Excellent interpersonal communication skills, Understanding of the Public Sector and knowledge of appropriate legislations and regulations as well as Excellent report writing skills.

DUTIES

: Manage the implementation of and compliance to the MFIP project management guidelines templates, methods, practices. MFIP projects planning and initiation support: Collaborate on and support the planning of MFIP projects. Assist with the

finalisation and preparation of project initiation documents including client memoranda of agreements, project charters, and service providers' terms of reference. Monitor and check on the administration of project agreement documentation. Assist Professional Services Procurement with the sourcing of providers including preparation of requests for proposals (RFPs) and conducting of MFIP panel searches. Manage the induction of providers on MFIP project management processes and practices regarding project document and information management, client relationship management, project work reporting and invoicing. Upload and register service provider project deliverables and delivery schedules. Monitor and evaluate services rendered and deliverables against contract stipulations. Monitor and report on contract issues and, as approved and required, implement, Contract risk mitigation processes, discrete project budget adjustments. Prepare and submit contract close-out reports on submission of final deliverables. Establish and implement MFIP project governance controls across all project cycle stages including planning, implementation and post evaluation. Upload and maintain project plans, schedules, and deliverables. Manage the project logistics and arrangements regarding meetings, travel and accommodation where required. Assist with the processing and submission of project progress reports, time sheets, and invoices. Assist with the updating and maintenance of the project expenditure records and budget, and development and submission of project expenditure reports. Assist with the preparation and submission of project performance and compliance reports including, project status reports including narrative on project affairs and progress (monthly and quarterly), project exception reports, quarterly project overview reports, annual project status reports including narrative on APP progress, and project budget reports. Manage the processing, quality assurance, uploading, filing, and archiving of all relevant project documentation. Manage the administrative close-out of projects including the preparation and submission of project close-out reports to enable closure of project budgets and cost recoveries, paper trail documents to enable project auditing, project findings and learning's to enable communication and publishing.

ENQUIRIES

: Ria Fourie (012) 315 5384

POST 02/10

: **TEAM ASSISTANT: PROJECT SUPPORT - MFIP III REF NO: G006/2017**
Term: 3 Year Fixed Term Contract

SALARY
CENTRE
REQUIREMENTS

: R211 194.00 per annum (plus 37% in lieu of benefits) (Level 7)
: Pretoria
: National Senior Certificate (Matric) studying towards obtaining a relevant graduate diploma, degree or occupational qualification in administration, office management, project management or business administration. A minimum of 2 years' experience in office administration, general operations, or secretarial support. Experience in environments dealing with project and/or programme management will be an added advantage. Experience in public service will be an advantage. Excellent interpersonal communication skills. Good communication skills. Ability to work efficiently and render administrative support to a dynamic team. Experience in the use of MS Office programmes. Computer literate.

DUTIES

: Maintain the Senior Managers' diaries and manage appointments. Manage electronic document tracking system. Do all typing/word processing, faxing & photocopying for the senior managers. Assist senior managers in compiling presentations. Arrange meetings (conference rooms, documentation, parking, logistics, resources), and take minutes during meetings. Manage Travel Arrangements (including programs, logistics, security and transport for delegates from other government and international institutions as well as overseas trips). Answer and screen telephone calls; Ensure/ co-ordinate fast & efficient handling of all correspondence, acknowledge receipt of correspondence and distribute to relevant person. Finalise submission documentation and effect necessary changes when requested to do so by senior managers. Perform procurement administrative functions. Manage filing system for the MFIP. Assist with the preparation, proof-reading and quality control of documents emanating from the office. Assist with the co-ordination and admin tasks of relevant projects. Work with and /or as part of the technical project teams when needed to provide administrative and secretarial support; Perform and ensure timely reconciliation of subsistence and travel claims

for the team. Arrange protocol and VIP protection for all officials from international organisations and foreign governments, where applicable. Handle confidential documents with utmost discretion. Download documents from the internet upon request. Handle all invoices and claims. Prepare budget requirements and travelling for the MFIP team and ensure that they are included in the budget of the chief directorate. Confirm availability of funds to operate within budget limit. Coordinate telephone accounts and submit to the relevant parties on a monthly basis. Keep accurate records and reconcile stationary on a monthly basis

ENQUIRIES

:

Ria Fourie (012) 315 5384

POST 02/11

:

TEAM ASSISTANT 2 POSTS REF NO: G007/2017

Term: Permanent

SALARY

:

R211 194 00 per annum (excluding benefits) (Level 7)

CENTRE

:

Pretoria

REQUIREMENTS

:

National Senior Certificate (Matric) studying towards obtaining a relevant graduate diploma, degree or occupational qualification in administration, office management, project management or business administration. A minimum of 2 years' experience in office administration, general operations, or secretarial support. Experience in environments dealing with project and/or programme management will be an added advantage. Experience in public service will be an advantage. Excellent interpersonal communication skills. Good communication skills. Ability to work efficiently and render administrative support to a dynamic team. Experience in the use of MS Office programmes. Computer literate.

DUTIES

:

Provide administrative and secretarial support service to facilitate smooth administrative operations for the Unit. Maintain the directors' diaries and manage appointments; manage electronic document tracking system; do all typing/word processing, faxing & photocopying for the directors; Assist directors in compiling presentations; Arrange meetings (conference rooms, documentation, parking, logistics, resources), and take minutes during meetings; Manage Travel Arrangements (including programs, logistics, security and transport for delegates from other government and international institutions as well as overseas trips); Answer and screen telephone calls; and acknowledge receipt of correspondence. Finalise submission documentation and effect necessary changes when requested to do so by directors; Perform procurement administrative functions; Manage filing system for directors; Ensure/ Co-ordinate fast & efficient handling of all correspondence, meeting of deadlines for documents (determine priority and follow up); Assist directors with the preparation, proof-reading and quality control of documents emanating from the office; Assist directors with the co-ordination and admin tasks of relevant projects; Work with and /or as part of the technical project teams when needed to provide administrative and secretarial support; perform and ensure timely reconciliation of subsistence and travel claims for directors; Arrange protocol and VIP protection for all officials from international organisations and foreign governments, where applicable; Handle confidential documents with utmost discretion; Download documents from the internet upon request; process all invoices and claims. Prepare budget requirements and travelling for directors and ensure that they are included in the budget of the chief directorate; Confirm availability of funds to operate within budget limit; Coordinate telephone accounts and submit to the relevant parties on a monthly basis; Keep accurate records and reconcile stationary on a monthly basis.

ENQUIRIES

:

Ria Fourie (012) 315 5384

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (CAPRICORN COLLEGE FOR TVET)
Capricorn College for Technical and Vocational Education and Training (TVET) is inviting applications from suitably qualified candidates to fill the following vacancies:

- APPLICATIONS** : Please forward all applications to: The CEO/Principal, Capricorn College for TVET, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office
- CLOSING DATE** : 07 February 2017, applications received after the closing date or faxed applications will not be considered.
- NOTE** : Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date consider your application unsuccessful

OTHER POSTS

- POST 02/12** : **DEPUTY MANAGER: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) - COLLEGE PERMANENT APPOINTMENT REF NO: CCTVET 30/01/2017**

- SALARY** : R 389 145.00-458 385.00 per annum Salary Level: 10
- CENTRE** : Central Office
- REQUIREMENTS** : M+3 years Degree or National Diploma in Computer Science/Information Technology/equivalent qualification plus five (5) years relevant work experience of which three (3) must be at supervisory level. Work experience at TVET sector will be an added advantage. Good communication skill (written and verbal), planning, organizing, problem solving and report writing skills.
- DUTIES** : Key responsibility areas: Not Limited To: to lead, manage and supervise operations in the ICT department. Manage WAN and LAN of the College. Manage and maintain all servers. Provide technical and management support on the College's ICT governance and operations matters. Manage the ICT budget. Oversee the management of day-to-day backups of the system. Install and maintain system and applications software. Manage all ICT related service contracts. Provide IT support to curriculum delivery.
- ENQUIRIES** : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

- POST 02/13** : **HEAD OF DEPARTMENT (SES): (BUSINESS STUDIES) REF NO: CCTVET 01/01/2017**

- SALARY** : R342 753.00 – R779 253.00 per annum Post Level: 3
- CENTRE** : Senwabarwana Campus
- REQUIREMENTS** : M+ 3 Degree or National Diploma in Business Studies plus a teaching qualification. Sound knowledge and experience of TVET Sector in NC (V) and Report 191 Business Studies programmes). Five years teaching experience (Theory and practical offerings) of which 3 years must be at supervisory level or at Education Specialist Level in the TVET sector. Qualified Assessor and Moderator will be an added advantage. Computer literacy. SACE registration certificate. Valid driver's license.
- DUTIES** : Key Performance Areas: Not limited to - to lead, manage and supervise teaching and learning in the department. Responsible for management of the department's budget. Assist and deputising the Campus Manager as a senior member of the campus management team in the overall running of the campus. Manage the Business Studies department. Compile time-tables for lecturers. Conduct subject meetings and Senior Lecturer meetings. Provide subject advisory services.

		Supervise Senior Lecturers and Lecturers. Oversee and manage examinations, assessments and certification. Participate in campus management issues. Supervise registration of students.
<u>ENQUIRIES</u>	:	Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800
<u>POST 02/14</u>	:	<u>HEAD OF DEPARTMENT (SES): (UTILITY STUDIES-HOSPITALITY, TOURISM AND SAFETY IN SOCIETY) REF NO: CCTVET 02/01/2017</u>
<u>SALARY</u>	:	R342 753.00 – R779 253.00 per annum Post Level: 3
<u>CENTRE</u>	:	Polokwane Campus
<u>REQUIREMENTS</u>	:	M+ 3 degree or National Diploma in Utility Studies plus a teaching qualification. Sound knowledge and experience of TVET Sector in NC (V) and Report 191 Utility Studies programmes. Five years teaching experience (Theory and practical offerings) of which 3 years must be at supervisory level or at Education Specialist Level in the TVET sector. Qualified Assessor and Moderator will be an added advantage. Computer literacy. SACE registration certificate. Valid driver's license.
<u>DUTIES</u>	:	Key Performance Areas: Not limited to - to lead, manage and supervise teaching and learning in the department. Responsible for management of the department's budget. Assist and deputising the Campus Manager as a senior member of the campus management team in the overall running of the campus. Manage the Utility Studies-Hospitality, Tourism and Safety in Society department. Compile time-tables for lecturers. Conduct subject meetings and Senior Lecturer meetings. Provide subject advisory services. Supervise Senior Lecturers and Lecturers. Oversee and manage examinations, assessments and certification. Participate in campus management issues. Supervise registration of students.
<u>ENQUIRIES</u>	:	Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800
<u>POST 02/15</u>	:	<u>EDUCATION SPECIALIST (MECHANICAL ENGINEERING STUDIES) REF NO: CCTVET 03/01/2017</u>
<u>SALARY</u>	:	R287 856.00 – R719 643.00 per annum Post Level: 2
<u>CENTRE</u>	:	Seshego Campus
<u>REQUIREMENTS</u>	:	M+3 years Degree or National Diploma in Mechanical Engineering Studies plus a teaching qualification. Minimum of three years teaching experience in the TVET Sector. Assessor & Moderator and/or Trade test certificates will be a strong recommendation. Valid driver's licence. Computer literacy. SACE registration certificate.
<u>DUTIES</u>	:	Key Performance areas: Not limited to: Supervise and manage teaching and learning in the department. Act as custodian of the Mechanical Engineering workshop. Must be able to teach at least four subjects in Mechanical Engineering Studies. Manage and supervise enrolments, examinations and assessments in the department. Plan, manage, facilitate and coordinate teaching and learning in the department. Perform administrative duties for the department.
<u>ENQUIRIES</u>	:	Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800
<u>POST 02/16</u>	:	<u>EDUCATION SPECIALIST (ELECTRICAL ENGINEERING STUDIES) REF NO: CCTVET 04/01/2017</u>
<u>SALARY</u>	:	R287 856.00 – R719 643.00 per annum Post Level: 2
<u>CENTRE</u>	:	Seshego Campus
<u>REQUIREMENTS</u>	:	M+3 years Degree or National Diploma in Electrical Engineering Studies plus a teaching qualification. Minimum of three years teaching experience in the TVET Sector. Assessor & Moderator and/or Trade test certificates will be a strong recommendation. Valid driver's licence. Computer literacy. SACE registration certificate.
<u>DUTIES</u>	:	Key Performance areas: Not limited to: Supervise and manage teaching and learning in the department. Act as custodian of the Electrical Engineering workshop. Must be able to teach at least four subjects in Electrical Engineering Studies. Manage and supervise enrolments, examinations and assessments in the department. Plan, manage, facilitate and coordinate teaching and learning in the department. Perform administrative duties for the department
<u>ENQUIRIES</u>	:	Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/17 : **EDUCATION SPECIALIST (ENGINEERING STUDIES) REF NO: CCTVET 05/01/2017**

SALARY : R287 856.00 – R719 643.00 per annum Post Level: 2
CENTRE : Ramokgopa Campus
REQUIREMENTS : M+3 years Degree or National Diploma in (any) Engineering Studies plus a teaching qualification. Minimum of three years teaching experience in the TVET Sector. Assessor & Moderator and/or Trade test certificates will be a strong recommendation. Valid driver's licence. Computer literacy. SACE registration certificate.

DUTIES : Key Performance areas: Not limited to: Supervise and manage teaching and learning in the department. Act as custodian of the Mechanical workshop. Must be able to teach at least four subjects in Engineering Studies. Manage and supervise enrolments, examinations and assessments in the department. Plan, manage, facilitate and coordinate teaching and learning in the department. Perform administrative duties for the department.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/18 : **EDUCATION SPECIALIST (EXAMINATION OFFICER) REF NO: CCTVET 06/01/2017**

SALARY : R287 856.00 – R719 643.00 per annum Post Level: 2
CENTRE : Ramokgopa Campus
REQUIREMENTS : M+3 years Degree or National Diploma which includes education as a qualification. Three years teaching experience in the TVET sector. Sound knowledge of legislation regulating examinations and assessments. Computer literacy. Knowledge of students' data system (COLTECH/DB2000/ITS). A valid driver's license. Sound knowledge of time-tabling, moderator and assessor certificates will be added advantage. Registered with SACE

DUTIES : Key Performance areas: Not limited to: Ensure proper registration of students as per predetermined time frames. Ensure proper processing and capturing of students attendance, examination entries, tests and term marks. Manage uploading of results, processing of reports on analysis of performance and the issuing of individual results, certificates and reports for students. Exercise control over all functions and personnel under his/her supervision. Facilitation of EMIS within the campus.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/19 : **ENVIRONMENTAL HEALTH AND SAFETY OFFICER- HYGIENIST (PERMANENT COLLEGE APPOINTMENT) REF NO: CCTVET 07/01/2017**
Name of Component: Finance: Infrastructure

SALARY : R 262 272.00-R308 942.00 per annum Salary Level: 8
CENTRE : Central Office
REQUIREMENTS : Matric +3 year Degree or National Diploma in Environmental Management/ Science or relevant qualification. A minimum of five (5) years' experience in the field of Occupational Safety, Health and Environment. Knowledge of prescripts and general legislation relating to Health and Safety. Good interpersonal and communication skills (verbal and written), high level investigative skills, report writing skills and planning ability, computer literacy (including Excel, Word, Access and PowerPoint) .Ability to liaise with internal and external bodies. A valid driver's license. Registration with HPCSA.

DUTIES : Key performance Areas: Not limited to; Manage and administer Health and Safety compliance issues at the College. Ensuring adherence to safety and health standards in accordance with OHSACT and COIDA. Carry out the following: health surveillance of premises, surveillance and prevention of communicable diseases, environments pollution control, food safety management. Conduct Hazard Identification and Risk Assessment (HIRA) across the college, conduct incident investigation and generate reports, conduct Health and Safety workshops for college staff, compile weekly, monthly, quarterly and annual health and safety statistics and reports.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/20 : **SENIOR ADMIN OFFICER (CAMPUS ADMINISTRATION HEAD) 2 POSTS**
Name of Component: Campus Administration

SALARY : R262 272.00 – R308 942.00 per annum Salary Level: 8
CENTRE : Ref No: CCTVET 08/01/2017Senwabarwana and Ref No: CCTVET 09/01/2017
Ramokgopa

REQUIREMENTS : M+3 years Degree or National Diploma in Administration/Office Administration or relevant qualification in general management. At least five years working experience in the TVET Sector of which three years must be at the supervisory level. A valid driver's license. Knowledge and experience in working with students' database system will be a recommendation (Coltech/DB200/ITS or any related students data software). Good communication, problem solving and report writing skills. Sound knowledge of CET Act 16 of 2006, as amended.

DUTIES : Key Performance Areas: NOT LIMITED TO: to lead, manage and supervise all administration functions at the campus. Supervise Support Staff at the campus. Participate in the campus budgeting, planning and administration processes. Ensure that all financial administration policies are adhered to. Ensure that campus buildings and grounds are maintained. Liaise with suppliers on procured services. Assists with the management of campus budget and update the commitment register.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/21 : **SENIOR STATE ACCOUNTANT (STORES) REF NO: CCTVET 10/01/2017**
Name of Component: Corporate Services

SALARY : R262 272.00 – R308 942.00 per annum Salary Level: 8
CENTRE : Central Office

REQUIREMENTS : M+3 years Degree or National Diploma in Logistics/ Business Administration or Supply Chain Management or relevant qualification in stores management. At least five years working experience in a public institution of which three years should be at supervisory level. A valid driver's license. Good communication, problem solving and writing skills. Software knowledge in logistics and transport management will be an added advantage. Sound knowledge of relevant legislature environment (Including PFMA, Treasury Regulations, DORA, etc.)

DUTIES : Key Performance Areas: Not limited to: to lead, manage and supervise all logistics and distribution functions of college. Keep track of quality, quantity, stock levels and deliveries. Directing, optimizing and coordination full order cycle. Liaise and negotiate with end users and suppliers. Conduct stock taking. Organize the storage and distribution of goods. Manage staff. Implement health and safety procedures.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/22 : **SENIOR PROVISIONING ADMIN OFFICER (AUXILIARY SERVICES) REF NO: CCTVET 11/01/2017**
Component: Corporate Services

SALARY : R262 272.00 – R308 942.00 per annum Salary Level: 8
CENTRE : Central Office

REQUIREMENTS : M+3 years Degree or National Diploma in Records Management and/or Administration and/or Transport and Logistics/Business Management or equivalent qualification. At least five years working experience of which three years must be at supervisory level. A valid driver's license. A qualification and knowledge of software in fleet management will be added advantage. Computer literacy. Good communication, problem solving and writing skills.

DUTIES : Key Performance Areas: Not limited to: to lead, manage and supervise all functions in Auxiliary services (Fleet, Registry, Reception and cleaning services etc.). Supervise Staff. Implement health and safety procedures.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/23 : **SENIOR STATE ACCOUNTANT (INCOME AND BUDGET) REF NO: CCTVET 12/01/2017**

Component: Financial Management

SALARY CENTRE REQUIREMENTS : R262 272.00 – R308 942.00 per annum Salary Level: 8
: Central Office
: M+3 years Degree or National Diploma in Accounting/Financial Management. Five (5) years' experience in income and budget management of which three years must be at supervisory level. Sound knowledge of relevant legislation which includes PFMA, Treasury Regulations, DORA, etc. Good communication, organization and supervisory skills. Ability to develop strategic plans. Ability to work independently and in a team under extreme pressure in a demanding environment. Ability to resolve problems, have a sense of responsibility, initiative, and creativity, be objective and demonstrate good work ethics as well as be service orientated towards Batho-Pele principals. A valid driver's license. Proven computer literacy, including advanced MS word, Excel and Power Point. Knowledge of management of institutional budgets.

DUTIES : Key Performance Areas: NOT LIMITED TO: Develop, review and ensure proper implementation of appropriate policies and procedures. Monitor income to ensure alignment with approved budget and cash flow projections. Compile annual budget. Compile monthly income reports. Monitor and ensuring that bank reconciliations are done monthly. Manage investments. Coordinate collection of student fees and other revenues. Manage debtors. Apply budget control measures. Supervise staff.
ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/24 : **NETWORK CONTROLLER 3 POSTS**

SALARY CENTRE REQUIREMENTS : R 211 194.00-248 781.00 per annum Salary Level: 7
: Reference No: CCTVET 23/01/2017 Senwabarwana Campus, CCTVET 24/01/2017 Central Office and 25/01/2017 Ramokgopa Campus
: M+3 years Degree or National Diploma in Computer Science/Information Technology/equivalent qualification plus three (3) years relevant work experience. Good communication skill (written and verbal), planning, organizing, problem solving and report writing skills.

DUTIES : Key responsibility areas: NOT LIMITED TO: manage WAN and LAN at the campus. Manage and maintain servers. Provide user support. Solve end-user problems. Manage day-to-day backups of the system. Install and maintain system and applications software.
ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/25 : **CHIEF PROVISIONING ADMIN CLERK (INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE SERVICES) REF NO: CCTVET 26/01/2017**
re-advert

SALARY CENTRE REQUIREMENTS : R 211 194.00-R248 781.00 per annum Salary Level: 7
: Central Office
: M+3 years Degree or National Diploma in Public Management / Business Management/ Finance and/or Project Management. Certificate in Environmental Health or Environmental Science will be an added advantage. Computer literacy. Valid driver's license. Minimum of three (3) years' experience in maintenance and security. Strong planning, organising and effective communication skills, report writing skill, time management skill, conflict management, ability to work as a team with other stakeholders. Knowledge of policies related to infrastructure development and maintenance management.

DUTIES : Key responsibility areas: Not limited to: Ensure that the workplace meets the various safety requirements and ISO standards. Maintain college facilities (have sound knowledge of procurement process and procedures). Promote conducive working environment within the organization and conduct maintenance audits. Provide and maintain adequate facilities. Control and eliminate risk to the health and safety of employees. Assist in conducting safety risk assessments and making

recommendations. Supervise maintenance team and facilitate minor college maintenance.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/26 : **PERMANENT LECTURER (OFFICE ADMINISTRATION) 2 POSTS**

SALARY CENTRE : R173 130.00 – R386 232.00 per annum Post Level: 1
: Ref No: CCTVET 13/01/2017 Senwabarwana Campus and Ref No: CCTVET 14/01/2017 Polokwane Campus

REQUIREMENTS : M+3 years Degree or National Diploma in Business Studies or Equivalent qualification which includes teaching as a qualification. Information processing and/or Office Data Processing are a requirement. Registration with SACE.

DUTIES : Key Performance areas: NOT LIMITED TO – Undertake all teaching and learning functions relating to Office Data Processing, Office Practice, Personal Assistant, Business Practice and New Venture Creation L2-L4 in National Certificate Vocational (NC(V) and relevant subjects in Report 191(NATED) programmes. Perform relevant administrative duties and assist with extra-curricular activities.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/27 : **PERMANENT LECTURER (CIVIL ENGINEERING) REF NO: CCTVET 15/01/2017**

SALARY CENTRE : R173 130.00 – R386 232.00 per annum Post Level: 1
: Ramokgopa Campus

REQUIREMENTS : M+3 years Degree or National Diploma in Civil Engineering (Carpentry) which includes teaching as a qualification. Trade certificate in Carpentry will be an added advantage. Registration with SACE.

DUTIES : Key Performance areas: NOT LIMITED TO - Undertake all teaching and learning functions relating to Building Drawing N1-N3, Building & Structural Construction N4-N6 and Carpentry Theory N1-N3 subject in Report 191/NATED programmes. Perform relevant administrative duties and assist with extra-curricular activities.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/28 : **PERMANENT LECTURER (CIVIL ENGINEERING) REF NO: CCTVET 16/01/2017**

SALARY CENTRE : R173 130.00 – R386 232.00 per annum Post Level: 1
: Ramokgopa Campus

REQUIREMENTS : M+3 years Degree or National Diploma in Civil Engineering (Bricklaying) which includes teaching as a qualification. Trade certificate in Bricklaying will be an added advantage. Registration with SACE.

DUTIES : Key Performance areas: NOT LIMITED TO - Undertake all teaching and learning functions relating to Building Drawing N1-N3, Building & Structural Survey N4-N6 and Bricklaying Theory N1-N3 subject in Report 191/ NATED programmes. Perform relevant administrative duties and assist with extra-curricular activities.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/29 : **PERMANENT LECTURER (MECHATRONICS) REF NO: CCTVET 17/01/2017**
Re-Advert

SALARY CENTRE : R173 130.00 – R386 232.00 per annum Post Level: 1
: Polokwane Campus

REQUIREMENTS : M+3 years Degree or National Diploma as Mechatronic Mechanician/Technician /Technologist, as or in least two of the following sub-fields; Electrician, Electronics (signals), Millwright or IT specialist. Teaching qualification will be an added advantage. Must be able to teach the following subjects: Mechatronics system, Stored programme system, Machine Manufacturing/Computer Integrated manufacturing and Electro technology. Assessor & Moderator will be an added advantage Registration with SACE will be an added advantage.

DUTIES : Key Performance areas: Not limited to: Undertake all teaching and learning functions relating to Mechatronics subjects in National Certificate Vocational (NC

(V) programmes L 2- L4. Perform relevant administrative duties and assist with extra-curricular activities.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/30 : **PERMANENT LECTURER (ITC) 2 POSTS REF NO: CCTVET 18/01/2017**

SALARY : R173 130.00 – R386 232.00 per annum
CENTRE : Polokwane Campus
REQUIREMENTS : M+3 years Degree or National Diploma qualification in IT, software development or equivalent. Teaching qualification, NCV training, qualified Assessor and moderator will be an added advantage. Registration with SACE.

DUTIES : Key performance areas: Not limited to: Undertake all teaching and learning functions relating to Information Systems, System Development, Computer Hardware and Software, System Analysis, Data Communication and Networking, Computer programming (VB-Net) and Multimedia Basic at level 2 to 4. Perform relevant administrative duties and assist with extra-curricular activities.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/31 : **PERMANENT LECTURER (LIFE ORIENTATION) 4 POSTS**

SALARY : R173 130.00 – R386 232.00 per annum Post Level: 1
CENTRE : Seshego Campus x2 Posts Reference No: CCTVET 19/01/2017and Polokwane Campus x2 Posts Ref No: CCTVET 20/01/2017
REQUIREMENTS : M+3 years Degree or National Diploma in the relevant field which includes teaching as a qualification. ICDL qualification will be an added advantage. Registration with SACE.

DUTIES : Key Performance areas: Not limited to - Undertake all teaching and learning functions relating to Life Orientation curriculum components in the National Certificate Vocational (NC (V) L2-L4 programme (MS Word, MS PowerPoint, Microsoft Access and Microsoft Excel). Microsoft Office version 2010. Perform relevant administrative duties and assist with extra-curricular activities.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/32 : **PERMANENT LECTURER (EDUCATION AND DEVELOPMENT) REFERENCE NO: CCTVET 21/01/2017**

SALARY : R173 130.00 – R386 232.00 per annum Post Level: 1
CENTRE : Seshego Campus
REQUIREMENTS : M+3 Years Degree or National Diploma in Early Childhood Development (ECD) which includes teaching as a qualification. Registration with SACE.

DUTIES : Key Performance areas: NOT LIMITED TO: Undertake all teaching and learning functions relating to Art and Science of Teaching L2 – L4; Human and Social Development L2 – L4; Learning Psychology L2 – L4 Early Childhood Development L2 – L4 in Report 191(NATED) programme. Perform relevant administrative duties and assist with extra-curricular activities.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/33 : **PERMANENT LECTURER (MATHEMATICS) 3 POSTS REF NO: CCTVET 22/01/2017**

SALARY : R173 130.00 – R386 232.00 per annum Post Level: 1
CENTRE : Seshego Campus.
Requirements : M+3 years Degree or National Diploma which includes teaching as a qualification with Mathematics as a major subject. Registration with SACE.

DUTIES : Key Performance areas: NOT LIMITED TO: Undertake all teaching and learning functions relating to Mathematics in National Certificate Vocational (NC (V) L 2- L4 and Report 191(NATED) programmes. Perform relevant administrative duties and assist with extra-curricular activities.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/34 : **PERMANENT LECTURER (MECHANICAL ENGINEERING) REF NO: CCTVET 31/01/2017**

SALARY : R173 130.00 – R386 232.00 per annum Post Level: 1
CENTRE : Seshego Campus
REQUIREMENTS : M+3 years Degree or National Diploma in Mechanical Engineering (Fitting and Turning) which includes teaching as a qualification. Trade certificate in Motor Mechanics will be an added advantage. Registration with SACE.

DUTIES : Key Performance areas: NOT LIMITED TO - Undertake all teaching and learning functions relating to Engineering Drawing N1-N3, Mechanotechnics N4-N6, Mathematics N1- N6, Mechanical Design N5 – N6 and Fitting and Turning Theory N1-N3 subjects in Report 191/ NATED programmes and related subjects in NC (V) programs. Perform relevant administrative duties and assist with extra-curricular activities.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/35 : **PERMANENT LECTURER (ELECTRICAL ENGINEERING) REF NO: CCTVET 32/01/2017**

SALARY : R173 130.00 – R386 232.00 per annum Post Level: 1
CENTRE : Seshego Campus
REQUIREMENTS : M+3 years Degree or National Diploma in Civil Engineering (Bricklaying) which includes teaching as a qualification. Trade certificate in Electrical Engineering will be an added advantage. Registration with SACE.

DUTIES : Key Performance areas: Not limited to - Undertake all teaching and learning functions relating to Engineering Drawing N1-N3, Industrial Electronics N4-N6, Electrotechnics N4-N6, Mathematics N1- N6 and Electrical Theory N1-N3 subject in Report 191/ NATED programmes and related subjects in NC(V) programs. Perform relevant administrative duties and assist with extra-curricular activities.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/36 : **LIBRARY ASSISTANT REF NO: CCTVET 27/01/2017**

SALARY : R 142 461.00-167 814.00 per annum Salary Level: 5
CENTRE : Senwabarwana Campus
REQUIREMENTS : M+3 years Degree or National Diploma in Library and Information Services or equivalent qualification. Relevant experience, Computer literacy (MS office application).

DUTIES : Key responsibility areas: Not limited to: Perform circulation desk procedures, such as checking in and out materials processes, withdraws, repairs, or reconditions library materials. Shelves library materials and reads shelves, sorts and routes mail. Assists with library programs such as partaking in induction program of the college and displays. Assists patrons with ready-reference questions and reader advisory, data searching. Performs other related work as required. Participate in textbook recovering program. .

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/37 : **ACCOUNTING CLERK 2 POSTS**

SALARY : R 142 461.00-167 814.00 per annum Salary Level: 5
CENTRE : Polokwane Ref No CCTVET 33/01/2017and Senwabarwana Campuses Ref No: CCTVET 34/01/2017

REQUIREMENTS : M+3 year Diploma in Accounting / B Com Accounting Degree. Relevant experience in finance environment will be an added advantage. Knowledge of PFMA and Treasury regulations. Good communication (verbal and written), planning, organising and interpersonal skills. Ability to function accurately and methodically under pressure .Computer literacy is a prerequisite. Valid driver's licence.

DUTIES : Key Performance areas: Verify project related claims such as stipend and suppliers before capturing a payment. Capture all project related claims for payment. Calculate stipends before capturing a payment. Post all project transactions on accounting system. Attend to all project related queries. Ensure compliance with

College and project policies, procedures and guidelines. Attend to any other duties requested by the supervisor.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/38 : **GENERAL WORKER X 8 POSTS**

SALARY CENTRE : R100 545.00 –R118 440.00 per annum Salary Level: 3
 : Polokwane Campus (3 posts) and Central Office (5 Posts)
 Reference No: CCTVET 28/01/2017 Polokwane Campus and CCTVET 29/01/2017 Central Office

REQUIREMENTS : At least Grade 10/ABET level 2. Preference will be given to local residents within Polokwane Municipality (proof of residence to be attached).

DUTIES : Key responsibility areas: Not limited to: Must be able to read and write .Sound knowledge of gardening and cleaning services. This includes the following actions: Sweep entrance and surrounding areas. Ensure that building, grounds and gardening are well maintained. Cleaning of offices, classrooms and windows.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

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 gender equity within the IPID, will receive preference.

NOTE : Applications should be submitted on a Z83 obtained from any Public Service Department accompanied by a comprehensive CV, certified copies of Qualifications and ID. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with short listed candidates only. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance and verification of qualifications. Faxed, emailed, registered post and late applications will not be considered.

MANAGEMENT ECHELON

POST 02/39 : **CHIEF DIRECTOR: PROVINCIAL HEAD 2 POSTS**

SALARY : R 1 068 564.00 per annum (All-Inclusive package which includes a basic salary (60% of package) and a flexible portion that may be structured in terms of applicable guidelines. The successful candidate will be required to sign a performance agreement and an employment contract

CENTRE : Mpumalanga, Nelspruit: Ref No: Q9/2017/01
Free State, Bloemfontein: Ref No: Q9/2017/02

REQUIREMENTS : A Relevant NQF Level 7 Undergraduate Degree in Law or an equivalent qualification, as recognized by SAQA, coupled with 5 years' experience at senior management level, Knowledge and understanding of the PFMA and all relevant legislation and regulations that govern the Public Service. Thorough knowledge and understanding of criminal law, criminal procedure and law of evidence is essential, Project management, and patent knowledge of investigative systems and procedures, human rights and government's broad transformation objectives and initiatives are essential, Experience in financial, human resource and asset management, Ability to work under pressure, A valid driver's license is essential. Skills and Competencies: Strategic capability and leadership, Analytical thinking, problem solving and decision making skills, Innovative and creative, Project management at strategic level, People development and empowerment, Communication (verbal and written) skills, Client orientation and customer focus, Results-driven.

DUTIES : Key Performance Areas: Appointment and performance management of staff, Facilitate investigations of cases and to perform any other function incidental to such investigations, Control and monitor active cases, Refer matters investigated by the Provincial Office under the Independent Police Investigative Directorate to the National or relevant prosecuting authority for criminal prosecution, Report to the Executive Director on matters investigated, Refer disciplinary matters to the Provincial Commissioner, Facilitate cooperation between the Provincial Head and the Provincial Civilian Secretariat of Police and SAPS, Keep proper financial records and prepare financial statements, Monitor and review service delivery against strategic objectives, Participation in the Management Committee, Maintain discipline and sound labour relations, Ensure compliance with administrative guidelines issued by the Executive Director. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan.

ENQUIRIES : Ms S Phalatsi @ (012) 399 0043

APPLICATIONS : Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or 114 City Forum Building, Corner Schubart & Vermeulen Street

FOR ATTENTION : Ms Nkhensani Hlongwane@ (012) 399 0040

CLOSING DATE : 10 February 2017

NOTE : The appointment is subject to security clearance, verification of qualifications and competency assessment. Detailed CV with contact details of three recent references. Certified copies of qualifications, driver's licence and Identity Document. NB: if you do not hear from the Department within three months, consider your application as unsuccessful as correspondence will only be entered with shortlisted candidates only. The Independent Complaints Directorate reserves the right not to make an appointment. Please send a separate and complete application for each post you apply for. His/her character should be beyond reproach. Faxed and late applications will not be considered.

OTHER POSTS

POST 02/40 : **DEPUTY DIRECTOR: INVESTIGATIONS REF NO: Q9/2017/03**

SALARY : R 612 822.00 per annum (All-Inclusive package which includes a basic salary (70% of package) and a flexible portion that may be structured in terms of applicable guidelines. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Free State, Bloemfontein Office
: A Relevant Bachelor's Degree/diploma in law or policing or equivalent qualification coupled with 4 years of experience in Management of Criminal investigation. Thorough knowledge and understanding of criminal law, criminal procedure and law of evidence is essential, Project management and patent knowledge of the investigative systems and procedures. human rights and government's broad transformation objectives and initiatives are essential. Ability to work under pressure. A valid driver's license and be able to drive a motor vehicle.

DUTIES : Conduct investigations including all applicable investigative administration, Ensure consultation analysis, classification and registration of cases on the manual registers and database, Manage investigators component by ensuring that the database is updated and registers are completed, stakeholder management – outreach projects and cell inspection.

ENQUIRIES APPLICATIONS : Mr T Mmusi @ 051 406 6800
: Independent Police Investigative Directorate, Free State Office Private Bag x 20708, Bloemfontein, 9300 or hand delivers at 15 Corner Andrew and Westburger Streets, Ground Floor, Standard Bank Building, Bloemfontein.

FOR ATTENTION CLOSING DATE : Mr T Komphela. @ 051 406 6800
: 27 February 2017

POST 02/41 : **PRINCIPAL INVESTIGATOR 3 POSTS**

SALARY : R311 784.00 per annum (Salary level 9). The successful candidate will be required to sign a performance agreement

CENTRE : Gauteng REF NO: Q9/2017/04
Empangeni KZN REF NO: Q9/2017/05
Mthata Eastern Cape REF NO: Q9/2017/06

REQUIREMENTS : A minimum of Grade 12 and five (5) years' proven experience in criminal investigations are required for consideration to this position. Previous supervisory experience is essential. A degree/diploma in law or policing will serve as an added advantage. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. The successful candidate must possess a valid Code 8 driver's license and be able to drive the motor vehicle in that class, be computer literate and be able to work under pressure. Be competent and fit to handle a firearm or must be willing to undergo such a test. Willing to perform standby and overtime duties. Skills and competencies: Analytical thinking, problem solving and decision making skills. Competent in interviewing, report writing as well as verbal and written communication skills. Client orientation and customer focus. Results-driven.

DUTIES : Key performance Areas: Supervise Senior Investigators by providing guidance on the investigation of complaints in line with the IPID's legislative imperative and Standard Operating Procedure. Receive, register and allocate cases. Attend crime scenes and post mortems. Collect, safeguard and process exhibits at the crime scene. Conduct interviews with suspects and witnesses and obtaining affidavits.

Advise the victims or their next of kin and other relevant stakeholders regarding progress of the investigation. Stakeholder management. Conduct investigations of cases of alleged criminality and misconduct against members of the police as stipulated in Section 28 of the IPID Act. Conduct searches, seizures and collection of evidence etc. Compile 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 report at the conclusion of each investigation. Update electronically the status of each case on the database. investigations of complaints of alleged criminality and misconduct against members of the police; conduct 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

: Gauteng: Ms K Mothusi @ 011 220 1500
Ms M Buthelezi@ 031 310 1300

APPLICATIONS

: East London: Mr. SC. Mshumpela Tel: (043) 707 7200
Applications should be sent to Independent Police Investigative Directorate, Private Bag X 25, Johannesburg, 2000 or, hand deliver to 208-212 Jeppe Street, 20th Floor Marble Towers, Johannesburg, 2000. For Attention: Ms M Tshabalala @ 011 220 1500

Empangeni: Independent Police Investigative Directorate, Private Bag X 5454, Durban, 0001 or, hand deliver to 3rd Floor Marine Building, 22 Dorothy Nyembe Street, Durban. For Attention: Ms C Lupke @ 031 310 1300

East London: Independent Police Investigative Directorate, Private Bag X 9085, East London, 5200 or hand deliver to 3-33 Waverley Office Park, Phillip Frame Road, Chiselhurst, East London, 5247, For Attention: Ms. Phelisa Juta Tel: (043) 707 7200

CLOSING DATE

: 27 January 2017

POST 02/42

: **SENIOR INVESTIGATOR / REF NO: Q9/2017/07**

SALARY

: R211 194 per annum

CENTRE

: Mpumalanga Provincial Office

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 qualification, 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

: Ms E Mamabolo @ 013 754 1000

APPLICATIONS : Independent Police Investigative Directorate, Mpumalanga, Kwa Mhlanga Private Bag X 11325, Nelspruit, 1200 or, hand deliver to 27 Brown Street, 1st Floor permanent building, Nelspruit 1200

FOR ATTENTION : Mr S Nkambule @ 013 754 1000

POST 02/43 : **INVESTIGATOR REF NO: Q9/2017/08**

SALARY : R211 194 per annum

CENTRE : Limpopo Provincial Office

REQUIREMENTS : A minimum of Grade 12 or a relevant diploma/degree in Law or Policing, Knowledge of Criminal Law, Criminal Procedure and Law of Evidence, A valid Code 08 driver's license and the ability to drive a motor vehicle in that class, Computer literacy, The ability to work under pressure, Competent in interviewing, report writing as well as verbal and written communication, Competent and fit to handle a firearm or willing to undergo such a test, Willingness to be on standby and perform overtime duties, Analytical thinking, problem-solving and decision making skills, Client orientation and customer focus, Results-driven.

DUTIES : Key Performance Areas: Receive, register and allocate cases, Attend crime scenes and postmortems, Collect, safeguard and process exhibits at the crime scene, Conduct interviews with suspects and witnesses and obtaining affidavits, Advise the next of kin of victims and other relevant stakeholders regarding progress of investigations, Manage stakeholders, Conduct investigations of cases of alleged criminality and misconduct against members of the police, as stipulated in Section 28 of the IPID, Act, Conduct searches, seizures and collection of evidence, etcetera, Compile 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, Update electronically the status of each case on the database.

ENQUIRIES : Ms K Netshikulwe @ 015 283 8000

APPLICATIONS : Independent Police Investigative Directorate, Private Bag X 9525, Polokwane, 2745 or hand deliver @ 78 Hansvanrunburg old Mutual building Polokwane 0700.

FOR ATTENTION : Mr B Nong @ 015 283 8000

CLOSING DATE : 27 January 2017

POST 02/44 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR**

SALARY : R171 069 per annum (Salary level 6). The successful candidate will be required to sign a performance agreement.

CENTRE : North West Ref Q9/2017/09
Western Cape Ref Q9/2017/10

REQUIREMENTS : A Secretarial Diploma or equivalent qualification. Minimum of 3 years' experience in rendering support services to Senior Management. Advanced proficiency in Ms Word, Ms Power point, Ms Excel, Outlook and Internet Explorer. Good office management skills (document tracking, storage and retrieval systems). Sound minute taking and communication skills, telephone etiquette, and people's skills, as well as general office experience are essential the ability to act with tact and discretion. Planning and organising skills. The ability to research and analyse documents and situations. Applicants must be able to work under pressure, independently and willing to work overtime when necessary. The successful candidate must be highly reliable, loyal, self-motivated, flexible, creative, client focussed and quality orientated. Driver's licence is essential.

DUTIES : The successful candidate will primarily be responsible for: Providing secretarial support to the Chief Director. Render administrative support services. As well as remaining abreast with the prescripts/policies/procedures relevant to rendering to the Chief Director. Receiving and making telephone calls. Managing the Chief Director's diary. Making travel and accommodation arrangements. Typing of letters/memorandums/submissions/reports. Ensuring the effective flow of information and documents to and from the office of the Chief Director as well as ensuring the safekeeping of all documentation in the office of the Chief Director. Arrange meetings and taking minutes. Preparing power point presentations on information supplied by the Chief Director. Maintaining a task list of the requests

from the Chief Director ensuring that these requests are brought to the attention of the people who have to action them and keeping a tracking list of the actions and a brought forward filing system. Ensure adherence to brought forward dates. Filing document retrieval and tracking

ENQUIRIES

: North West Ms M Molefhe @ 018 937 2500

Western Cape: Ms N Matintela Tel: (021) 941 4800

APPLICATIONS

: Independent Police Investigative Directorate, Private Bag X 2017, Mafikeng, 2745 or hand deliver @ No 1 Station road, Molopo Shopping center, 1st floor For Attention: Mr Rebe Pebe

Independent Police Investigative Directorate, Private Bag X43, Bellville, 7535 or hand delivered at 1st Floor, Fintrust Building, Corner of Petrusa and Mazzur Streets, Bellville, 7530 For Attention: Ms N Matintela

CLOSING DATE

: 27 January 2017

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : 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** : 27 January 2017 @ 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 certified copies of qualification(s), Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), 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. All copies must be certified in the past 12 months. Note: Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POST

- POST 02/45** : **WATER SPECIALIST REF NO: 001/2017**
5-year contract
- SALARY** : R898 743.00 – R1 058 691.00 all-inclusive salary package per annum (Level 13). The remuneration package consists of a basic salary that may be structured to include the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Masters Degree (NQF level 9) as recognised by SAQA, in science, water management, natural resources management, economics, project management or other related fields plus a minimum of 10 years' experience in water research, policy management of which 5 years must be at middle/senior managerial level. Global experience and a PhD (NQF level 10) would be advantageous. The applicant should have a good understanding of government policies and

processes, with particular emphasis on water resources, sustainable development, climate change, and the transition to a low-carbon, resource efficient economy; Have excellent research skills and an ability to analyse findings to derive policy lessons; The ability to design and plan interventions to improve the delivery of water; Project management skills; Excellent verbal and written communication skills; Strong leadership and management skills; The ability to work on multiple projects and meet deadlines; Strong orientation to team work; The ability to handle pressure, complex situations and possess problem-solving capacity and a competence in the use of different data analysis software.

DUTIES

:

The incumbent will be responsible to provide independent and objective advice to the National Planning Commission and Secretariat on a wide range of water issues. Lead the development of the integrated national water plan. Evaluate current and proposed water strategies, policies and interpret findings; synthesize research and produce policy briefs for discussion purposes. Engage as well as facilitate strategic conversations with key stakeholders that are involved in the water value chain or whose activities have a major impact on water (departments, research bodies and agencies) to explore issues from their vantage point. Design and plan interventions to improve service delivery.

ENQUIRIES

In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post, Ms PMS Moleke at Tel No (012) 312-0250

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer / promotion/ appointment will promote representivity will receive preference.

APPLICATIONS : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street

FOR ATTENTION : Carmen Van der Westhuizen/ Mr Aaron Sigudla

CLOSING DATE : 25 January 2017

NOTE : All Interested candidates should forward a Z83 Form, accompanied by a detailed CV and certified copies of their ID and qualifications (Matric certificate and Diploma/Degree certificate) to the following address: Please note candidates should only apply for one position (one CV per person). Upon appointment the interns will sign an internship agreement with the department. Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within two (2) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 02/46 : **INTERNSHIP PROGRAMME 2017/2018 61 POSTS REF. NO: Intern17/18**
X12 Months contract

SALARY : Stipend: R5, 368.00 per month

CENTRE : Head Office-Pretoria

REQUIREMENTS : 3 Year Qualification on the following Study Fields: Political Science/Public Administration/Public Management/Office Administration/Information Technology/Computer Science/Social Work/ Development Studies/Community Development/ Social Sciences/Geography /GIS/Monitoring and Evaluation/ Customer Care/ Financial Management/ Human Resource Management/ Accounting/ Cost and Management Accounting/Financial Administration/ HIV&AIDS Studies /Information Science and Library studies/Economics/ Research/ LLB/International Relations/Records Management/Knowledge Management and Gender Studies.

ENQUIRIES : Enquiries: Mr Aaron Sigudla Tel: (012) 312 7664.

NOTE : Applicants must be unemployed graduates from accredited institutions of Higher Learning. The applicants must not have been exposed to work experience in their area of study or have participated in an internship programme in a government department. Invited candidates should make their own accommodation and transport arrangements. The Programme will commence on 01 April 2017 and end on 31 March 2018

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 02/47** : **OPERATIONAL MANAGER: NURSING SPECIALTY (PAEDIATRIC) REF NO: 002469**
Directorate: Nursing Services
- SALARY** : R465 939 per annum. (plus benefits)
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification, with duration of atleast 1 year. 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 after obtaining the 1 year post-basic qualification in Post Basic Paediatric Nursing Science / Neonatal Nursing Science.
- DUTIES** : Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care protocols and policies in the department. Efficient implementation and evaluation of Neonatal, Perinatal and child care programmes in the unit according to department's strategic goals. Ensure adequate and appropriate staffing according to patients' needs. Effective monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with the multidisciplinary team. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve team work. Ensure performance, evaluation management and development of staff.
- ENQUIRIES** : Ms. E. Mogudi, Tel no (011) 898 8314 / 8054
APPLICATIONS : Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online at www.gautengonline.gov.za
- CLOSING DATE** : 27 January 2017
- POST 02/48** : **OCCUPATIONAL THERAPIST REF NO: HRM 01/2017**
Directorate: Psychiatry Unit
- SALARY** : GRADE 1: R262 020 per annum plus benefits
GRADE 2: R308 649 per annum plus benefits
GRADE 3: R363 582 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
REQUIREMENTS : Degree/Diploma in Occupational Therapy. Appropriate clinical experience in the field of occupational therapy. Current registration with the HPCSA as an Occupational Therapist is compulsory. Knowledge and interest in acute psychiatric management of conditions would be an added advantage. Familiarity and understanding of levels of creative ability is essential.
- DUTIES** : Rendering comprehensive occupational therapy production services in the field of psychiatry. Assist in the management of all resources of the occupational therapy psychiatric subsection, including supervision, performance management and development of staff. Must be able to conduct cognitive and work assessments pre-discharge. Implement sectional and provincial quality assurance measures in the designated area. Participate in the formulation and review of strategies in allocated area of work as required. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training to allocated occupational therapy students as required and contribute to research activities.
- ENQUIRIES** : Mr. Thabani Ncwane Tel: (012) 354 1665

APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 27 January 2017

POST 02/49 : **OCCUPATIONAL THERAPIST REF NO: HRM 05/2017**
Directorate: Orthopedics Unit

SALARY : GRADE 1: R262 020 per annum plus benefits
GRADE 2: R308 649 per annum plus benefits
GRADE 3: R363 582 per annum plus benefits

CENTRE REQUIREMENTS : Steve Biko Academic Hospital
Degree/Diploma in Occupational Therapy. Appropriate clinical experience in the field of occupational therapy. Current registration with the HPCSA as an Occupational Therapist is compulsory. Knowledge and interest in hand injuries, splinting and arthroplasty management. Post-graduate diploma in hand therapy would be an added advantage.

DUTIES : Rendering comprehensive occupational therapy production services in the field of orthopedics. Assist in the management of all resources of the occupational therapy orthopedics subsection, including supervision, performance management and development of staff. Attending ward rounds, clinics, academic meetings and working within multi-disciplinary team. Implement sectional and provincial quality assurance measures in the designated area. Participate in the formulation and review of strategies in allocated area of work as required. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training to allocated occupational therapy students and medical students as required and contribute to research activities.

ENQUIRIES APPLICATIONS : Mr. Thabani Ncwane Tel: (012) 354 1665
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 27 January 2017

POST 02/50 : **RADIOGRAPHER (RADIATION ONCOLOGY) PRODUCTION 3 POSTS REF NO: HRM 02/2017**
Directorate: Radiation Oncology

SALARY : GRADE 1:R262 020 per annum plus benefits
GRADE 2: R308 649 per annum plus benefits
GRADE 3: R363 582 per annum plus benefits

CENTRE REQUIREMENTS : Steve Biko Academic Hospital
B Tech Radiotherapy/Diploma in Radiotherapy. Registration with HPCSA. Grade 1: less than 10 years, Grade 2: 10-20 years and Grade 3 more than 20 years' experience in radiation oncology. Good knowledge of IMRT and Stereotactic radiotherapy. Dedicated to profession and patients. Excellent communication skills, Good interpersonal skills. Empathetic. Excellent patient care. Good team worker. Excellent health record. Grade 2 - 3 Prepared to take responsibility in area of duty. Excellent supervisory and leadership skills. Problem solving skills and initiative are very important.

DUTIES : Responsible for accurate delivery of radiation treatment to patients with neoplasms., including of brachytherapy. Assist in localization and treatment planning. Physical and emotional support of patients and family. Daily and weekly QA. Manage and organize area of work. Administration duties e.g. appointments and statistics. Assist students during clinical work to develop radiography skills. Treat emergency patients after hours. Attend and participate in continuous

professional development program. Grade 2 – 3: PMDS of sub-ordinates. Discipline and conflict management. Assist in the overall management of the department.

ENQUIRIES : Mrs. P Pillay Tel: (012) 354 2309
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 27 January 2017

POST 02/51 : **CLINICAL TECHNOLOGIST REF NO: HRM 03/2017**
Directorate: Neurophysiology

SALARY : GRADE 1:R262 020 per annum plus benefits
GRADE 2: R308 649 per annum plus benefits
GRADE 3: R363 582 per annum plus benefits

CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Minimum Qualifications: BTech in Clinical Technology - Specialized Category Neurophysiology. Registration with HPCSA as a Clinical Technologist - Specialized Category Neurophysiology. Grade 1 : One to ten years relevant experience after registration with the HPCSA as Clinical Technologist in Neurophysiology. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA Clinical Technology in respect of SA qualified employees. Grade 3 : Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees. Professional person with integrity and ability to perform under pressure, independently and in a team. Self-driven and result orientated. Good communication, report writing, presentation and interpersonal skills. Computer literate. Honest, patient, hardworking and reliable. Willingness to train students and present lectures

DUTIES : Provision of specialized Neurophysiology diagnostic and investigative services within the Neurophysiology Unit i.e. Electroencephalography (EEG), Evoked potentials (Visual, Auditory and Somatosensory), Nerve conduction studies, Polysomnography, Multiple Sleep Latency Tests (MSLT) Neonatal EEG recordings. Monitor and maintain equipment. Infection control. Stock management. Teaching. Engage in Continuous Professional Development.

ENQUIRIES : Mrs. A Van Der Merwe or Prof. PR Bartel Tel: (012) 354 1233 or 2282
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 27 January 2017

POST 02/52 : **FOOD SERVICE AID LEVEL 2 2 POSTS REF NO: HRM 04/2017**
Directorate: Admin and Logistics (Food Services Department)

SALARY : R84 096 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Minimum qualification: Grade 10 –12 with minimum 3 years appropriate experience in a formal food service environment. Relevant certificates in cooking/hygiene and safety will be an advantage. Good communication skills and willing to work in a team. Must work shifts (late and early), as well as weekends and Public Holidays. Able to do work of a physical nature. A driver's license will be and added advantage

DUTIES : Perform routine tasks in the Food Service Unit and operate machinery. Perform general cleaning tasks as assigned to you and maintain hygiene and safety measures in the unit. Washing of dishes, crockery and cutlery. Dishing up of patients' food according to portion control measures. Loading of food into patient transport trolleys. Can be utilized as a tractor driver transporting food to Oncology

block. Preparing of patient's meals, beverages, snacks, fluids and bread. Unpacking and packing provisions into fridges and freezers. Willingness to work as a reliever in the unit.

ENQUIRIES
APPLICATIONS

: Mrs. E Dreyer Tel: (012) 354 2315/2092
: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
: 27 January 2017

CLOSING DATE