



DATE OF ISSUE: 20 JANUARY 2017

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

PUBLIC SERVICE VACANCY CIRCULAR NO 03 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 INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE:**
Kindly note that Post 02/40: Deputy Director: Investigations Free State Bloemfontein (Ref: No Q9/2017/03) has been withdrawn from the Public Service Vacancy Circular and Sunday Times News Paper. For enquiries: Mr T Mmusi, Tel 051 406 6800. Post 02/42 Senior Investigator Mpumalnga (Ref: Q9/2017/07) salary Notch is R 262 272.00 not R 211 194.00. We apologies for the inconvenience caused.

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DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms H Nemabaka
- CLOSING DATE** : 27 January 2017
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

MANAGEMENT ECHELON

- POST 03/01** : **DIRECTOR: REF NO: 132365**
Branch: Curriculum Policy, Support and Monitoring
Directorate: Curriculum Implementation and Quality Improvement (GET):
Please note that this is a re-advertisement of the post. All those candidates who have applied need not re-apply as their applications will be considered.
- SALARY** : All-Inclusive remuneration package of R 898 743 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification in curriculum implementation and quality improvement in the GET band coupled with relevant experience in the relevant field; At least ten (10) years' experience in working within the GET band, in the Basic Education Sector; Knowledge of the key challenges in General Education and Training (GET) and how these can be mediated to improve learner performance in schools; In depth knowledge of the National Curriculum Statement and its implementation in the GET sector; Knowledge of the National Qualifications Framework and Curriculum Development processes; Knowledge of and ability to work with critical stakeholders within the Sector to strengthen the implementation of GET; The ability to ensure the development and implementation of Norms and Standards in line with section 3 and 8 of the National Education Policy Act; The ability to provide strategic leadership to the GET sector; Good general management skills; A thorough understanding of and experience in all processes involved in project management; The ability to co-ordinate and manage the finances of the directorate in line with PFMA and procurement processes; Good and functional knowledge of Government prescripts, knowledge of Monitoring, Evaluation and Reporting systems and processes and project management; Planning and organising skills; Strong leadership, advanced computer skills; Good interpersonal relations and the ability to handle pressure; A valid driver's licence.
- DUTIES** : The Management and the Administration of the Directorate; The Implementation of the National Strategy for Learner Attainment (NSLA); Special Interventions and Support Programmes to provinces, district and schools; Curriculum Implementation Monitoring and Support for GET; Strengthen intra-and inter- sectoral collaboration; Plan for assessment support in schools; Receive and quality assures learning and support material; Provide professional support to provinces/district/circuit/schools in curriculum implementation; and Develop and maintain policy concerning curriculum qualifications and assessment.

ENQUIRIES
NOTE

- : Ms H Nemabaka 012 357 3289
- : All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor , Pretoria at the Reception. Faxed or e-mailed applications will not be considered. NB: Please ensure that your application reaches this office before 17h00 on week-days.
- NOTE** : Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria.

MANAGEMENT ECHELON

- POST 03/02** : **DIRECTOR: NATIONAL FORENSIC OVERSIGHT AND ETHICS BOARD (DNA)**
REF NO: CSP/01/2017
- SALARY** : R 898 743 per annum (All inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An LLB degree or equivalent tertiary qualification and registration with CIS will be an added advantage. A minimum of 5 years' experience at Middle Management. Sound knowledge of Public Service Systems and applicable legislations and regulations (Corporate legislations, King, III: PFMA, etc.) as well as their functioning, A proven track record in the management of Corporate Governance, working with Boards of Public Entities, processes and systems. Sound and extensive track record incorporating Governance, Budget management and Strategic Management, Be a strategic and analytical thinker with excellent communication and writing skills, People and diversity management experience. Ability to follow organizational objectives and drive synergies in a mature manner and provide a proven track record of experience in similar/relevant previous assignments. Advanced legal drafting skills, Good presentation skills, Good facilitation skills and Project management skills. Sound financial management skills, Planning and organizing skills, Problem solving and decision-making skills, Research skills, Report writing skills. Ability to prioritize and work under pressure.
- DUTIES** : Drafting and development of Policies and Procedures, Drafting recommendations for improvement to legislation and Keeping the Board fully informed of existing and new legislative requirements. Support the DNA Board in the effective management of the Board by drafting reports, developing systems reports. Overseeing the implementation of appropriate database management software solutions, ensuring training of stakeholders and acting as a communication and information channel

for the Board members. Overall management and development of the DNA Board staff in terms of Performance Management and Development System.
Ms Lerato Maisela Tel 012 393 2500/ 1916

ENQUIRIES

OTHER POSTS

POST 03/03 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: CSP/02/2017**

SALARY : R 612 822 per annum (All inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma in Management Service/ Organisational Development or related equivalent qualification. At least 3-5 years' experience in Organisational Development/ Work Study and Job Evaluation environment. Knowledge of the Public Service Act and Public Service Regulation, knowledge and understanding of Policies that informs Organisational Development interventions, good understanding of Organisational Development interventions, Human Resource Policy formulation and implementation, sound knowledge of Equate Job Evaluation System, sound knowledge of Project Management. Experience in Work-Study investigation and Change Management. Analytical, Negotiation, Communication (written and verbal), and advanced computer skills.

DUTIES : Develop, review and implement Job Evaluation and Job Description Policies, facilitate the development and review Job Descriptions for all posts within the Department, conduct Job Analysis and Job Design, conduct consistent Job Evaluation and facilitate implementation, ensure appointment and training of Job Evaluation Panel and maintain terms of reference, conduct Work-Study investigations on all structural changes and make appropriate recommendations for approval, assist with the development and management of business processes within the Department. Management of Organisational Structure and maintain post establishment and post structure of the Department aligned to the approved organisational structure. Development and maintenance of Change Management framework and development of a programme of cultural change to improve the effectiveness of staff at all levels.

ENQUIRIES : Ms Lerato Maisela Tel: 012 393 2500/ 1916

POST 03/04 : **ASSISTANT DIRECTOR: POLICY AND PROGRAMME EVALUATIONS REF NO: CSP/05/2017**

SALARY : R389 145 per annum
CENTRE : Pretoria
REQUIREMENTS : A National Diploma/Degree in Social Science, Statistics, Population studies or Development studies or equivalent qualification. Two to three years' experience in Oversight or Monitoring and Evaluation environment. Strong research or evaluation background as well as exposure to policing environment will be an added advantage. Good understanding of government M&E Prescripts, e.g. Government Wide M&E Policy Framework. Knowledge and experience in report writing. Project management, good communication (both verbal and written) and analysis skills are a requirement. Computer competency (MS Word, Excel, Outlook, and power point) is required. Valid driver's licence, and ability to drive.

DUTIES : Develop M&E tools and guidelines. Conduct desktop research on various M&E areas/projects. Schedule and collect data for various M&E projects. Coordinate data capturing and analyse monitoring and evaluation data. Compile M&E reports. Assist in the coordination of M&E technical team activities. Participate in stakeholder engagements.

ENQUIRIES : Ms Danisile Sambo Tel: 012 393 2500/ 4359

POST 03/05 : **ASSISTANT DIRECTOR: POLICE PERFORMANCE REF NO: CSP/06/2017**

SALARY : R389 145 per annum
CENTRE : Pretoria
REQUIREMENTS : A National Diploma / Degree in Social Science, Statistics, Population studies or Development studies or equivalent qualification. Two to three years' experience in

Oversight or Monitoring and Evaluation environment. Strong research or evaluation background as well as exposure to policing environment will be an advantage. Training and experience in financial data analysis will be an added advantage. Good understanding of government M&E Prescripts, e.g. Government Wide M&E Policy Framework. Knowledge and experience in report writing. Project management, good communication (both verbal and written) and analysis skills are a requirement. Computer competency (MS Word, Excel, Outlook, and power point) is required. Valid driver's licence, and ability to drive.

DUTIES : Develop M&E tools and guidelines. Conduct desktop research on various M&E areas/projects. Schedule and collect data for various M&E projects. Coordinate data capturing and analyse financial M&E data. Compile M&E reports. Assist in the coordination of M&E technical team activities. Participate in stakeholder engagements.

ENQUIRIES : Ms Danisile Sambo Tel: 012 393 2500/ 4359

POST 03/06 : **ASSISTANT DIRECTOR: CONTRACTS MANAGEMENT REF NO: CSP/03/2017**

SALARY : R 311 784.00 per annum
CENTRE : Pretoria

REQUIREMENTS : A National Diploma in Supply Chain Management, Logistics, Finance, Contract Law or equivalent. Five years working experience in the public sector SCM environment. Three years working experience in the management of contracts and projects. Comprehensive knowledge of SCM policy and procedures, PFMA, PPPFA, NT Regulations and BBBEE. Knowledge of contract management process, procedure and guideline. Knowledge of LOGIS. Competencies: People Management. Planning and organizing. Communication (written and verbal). Problem solving. Customer service orientation. Business ethics and values. Computer literacy. Financial Management skills and ability to work in a team and independently.

DUTIES : Procure goods and services in accordance with PPPFA, NT Regulations, prescripts and instructions, SCM policy, procedures and processes. Implementation and management of the contract management function derived from the procurement process. Liaise with National Treasury on transversal contract matters, Provide support and advise on contract related matters. Coordinate reports from directorates on contract issues, Ensure that best practice SCM and SIPDM Standards are realized and Keep record of all related contract management matters. Assist with the drafting of service level agreements (SLA) and coordinate contracts signing Ensure that contract obligations are met. Monitor contract payments to service providers. Ensure that Internal control, policy and procedures are effective and check compliance with all relevant SCM and applicable legislative frame work. Implementation and management of the full travel management project with internal and external stakeholders. Manage the full administrative function of travel management. Coordinate and provide information, statistics and reports to senior management.

ENQUIRIES : Ms Danisile Sambo Tel: 012 393 2500/ 4359

POST 03/07 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: CSP/04/2017**

SALARY : R311 784.00 per annum
CENTRE : Pretoria

REQUIREMENTS : A National Diploma in Human Resource Management or equivalent qualification with 2-3 years' work experience within the Human Resources Management and Planning environment. Knowledge of Employment Legislation, and Human Resource System and Processes. Knowledge of Human Resources Planning; Knowledge of Human Resource Policies, Public Service Regulations and Public Service Act. Problem solving and communication skills, Analytical and Interpersonal skills. Computer literacy as well as Planning and organizing skills.

DUTIES : Implementation and co-ordination of Recruitment and Selection processes, Administration of Performance Management and Development. Maintenance of conditions of service (Leave ,housing allowance, medical aid, termination, long service, overtime, relocation and pension allowance), Implement amendments to

the establishment. Coordinate and monitor the implementation of Human Resource Plan and reporting.

ENQUIRIES : Ms Lerato Maisela Tel: 012 393 2500/ 1916

POST 03/08 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: SP/07/2017**

SALARY : R311 784.00 per annum
CENTRE : Pretoria
REQUIREMENTS : A National Diploma in Labour relations/ Human Resource Management/ Public Administration or equivalent qualification with 2-3 years' experience in Labour Relations environment. The candidate must have knowledge and experience of working with bargaining council, conflict management skills and experience, valid driver's license. The candidate must have knowledge and understanding of legislative framework governing the Public Service. Knowledge of dispute resolution process in the Public Service. Computer literacy, planning and organizing skills, conflict management skills, good verbal and written communication skills.

DUTIES : Promote sound employment relations through efficient handling of complaints, grievances, disputes and misconducts cases. Represent the employer in disciplinary cases. Liaise with staff at all levels and serve as a link between management and employees. Communicate and interact with Trade Unions and Shop Stewards on a regular basis. Render an advisory service on all employment relations issues to all staff including management. Facilitate and co-ordinate all disciplinary matters. Facilitate the resolution of grievances, manage and resolved conflicts. Prepare monthly statistics report on grievances and disciplinary matters. Represent the department in case referred for conciliation and assist in arbitrations proceedings. Provide and facilitates training on labour relations issue. Manage database on all labour related matters and compile reports to management. Provide secretariat service to the Employment Equity Consultative Forum. Provide management with monthly report on Employment Equity statistics.

ENQUIRIES : Ms Danisile Sambo Tel: 012 393 2500/ 4359

POST 03/09 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS REF NO: CSP/08/2017**

SALARY : R 311 784.00 per annum
CENTRE : Pretoria
REQUIREMENTS : A National Diploma in Social Work or BA Honours Psychology or relevant qualification. Registration with South African Council for Social Service Professions or Health Professions Council of South Africa. Relevant experience in Employee Health & Wellness. Knowledge and application of Employee Health & Wellness; Counseling; Program design and implementation skills; good presentation skills; assessment / diagnostic skills; well-developed communication skills (verbal and written); programme marketing skills; problem-solving; Project Management; innovative; flexible and quality oriented; Computer literacy; Planning and Organizing skills; Financial Management skills; Research skills, knowledge of promoting the social well-being of employees; knowledge and understanding of relevant legislations and their alignment to the Public Service EHW strategic framework.

DUTIES : Implement and ensure compliance on the following policies and standards; HIV&AIDS and TB management; Health and Productivity Management; Wellness Management; Sports and Recreation Management; Bereavement and Workplace violence Management policies. Design the implementation and evaluation mechanisms for these policies, render EHW services to employees of the Department; conduct diagnostic assessments, short-term interventions and referrals.

ENQUIRIES : Ms Danisile Sambo Tel: 012 393 2500/ 4359

POST 03/10 : **MONITORING AND EVALUATION OFFICERS X4 POSTS REF NO: CSP/09/2017**

SALARY : R262 272 per annum

CENTRE REQUIREMENTS : Pretoria
: A National Diploma in Social Science, Statistics, Population Studies or Development studies. One to two years' experience in Oversight or Monitoring and Evaluation environment. Understanding of Government Monitoring and Evaluation Prescripts, e.g. Government Wide M&E Policy Framework. Knowledge and experience in report writing. Project management, good communication (both verbal and written), and analysis skills are a requirement. Computer competency (MS Word, Excel, Outlook, and power point) is required. Valid driver's licence, and ability to drive.

DUTIES : Participate in development of Monitoring and Evaluation tools and guidelines. Conduct desktop research on various M&E areas/projects. Collect data for various M&E projects. Capture and analyse monitoring and evaluation data. Compile M&E reports. Develop and maintain stakeholder database.

ENQUIRIES : Sylvester Chauke / Dipuo Kupa, Tel: 012 393 4359/ 1873/ 2500

POST 03/11 : **SYSTEM CONTROLLER: LOGIS REF NO: CSP/10/2017**

SALARY : R 262 272.00 per annum
CENTRE : Pretoria
REQUIREMENTS : A National Diploma in Supply Chain Management/ Logistics/ Financial Management or equivalent qualification. Three years' working experience within the Supply Chain Management environment. Basic knowledge of Supply Chain duties, practices as well as the ability to capture data and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment and Treasury Regulations (PFMA, DORA, PSA,PSR PPPFA, Financial Manual).Knowledge of basic financial operating systems (BAS, LOGIS etc.). Good verbal and written communication skills, teamwork, flexibility and computer skills.

DUTIES : Compile and set-up of information relating to store infrastructure for department. Authorize balance Adjustments. Reverse Receipts issued online. Generate Daily, weekly and Monthly Batch runs and reports. Ensure reprints of Issue and Receipt Vouchers are printed after approval and maintain user profiles and passwords.

ENQUIRIES : Sylvester Chauke / Dipuo Kupa, Tel: 012 393 4359/ 1873/ 2500

POST 03/12 : **PERSONAL ASISTANT OFFICE OF THE CHIEF FINANCIAL OFFICER REF NO: CSP/11/2017**

SALARY : R 211 194.00 per annum
CENTRE : Pretoria
REQUIREMENTS : Secretarial Diploma or equivalent qualification plus three to five years' experience in rendering support service to Senior Management. Knowledge on the relevant legislation/ policies/ prescripts and procedures in the Public Service. Basic knowledge on financial administration. Language skills and the ability to communicate with people at different background. Good telephone etiquette, Computer literacy, Sound organizational skills, Interpersonal skills, High level of reliability, Written communication skills, Ability to act with tact and discretion, Ability to do research and analyse documents and situations. Good grooming and presentation skills, Self-management and motivation.

DUTIES : Provide Secretarial support service to the Chief Financial Officer. Render administrative support service. Diary Management of the Chief Financial Officer. Ensure effective flow of information and document management for the office. Ensure safekeeping of all documentation by filing documents in line with relevant legislation and policies.Respond to enquiries received from internal or external stakeholders. Coordinate the Chief Finanacial Officer's travelling arrangements and claims. Manage leave register for the Chief Directorate. Handle the procurement of standard items like stationary, refreshmnts, etc, for the Office of the Chief Finanacial Officer. Provides support to the Directorate regarding meetings by recording minutes/decisions and communicate to relevant role-players. Coordinate logistical arrangements for meetings when required.

ENQUIRIES : Sylvester Chauke/ Nancy Sefiti, Tel: 012 393 4359/ 1873/ 2500

POST 03/13 : **SUPPLY CHAIN MANAGEMENT CLERK: ASSETS REF NO: CSP/12/2017**

SALARY : R171 069 per annum
CENTRE : Pretoria
REQUIREMENTS :

Grade 12 or National Certificate / A National Diploma in Supply Chain Management/ Logistics/ Financial Accounting or equivalent qualification will be an added advantage. A valid driver's licence. Basic knowledge of Supply Chain Management duties, practise as well as the ability to capture data, operate computer and collecting statistics. Knowledge of basic Financial operating systems (BAS, LOGIS etc.). Basic knowledge and understanding of the legislative framework governing the public service. Basic knowledge of work and procedures in terms of the Supply Chain Management work environment. Computer and database skills. Good verbal and written communication skills. Teamwork.

DUTIES : Receive and allocate new assets. Maintain movable asset register of the department. Conduct physical asset verifications. Conduct regular spot checks and counts to ensure correctness of asset records. Perform asset reconciliations. Update asset movements. Safekeeping of new and unused assets. Assist with disposal of assets.

ENQUIRIES : Sylvester Chauke/ Nancy Sefiti, Tel: 012 393 4359/ 1873/ 2500

POST 03/14 : **SENIOR ADMINISTRATIVE CLERK REF NO: CSP/13/2017**

This is a re-advertisement; applicants who previously applied are encouraged to re-apply.

SALARY : R142 461.00 per annum
CENTRE : Pretoria
REQUIREMENTS :

A Senior Certificate. A minimum of 1 to 2 years' experience in Office Management and Administration. Technical Competencies: Office Management and Administration, Secretarial functions and Office Administrative systems. Driver's license. Good communication (written and verbal), Interpersonal, Administrative, Organizational and Computer skills (MS Word, MS Excel, PowerPoint), Ability to work independently and under pressure.

DUTIES : Provide administration support in the office of the Secretary. Execute daily office record keeping, Accurate filling of all correspondence on daily basis and ensure there is no filling backlog. Assist with the execution of the functions attached to the registry and responsible for efficient running of the registry in the Office of the Secretary. Open post and parcels. Open and close files, Order stationery, receiving and dispatching of documents/correspondence. Provide driver's services when requested to deliver and collect urgent documents/submissions when required by the Secretary. Prepared to provide assistance when required during after-hours. Assist with some of the duties of the PA when absent or on leave.

ENQUIRIES : Sylvester Chauke / Dipuo Kupa, Tel: 012 393 4359/ 1873/ 2500

POST 03/15 : **SUPPLY CHAIN CLERK: STORES & WAREHOUSE REF NO: CSP/14/2017**

SALARY : R142 461.00 per annum
CENTRE : Pretoria
REQUIREMENTS :

Grade 12 or National Certificate / A National Diploma in Supply Chain Management/ Logistics/ Financial Management or equivalent qualification. 1-2 years' work experience within the Supply Chain Management environment. Basic knowledge of Supply Chain Management duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the work environment. Treasury regulations (PFMA, DORA, PSA, PSR PPPFA, Financial Manual). Knowledge of basic Financial operating systems (BAS, LOGIS etc.). Good verbal and written communication skills, teamwork, flexibility and computer skills.

DUTIES : Receive and verify stock according to purchase orders. Packing of stock on the shelves and update bin cards. Issue stock according to the requests. Conduct spot checks and stock count. Ensure the safekeeping of stores and warehouse items.

ENQUIRIES : Sylvester Chauke / Dipuo Kupa, Tel: 012 393 4359/ 1873/ 2500

POST 03/16 : **SUPPLY CHAIN MANAGEMENT CLERK: ORDERS REF NO: CSP/15/2017**

SALARY : R142 461.00 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 or National Certificate / A National Diploma in Supply Chain Management/ Logistics/ Financial Management or equivalent qualification will be an added advantage. Basic knowledge of Supply Chain Management duties, practise as well as the ability to capture data, operate computer and collecting statistics. Knowledge of basic financial operating systems (BAS, LOGIS etc.) Basic knowledge and understanding of the legislative framework governing the public service. Basic knowledge of work and procedures in terms of the Supply Chain Management work environment. Computer skills. Good verbal and written communication skills. Teamwork.

DUTIES : Receive requisitions for goods and services. Process requisitions for goods and services. Process orders. Fax or email orders to suppliers. Manage the 0-9 filing systems.

ENQUIRIES : Dipuo Kupa / Nancy Sefiti, Tel: 012 393 4359/ 1873/ 2500

POST 03/17 : **CLEANERS 1 X CIVILIAN SECRETARIAT FOR POLICE SERVICE 1 X OFFICE OF THE DPCI JUDGE REF NO: CSP/16/2017**

SALARY : R84 096.00 per annum
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate or ABET will be an added advantage, Extensive experience in cleaning environment. Basic knowledge of general hygiene practices. Knowledge of facility layout. Knowledge of cleaning products and applications. Ability to use a variety of cleaning equipment and products, Basic literacy and communication skills,

DUTIES : The successful candidates will be responsible for amongst others the following specific tasks: Proper cleaning of offices, equipments, state property and assets. Ensure effective use of cleaning materials and equipment. Store cleaning materials and equipment in a safe place. Empty office dustbins daily and dispose of all refuse appropriately. Check and clean bathrooms aily. Dust office furniture timeously and vacuum all carpets.

ENQUIRIES : Sylvester Chauke/ Nancy Sefiti, Tel: 012 393 4359/ 1873/ 2500
CLOSING DATE : 03 February 2017

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 17 February 2017 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months to the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons not employed by the DOD/Public Service may thus not apply for the vacancies advertised in this Circular

OTHER POSTS

- POST 03/18** : **ACCOUNTING CLERK: SUPERVISOR REF NO: DODHQ/38/16**
This post is advertised in the DOD and broader Public Service.
- SALARY** : Level 7 (R211 194 per annum).
CENTRE : DOD HQ Unit, Pretoria.
REQUIREMENTS : A recognised Degree/Diploma (NQF Level 6) in Logistics or related field. A minimum of three to five (3-5) years' experience in the relevant field. Knowledge of processes, policies applicable, Procurement and Logistics Administration in the Public Service. Knowledge of Order Administration system. Special requirements (Skills needed): Computer literate, Mathematical, good communication (verbally and written) and negotiating skills, problem solving, management and reasoning abilities. Ability to work independently.
- DUTIES** : Ensure that the FAS function is executed according to policies. Confirm the availability of funds and distribute government orders. Maintain the demand per client and update the register. Ensure that the necessary authorise are in place and attached. Liaise with the relevant stakeholders.
- ENQUIRIES** : Mr M.S. Thakathayo, Tel: (012) 355 5201.
APPLICATIONS : Department of Defence, DOD Headquarters Unit, Private Bag X161, Pretoria 0001 or may be hand delivered to Armscor Building, Corner of Nossob and Boeing Streets, Erasmuskloof, Pretoria.
- POST 03/19** : **CLEANER II 5 POSTS, REF NO: ARMY/32/16/16**
These posts are advertised in the DOD, broader Public Service and Media (Flyers).
- SALARY** : Level 2 (R84 096 per annum).

- CENTRE REQUIREMENTS** : JSB Wonderboom, Pretoria.
: A minimum of NQF Level 1 (ABET Level 1-4/Grade 3 – 9/Standard 1 - 7). Special requirements (skills needed): Knowledge of cleaning equipment. Planning-, negotiation, interpersonal and organizing skills. Communicate effectively. Must be physically healthy.
- DUTIES** : Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment areas, accommodation, kitchen and mess areas. Wash windows, walls and carpets. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities. The loading and unloading of trucks.
- ENQUIRIES APPLICATIONS** : Capt J.J. Klein, Tel: (012) 529 0044.
: Department of Defence, JSB Wonderboom, Private Bag X01, Doornpoort, Pretoria, 0017.
- POST 03/20** : **SECRETARY REF NO: CGD/39/16**
This post is advertised in the DOD, broader Public Service and Media (Flyers)
- SALARY CENTRE REQUIREMENTS** : Level 5 (R142 461 per annum).
: Chaplain General Division, Boardwalk Office Park, Fairie Glen, Pretoria.
: A minimum of Grade 12/NQF Level 4. Secretarial Diploma/Degree/Certificate will be an advantage, 2-3 years' experience in rendering support services to senior management. Special requirements (Skills needed): Computer Literacy (MS Word, Excel, Power Point). Ability to utilize the intranet and internet. Interpersonal skills (Good relationship skills), Communication skills (verbal and written). Ability to organize and manage diary.
- DUTIES** : Handle correspondence to and from the office of the Chaplain General. Make travelling arrangements for the Director (Local and International). Provide administrative and secretarial support. Record appointments/events and manage the Chaplain General's diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Draft documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Chaplain General. Process the travel and subsistence claims of the Chaplain General.. Oversee and ensure the collection of all relevant documents for meetings. Prepare briefing and notes for the Chaplain General as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationery. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Chaplain General. Monitor the Unit monthly leave register and telephone bills, ensuring payment is submitted on time. Remain abreast with the procedures and processes that apply in the office of the Chaplain General. Scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-ups on progress.
- ENQUIRIES** : Col. R.A. Stanton, Tel: (012) 990 3760.
WO1 L.R. Stone, Tel: (012) 990 3712.
- APPLICATIONS** : Department of Defence, Chaplain General Division, Private Bag X479, Pretoria, 0001 or may be hand delivered at Block 11, Boardwalk Office Park, Eros Street, Fairie Glen, Pretoria. Cdr P.B. Lefakane, Tel: (012) 990 3710.
- CLOSING DATE** : 03 February 2017 (Applications received after the closing date and faxed copies will not be considered).
- POST 03/21** : **CLEANER II 2 POSTS REF NO: ARMY/32/16/17**
These posts are advertised in the DOD, broader Public Service and Media (Flyers).
- SALARY CENTRE REQUIREMENTS** : Level 2 (R84 096 per annum).
: SA Army Intelligence Formation, Potchefstroom.
: A minimum of ABET Level 1-4 (or Grade 10 – 12). Special requirements (skills needed): Knowledge of cleaning equipment. Planning-, negotiation, interpersonal and organizing skills. Communicate effectively. Must be physically healthy.
- DUTIES** : Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment areas, accommodation, kitchen and mess areas. Wash windows, walls and carpets. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities.

ENQUIRIES : Lt Col K.S. Zulu / Maj M.A. Mogale, Tel: 012 355 2701.
APPLICATIONS : Department of Defence, SA Army Intelligence Formation, Private Bag X172, Pretoria, 0001.

POST 03/22 : **GROUNDSMAN GR II 3 POSTS REF NO: ARMY/32/16/18**
These posts are advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : Level 2 (R84 096 per annum).
CENTRE : Buffalo Volunteer Rifles, East London.
REQUIREMENTS : A minimum of ABET Level 1 - 4 (or Grade 10 – 12). Special requirements (skills needed): Interpersonal and organising skills. Ability to communicate effectively (verbally) in English. Basic knowledge of Health and Safety procedures. Physical strength and fitness. Must be able to operate a lawnmower and weed eater.

DUTIES : Render basic gardening services. Cultivation, pruning and weed control. Remove all refuse. Maintain grounds alongside the tar roads. Prepare areas for functions. Help with the base maintenance related tasks.

ENQUIRIES : Sgt H.J. Tsolo, Tel: (012) 339 6276.
APPLICATIONS : Department of Defence, SA Army Infantry Formation, Private Bag X172, Pretoria 0001 or may be hand delivered to Corner Buffalo and Fleet Street, Woodbrook Military Base, East London.

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE : 3 February 2017, 12H00 No late applications will be considered.

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

MANAGEMENT ECHELON

POST 03/23 : **SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT REF NO: SNR-M/SCM/2017/01 - 1P**

SALARY : R898 743 to R 1 058 691 per annum (Total annual cost to company)

CENTRE : Pretoria

REQUIREMENTS : A recognized B Degree or equivalent three year qualification (NQF level 7) as recognized by SAQA preferably in Logistics/Supply Chain Management/Finance. A minimum of eight years demonstrated experience in Supply Chain Management of which five years should be at a middle/senior managerial level. Membership of a professional body in the SCM field will be an added advantage. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Extensive and in-depth knowledge of PFMA, Treasury Regulations, Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Act and Supply Chain Management Framework. Knowledge of the Code of Conduct for Supply Chain Management Practitioners. Strategic decision making skills. Service delivery innovation (Client orientation and customer focus). Contract management. Negotiation skills. Attention to detail. People Management and empowerment. Change Management. Service Excellence. Problem solving analysis. Conflict management skills. High level communication (written and oral) and interpersonal skills. Programme and Project management skills. Respect. Emotional intelligence. Integrity. Excellent leadership and management skills. Demonstrable commitment. Effective computer literacy that includes a good working knowledge of Microsoft Office products. Knowledge of BAS and LOGIS and other information management systems.

DUTIES : The key outputs for this position include, but are not limited to: Manage the implementation of the Supply Chain Management strategy: Monitor the implementation of the operational plan for the Directorate to support the achievement of GPAA's strategic objectives. Manage, monitor and review the Directorate policies, procedures and processes, in accordance with best practice and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new

developments in practices to improve the effectiveness and efficiency of the organization. Manage the provision of best practice regarding Directorate functions to all stakeholders. Manage the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organization. Monitor compliance with relevant legislation throughout all Directorate functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of identified risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasting. Facilitate the procurement of goods and services for the GPAA: Develop and monitor the implementation of supply chain management policy and strategy. Manage the needs analysis and financial planning. Compile bids documents, receiving, registering and opening of proposals. Manage database of service providers. Manage the sourcing of suppliers and analysing quotations. Monitor SCM risks and performance. Monitor contracts and report on supplier's performance. Manage logistics and assets in order to comply with PFMA and supply chain management regulations: Manage stock taking and account management. Manage the rendering of requisition, ordering, receipts and distribution of goods. Manage the rendering of the warehouse management services. Develop and implement asset disposal strategy and processes. Manage the contract management of externally provided services: Review standards and specific T & C's with suppliers. Manage the creation of contracts (SLA's). Manage contract pricing and products. Manage delivery against contracts. People management: Ensure the development and management of staff within the business unit. Implement and maintain a relevant management approach to support effective business results within the business unit. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the Directorate. Ensure employment equity compliance. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures.

**ENQUIRIES
APPLICATIONS**

: Ms Thenjiwe Gasa 012 319 1304
: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria.

**FOR ATTENTION
NOTE**

: Ms Thenjiwe Gasa – Recruitment
: One Senior Manager: Supply Chain Management Position is currently available at the Government Pensions Administration Agency: Office of the Chief Executive Officer. This position will be filled permanently. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS

POST 03/24

: **SECRETARY: SENIOR MANAGER: INTERNAL AUDIT REF NO:
SEC/IA/2016/11-1P**

**SALARY
CENTRE
REQUIREMENTS**

: R171 069 (basic salary)
: Pretoria
: A relevant three year qualification (Office Administration/Secretarial) coupled with 18 months' office administration/ secretarial experience or Grade 12 with 3 years' experience in the field of office administration/ secretarial. Experience in writing memos and taking minutes. Knowledge of the MS Office package with experience in word processing, outlook, Power Point and Excel (Which will be assessed if need be). The capacity to manage large volumes of information. The ability to work

independently. Commitment to high standards of quality control. Excellent verbal and written communication skills. Knowledge of client care processes and procedures. Punctual, resilient and honest with a high level of integrity. Ability to work under pressure. Excellent organization skills. Ability to prioritize urgent matters and to deal with very confidential matter. Willingness to work after hours if required.

DUTIES

: The successful candidate will be responsible for the following functions and include, but not limited to: Providing a secretarial support service that includes: Maintaining the Senior Manager's diary, prioritising appointments and managing an electronic document system. Receiving and directing telephonic and electronic calls and messages. Managing and preparing travel and accommodation arrangements. Receiving and acknowledging all correspondence and handling all confidential documents in the office. Preparing reports, submissions and correspondence for the Senior Manager. Preparing presentations. Stakeholder management in the office of the Senior Manager. Providing administrative Support: Organizing the office of the Senior Manager and prioritising work in line with key events. Assisting in improving the office's processes. Coordinating of logistics around functions, conferences, meetings etc. Ensuring that the Senior Manager is fully prepared for meetings. Assisting the Senior Manager with the fulfilment of managerial responsibilities including preparation and quality control of all documents emanating from her office. Upkeep of office - printing and stationary orders and inventory. Arranging and providing refreshments. Maintenance of filing. Support the security profile of the office. Providing effective meeting preparation and minuting, that includes but not limited to: Draft agendas for meetings. Taking of accurate minutes of meetings. Safe-keeping of minutes and distribution. Diarising actionable items. Collating feedback of action items and the distribution thereof.

**ENQUIRIES
APPLICATIONS**

: Ms Thenjiwe Gasa 012 319 1304
: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria.

**FOR ATTENTION
NOTE**

: Ms Thenjiwe Gasa – Recruitment
: One Secretary Position is currently available at the Government Pensions Administration Agency: Office of the Senior Manager: Internal Audit. This position will be filled permanently.

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** : 30 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.

OTHER POSTS

- POST 03/25** : **DEPUTY DIRECTOR: INFRASTRUCTURE FINANCE – REF NO: G008/2017**
Term: Permanent
- SALARY CENTRE REQUIREMENTS** : R726 276.00 (all-inclusive package) per annum (Level 12)
: Pretoria
: Completed NQF Level 7 Degree (3 year qualification) in Financial Management, Accounting, Economics, Financial Analysis, or related. At least 5 years' professional experience in Financial Analysis or a financial environment dealing with project finance; Experience in Project Management; Experience in Financial Modeling; experience in MS Office packages, i.e. MS Word, MS Excel, MS PowerPoint, Internet Explorer, MS Outlook.
- DUTIES** : Undertaking financial analysis of all projects in the PPP Unit. Analysis of all PPP feasibility studies and amendments to feasibility studies, specifically the financial models thereof, to test for affordability, value-for-money and appropriate risk allocation; Evaluation of the financial proposals, models, PPP and Direct Finance Agreements of bid documents received from the private parties to test for affordability, optimal value-for-money and the impact of the proposed risk allocation; and Participation in negotiations with preferred bidders where required to ensure affordability, value-for-money and appropriate risk allocation in the final contract. Assisting departments and public entities to draft Terms of Reference and appoint Project Officers and Transaction Advisors at project initiation; Being an active member of department/public entity project management teams throughout the PPP project preparation and life-cycle phases, ensuring capacity building of the department/public entity and the transfer of skills, experience and lessons learnt on other transactions to the project management teams; Managing efficient and high quality processing of all approval processes in terms of Treasury Regulation 16; Developing mechanism for cooperation and funding for PPPs with Development Finance Institutions. Regular interaction with the PPP Market participants to understand their concerns; Identifying the important PPP market weaknesses, develop and propose possible solutions for corrective measures for implementation. Monitor implementation for results; and Regular Interaction with other stakeholders such as Public Finance, Accounting Standards Board etc. on issues of planning; budgeting and accounting. Contribute to the on-going formulation of national policy, guidelines and support systems for PPPs; and Increasing awareness in the public and private sectors of government's standards for PPPs.
- ENQUIRIES** : Kaizer Malakoane (012) 315 5442

POST 03/26 : **PERSONAL ASSISTANT - CAPITAL PROJECTS APPRAISAL AND MANAGEMENT, STRATEGY AND COMMUNICATIONS REF NO: G009/2017**
Term: Permanent

SALARY : R262 272.00 (basic salary, excluding benefits) per annum (Level 8)
CENTRE : Pretoria
REQUIREMENTS : A completed relevant 3 year (Diploma or Degree) qualification. Experience in the use of MS Office packages, i.e. MS Word, MS Excel, MS PowerPoint, Internet Explorer, MS Outlook. A minimum of 2 years' relevant administrative and/or secretarial experience. Computer literacy and Administration skills. Experience in English business writing skills and minute taking. Experience in management of logistics relating to meetings. Experience in budget management and making travel arrangements. Project Management skills will be an added advantage.

DUTIES : To provide administrative and secretarial support service to the Capital Projects Appraisal and the Management Strategy and Communication Units and to facilitate smooth administrative operations for the Units. Create and manage filing system for managers; Ensure/ Co-ordinate fast & efficient handling of all correspondence, meeting of deadlines for documents (determine priority and follow up); Assist managers with the preparation, proof-reading and quality control of documents emanating from the office; Perform procurement administrative functions for the Unit; Perform and ensure timely reconciliation of subsistence and travel claims for managers; Ensure that leave register are updated and submitted to HR on time; Prepare and draft memo's on behalf of the managers; Prepare Power Point presentations for the managers; Handle confidential documents with utmost discretion; Collect data and information, and analyse it on request of manager/s; Collect and coordinate information for the manager/s as required; Remain abreast with the procedures and processes that apply in the office of the Chief Director (s)/Senior Manager(s); and Maintain the Senior Managers' diaries and manage appointments; Manage the Units' electronic document tracking system; Do all typing/word processing, faxing & photocopying for the Senior Managers; 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 and process accordingly. Prepare, administer and monitor the Units' budget at least on a monthly basis and report on it accurately on time; Perform provisioning administrative functions for the Unit and process all claims and invoices within 30 days of receipt; Remain abreast with the procedures and processes that apply in National Treasury and advise in terms of compliance; Prepare budget requirements and travelling for directors and ensure that they are included in the budget of the chief directorate(s); Confirm availability of funds to operate within budget limit; Coordinate telephone accounts and submit to the relevant parties on a monthly basis; and Keep accurate records and reconcile stationary on a monthly basis.

ENQUIRIES : Kaizer Malakoane (012) 315 5442

NATIONAL DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets. Pretoria.
- CLOSING DATE** : 6 February 2017 closing time: 12h00 Midday
- FOR ATTENTION** : Ms N Sombinge
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 03/27** : **CHIEF-DIRECTOR: GLOBAL FUNDS (CONTRACT ENDING SEPTEMBER 2019) REF NO: NDOH 1/2017**
- SALARY** : An all inclusive remuneration package of R1 068 564 per annum [basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE** : Chief Directorate: Technical Policy and Planning. Directorate: Global Fund Office. Pretoria.
- REQUIREMENTS** : A Bachelors degree/equivalent NQF 7 qualification in Health Sciences or Health related field, Post graduate qualification in Management and/or Masters degree in Health Science or Health related field will be an advantage. At least five (5) years experience at a senior management level, Experience in HIV and AIDS and TB programme design and implementation, policy analysis and development, strategic planning and project management, Knowledge of the HIV and AIDS and TB epidemics as well as intervention programmes, Sound and in-depth knowledge of relevant prescripts and application of human resources as well as understanding of the legislative framework governing the Public Service, Knowledge of Global Fund procedures and PFMA (Public Finance Management Act), Good communication (written and verbal), time management, strategic planning, diversity management, leadership and advanced computer office package skills, Ability to

- work in a highly pressured environment, willingness to travel frequently and work long hours, A valid driver's licence.
- DUTIES** : Provide strategic guidance and advice to the Chief Directorate and the Department, sub recipients and all relevant stakeholders on technical aspects of Global Fund projects including policies and procedures, Oversee and support the implementation, monitoring and evaluation of the Global Fund projects, Mobilise financial resources for the implementation of HIV and TB programmes ensuring alignment to Department of Health strategic priorities, Strengthen and maintain partnership and network with key relevant stakeholders, Manage and facilitate capacity building of sub recipients in accordance with the Global Fund requirements, Manage human and financial resources.
- ENQUIRIES** : Dr Y Pillay on tel no: 012 395-8077

OTHER POSTS

- POST 03/28** : **PROFESSIONAL NURSE – (GENERAL NURSING) REF NO: NDOH 2/2017**
- SALARY** : Grade 1: R210 702 per annum. A Degree/Diploma or Equivalent NQF 6 qualification in Nursing (community health science or psychiatric nursing and midwifery), Registration with the SANC as a professional nurse with proof of registration, A qualification with relevant experience in travel medicine, health assessment, treatment, basic life support (with a valid certificate for 2 years) and care including experience in trauma nursing will be an advantage.
Grade 2: R259 134 per annum. A Degree/Diploma or equivalent NQF 6 qualification in Nursing (community health science, psychiatric nursing and midwifery), A minimum of 10 years experience in nursing after registration as a professional nurse with the SANC in General Nursing, A qualification with relevant experience in travel medicine, health assessment, treatment, basic life support (with a valid certificate for 2 years) and care including experience in trauma nursing will be an advantage.
Original certified certificates of service must be submitted with your application as well as proof of registration as a Nurse. Salary grades will be determined in accordance with the above requirements as per the OSD.
- CENTRE** : Chief Directorate: Environmental Health and Port Health Services. Directorate: Port Health Services. Gauteng.
- REQUIREMENTS** : Qualification and years of experience required are indicated above, Knowledge of Port Health legislation, policies, guidelines and protocols, South African Legislation, International Health Regulations and the Control of Communicable diseases, Good communication (written and verbal), planning, administrative, financial, research/analysis and computer skills, Perform nursing duties according to the scope of practice and have a valid driver's license.
- DUTIES** : Provision of good clinical practice; manage medical emergencies, Provide evidence of accurate completed passenger documents, Ensure surveillance of passengers with suspected and confirmed communicable diseases are reported and followed up with the district surveillance officer, Optimal client care; Ensure customer complaints are reported, documented and resolved within 7 weeks, Quality Nursing Care; Ensure implementation of infection and prevention control measures, occupational health and safety and outbreak response to communicable diseases, Ensure implementation of health regulations, policies and related legislation, Departmental and interdepartmental relations; Provide evidence of information sharing in the form of feedback, peer coaching, ensure conflicts are reported and managed professionally amongst peers.
- ENQUIRIES** : Mr P Jacobs at (011) 613 – 5522/5692

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

The College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the College through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

- CLOSING DATE** : 10 February 2017 at 16h00 applications received after the closing date or faxed applications will not be considered.
- NOTE** : interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted on z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive cv as well as certified copies of all qualifications, identity document (id) and drivers licence (where it is required). It is the applicant's responsibility to have foreign qualifications evaluated by the south African qualification authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

OTHER POSTS

- POST 03/29** : **RISK MANAGER REF NO: KHC 01-10/2017**
Permanent Post
- SALARY** : R389145 per annum SL10
- CENTRE** : Admin Centre – Butterworth King Hintsa Technical and Vocational Education And Training (Tvet) College
- REQUIREMENTS** : Grade 12/ NCV Level 4/ NSC Senior Certificate and an appropriate B Degree or equivalent NQF level 6 qualification in Risk Management/Accounting/Auditing or any relevant qualification. Five years' experience working in relevant field and three years' work at supervisory position. Completed articles will be an added advantage. Understanding of Risk Management principles. Effective organizing and management skills. Understanding of National Treasury Risk Management Framework * Membership to the Institute of Risk Management will be an added advantage Extensive knowledge of ERM frameworks and working principles *Strategic planning skills that involves setting up ERM *Good communication skills and ability to communicate at all levels. Excellent organizational and interpersonal skills; Computer literacy (Excel, Word, Outlook, etc.); Visionary Strategic thinking and decision-making capabilities Ability to influence other people. Driving force and enthusiasm. Competencies to all Candidates: Communication Skills (written, verbal and non-verbal). Good organisational, administration and planning skills. Ability to work effectively under pressure and without immediate supervision. Problem solving skills. Time management skills. Willingness to work after hours as and when required. Self-motivated and good computer skills. The successful candidate will be required to sign a Performance Agreement with the College. The College reserves the right to nullify or cancel an employment contract and recover all costs incurred by the College including remuneration, advertisement, etc. should it be discovered that the successful candidate submitted false or insufficient information which resulted in the contravention of the provisions of College Policies or any other relevant legislation. The College adheres to the requirements of the EEA, BCEA etc. and all appointments will be based on Employment Equity Plan.
- DUTIES** : Develop, implement and revise the College Risk Management policies and procedures. Develop/review appropriate risk methodologies for the College. Facilitate and coordinate risk identification and assessment process Maintain risk register Monitor all risk mitigating projects. Report to the Audit Committee and Fraud and Risk Management Committee in predetermined format and content

Educate and train the leadership, staff and business associates as to the risk management program, and their respective responsibilities in carrying out the risk management program Lead, facilitate and advise departments in designing risk management programs within their own departments Drive the implementation of fraud prevention initiatives as well as lead, develop and assist management in implementation of internal control strategies to mitigate fraud. Define and deploy fraud prevention and detection techniques and systems * Prepares and presents reports on forensic audits to senior/executive management. To keep abreast of developments, emerging trends and latest technologies in the profession* Assist during fraud investigations.

ENQUIRIES : Mr MM Ndzame at 047 401 6400
APPLICATIONS : Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth.

POST 03/30 : **PROJECT MANAGER (ASSISTANT DIRECTOR LEVEL 9) 3 YEARS**
CONTRACT REF NO: LET 001/2017

SALARY : R311 784 pa (plus 37% in lieu benefits)
CENTRE : Central Office (Tzaneen)
REQUIREMENTS : An appropriate Bachelor of Commerce Degree / National Diploma majoring in Accounting. At least a certificate in Project Management. Five years relevant working experience in skills development of which two years must be on a supervisory level. Solid experience in Learnerships and Skills programmes will be an added advantage. Advanced Computer Skills in MS Office packages. Good communication and Negotiations, Report writing and presentation Skills. Sound knowledge of Educational and Financial Legislations.

DUTIES : Plan, schedule, implement and conduct monitoring of projects. Ensure that the College is accredited with relevant SETAs; Develop and implement project implementation plans and cash flow, compile budgets and budget controls; Manage and implement College projects; Communicate and liaise with Service Providers rendering the projects according to budget and schedule; Administering the salary and invoice claims; Registration of students for trade testing; Ensure that the College adheres to all the relevant bodies policies such as QCTO, NAMB, SETAs etc; Ensure that the College adheres to the terms and conditions stipulated by the funders; Coordinate and monitor the job placements for students into skills programmes; Monitoring the College Projects; Compile monthly reports and present to all levels of College Management.

ENQUIRIES : Mr P Mokhonazi/Ms SM Muhlarhi (015 307 5440/3955)
APPLICATIONS : Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag x 4017 TZANEEN, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.

POST 03/31 : **DEPUTY MANAGER: FINANCE (ASSISTANT DIRECTOR LEVEL 9) 2 YEARS**
CONTRACT REF NO: LET 002/2017

SALARY : R311 784 pa (plus 37% in lieu benefits)
CENTRE : Central Office (Tzaneen)
REQUIREMENTS : An appropriate Bachelor Degree or National Diploma or equivalent tertiary qualification majoring in Financial Management / Accounting. Five years relevant working experience in Finance of which two years must be on supervisory level. (Completed SAICA/SAIPA articles with an Audit firm would be an added advantage – proof should be attached). An understanding of the Public Finance Management Act, 1999 (PFMA), Generally Recognised Accounting Principles (GRAP), Supply Chain Management, Preferential Procurement Policy Framework and Treasury Regulations; Knowledge of Pastel and experience in drawing financial statements. Skills and attributes: Communication and interpersonal, Conceptual, analytical, presentation, report writing, leadership, computer literacy, problem solving and negotiation skills.

- DUTIES** : Monitor and report on expenditure and income as well as financial performance in accordance with the PFMA and treasury Regulations; Manage the creditors payments function by ensuring that all transactions are supported by authentic and verifiable source documents; Investigate and clear suspense account; Perform month end closure and compilation of monthly, quarterly reports and annual financial statements for Management and Council; assist with the preparation of the Budget, Initiate monthly accrual journals; Asset management; Supply Chain Management and Contract management; Manage the staff and resources within the unit; Strengthen internal controls on financial management; Prepare the audit file for auditors and assist with resolving of audit queries.
- ENQUIRIES** : Mr P Mokhonazi/Ms SM Muhlarhi (015 307 5440/3955)
- APPLICATIONS** : Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag x 4017 TZANEEN, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.
- POST 03/32** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION REF NO: LET 003/2017**
- SALARY** : R142 461 per annum
- CENTRE** : Central Office (Tzaneen)
- REQUIREMENTS** : Matric or National Senior Certificate with a three years National Diploma in Human Resource Management or equivalent qualification. A minimum of two years' experience in Human Resource environment. Knowledge of Public Service Records Management and General Registry functions, Must be conversant with all aspects of HR and be able to implement and advise officials, knowledge of PERSAL system; Good verbal and written communication skills. Be able to treat matters and information confidentially. Rendering professional advice to line function on the effective and efficient interpretation and implementation of the College HRM policies and other related prescripts, Computer literacy (MS Word, MS PowerPoint, MS Excel and MS Outlook). A valid driver's license.
- DUTIES** : Administer all Human Resource functions including PMDS Management, Recruitment and Selection, Typing and drafting of letters, memoranda and submissions. Administer all conditions of service functions on PERSAL concerning appointments, transfers, promotions, upgrading, translations, movements and termination of service, probation periods, recognition of higher qualifications obtained, PILIR cases, recognition of long services, acting appointments, State Guarantees, housing and home owner's allowances. Assist with all aspect of pension administrations. Manage leave applications and records. Handling of all HRM administration functions. Compile daily statistics and update databases.
- ENQUIRIES** : Mr P Mokhonazi (015 307 5440/3955)
- APPLICATIONS** : Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag x 4017 TZANEEN, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.

DEPARTMENT OF LABOUR

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

CLOSING DATE : 06 February 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 fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies(Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

POST 03/33 : **SUPERVISOR: REGISTRATION SERVICE 2 POSTS**

SALARY : R 262 272 per annum

CENTRE : Labour Centre: Richards Bay -Ref No: HR4/4/5/74 (1 post)
Labour Centre: Pretoria-Ref No: HR4/4/4/12/01 (1 post)

REQUIREMENTS : Three (3) year tertiary qualification in Business Administration / Business Management / Public Administration / Public Management or Operations management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and regulations , Private Employment Agency regulations and related ILO conventions ,Batho Pele principles ,Public Service Act, Public Services Regulations, Departmental Policies, Procedures and Guidelines. Skills: Problem solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation.

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

ENQUIRIES : Mr TNF Mncube, Tel: (035) 780 8759
Ms A Phasha, Tel: (012) 309 5050

APPLICATIONS : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban, For Attention: Sub-directorate: Human Resources Management, Kwazulu-Natal

Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001
Hand delivered at 77 Korte Street, Braamfontein. For Attention: Sub-directorate: Human Resources Management, Gauteng

- POST 03/34** : **DRIVER/SUPERVISOR: MOBILE LABOUR CENTRE REF NO: HR 4/4/1/52**
- SALARY** : R 262 272 per annum
CENTRE : Labour Centre: Uitenhage
REQUIREMENTS : A Matric certificate. Valid Code 10 drivers licence with PDP. Two (2) years relevant experience as Client Service Officer. Knowledge: Labour legislation, Departmental policies and procedures, Departmental guidelines and directives, Public Service regulations, Client orientation strategy (Batho Pele Principles). Skills: Listening, Communication, planning and organizing, Computer literacy, Problem solving, interpersonal, Interviewing, Accurate data capturing, Ability to interpret legislation, Driving skills, Ability to interpret legislation, Ability to communicate in the local language (if applicable)
- DUTIES** : Render effective Employment Services functions. Provide effective inspection and Enforcement Services. Render effective Beneficiary Services functions. Render general services.
- ENQUIRIES** : Ms EO Adams, Tel: (041) 992 4627
APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 9005, East London, 5200 or hand delivered at No. Hill Street, East London, FOR ATTENTION: Human Resources Management, Eastern Cape
- POST 03/35** : **EMPLOYMENT SERVICE PRACTITIONER (ESP2) REF NO: HR4/4/8/54**
- SALARY** : R 262 272 per annum
CENTRE : Labour Centre: Ficksburg
REQUIREMENTS : Three year relevant tertiary qualification in Social Science / Public Administration. Valid driver's licence. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and Organizing, Communication, Computer literacy, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.
- DUTIES** : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advice on the availability of skills. Process applications for registration and licensing of Public Employment Agency's (PEAs) and TEAs. Supervise the administration of employer services at the Labour centres.
- ENQUIRIES** : Mr J Mathebeng, Tel: (051) 933 2299
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand delivered at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
- FOR ATTENTION** : Sub-directorate: Human Resources Management.
- POST 03/36** : **SENIOR ADMINISTRATION OFFICER REF NO: HR4/4/5/73**
- SALARY** : R 262 272 per annum
CENTRE : Provincial Office: Kwazulu-Natal
REQUIREMENTS : Three year relevant tertiary qualification in Public Administration. Two years functional experience. Valid drivers license Knowledge: UIF Systems, Public Service Regulation, Batho Pele Principles, Public Finance Management Act, Departmental Policies and procedures. Skills: Communication, Listening, Customer Relations, Computer literacy, Presentation, Problem Solving, Conflict Management, Supervisory.
- DUTIES** : Verify that all claims are processed on relevant Systems. Authorise payments to qualifying UI beneficiaries. Monitor all investigated discrepancies. Maintain close working relationship with all relevant stakeholders. Supervise resources in the section.
- ENQUIRIES** : Mr CM Zondi, Tel: (031) 366 2107
APPLICATIONS : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Kwazulu-Natal.

POST 03/37 : **INSPECTOR: TEAM LEADER REF NO: HR4/4/5/79**

SALARY : R 262 272 per annum.
CENTRE : Labour Centre: Kokstad
REQUIREMENTS : Three year relevant tertiary qualification in Labour Relations/Human Resource Management. Two (2) years experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act ,Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act ,Unemployment Insurance Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organizing (Own and others), Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Presentation, Innovative, Analytical, Verbal and written communication.

DUTIES : Plan and independently conduct substantive occupational inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Diseases Act (COIDA), Occupational Health and Safety (OHS) and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Supervise the resources in the Sub- Section.

ENQUIRIES : Ms L Nongena-Sigedla, Tel: (039) 727 2140
APPLICATIONS : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban.
FOR ATTENTION : Sub-directorate: Human Resources Management, Kwazulu-Natal.

POST 03/38 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES 2 POSTS**

SALARY : R 171 069 per annum
CENTRE : Labour Centre: Harrismith- Ref No: HR 4/4/8/56 (1 post)
Labour Centre: Johannesburg- Ref No: HR 4/4/4/12/04(1 post)
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus National Certificate (N6)/ SAQA recognised Certificate (NQF5) in Office Administration/Public Management/ Public Administration/ Secretariat. A valid driver's licence. Twelve (12) months functional experience in administration/ Customer/ Client services. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Listening, Communication, Ability to interpret legislation, Problem solving, Mediation.

DUTIES : Manage the help desk at the first port of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries and Diseases Act and Employer registration forms for COIDA.

ENQUIRIES : Ms M Mamburu, Tel: (058) 713 0373
Ms E Mpumlwana, Tel: (011) 853 0300
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. For Attention: Sub-directorate: Human Resources Management.

Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001
Hand delivered at 77 Korte Street, Braamfontein. For Attention: Sub-directorate: Human Resources Management, Gauteng

- POST 03/39** : **INSPECTOR: INSPECTION SERVICES REF NO: HR4/4/8/58**
- SALARY** : R 171 069 per annum
CENTRE : Labour Centre: Harrismith
REQUIREMENTS : Three year relevant tertiary qualification in Labour Relations / Human Resource Management/ Law No experience required. Valid Drivers licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act , Skills Development Levies Act, Occupational Health and Safety Act, COIDA ,Unemployment Insurance Act, UI Contribution Act ,Employment Equity. Skills: Facilitation, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal, Problem solving, Interviewing, listening and observation, Analytical, Verbal and written communication.
- DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, namely, Basic of Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), Skills Development Act (SDA) and UCA. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
- ENQUIRIES** : Ms M Mamburu, Tel: (058) 713 0373
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand
FOR ATTENTION : Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
Sub-directorate: Human Resources Management.
- POST 03/40** : **ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR 4/4/1/51**
- SALARY** : R 142 461 per annum
CENTRE : Labour Centre: Lusikisiki
REQUIREMENTS : Matriculation /Grade 12/ Senior Certificate. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Treasury Regulations. Skills: Interpersonal relations, Analytical, Verbal and written communication, Problem solving, Planning and organising.
- DUTIES** : Render Supply Chain Management Function in a Labour Centre. Provide a Finance and Office Management Service to the Labour Centre. Render Human Resources Management Service. Responsible for Training and Performance activities in a Labour Centre. Responsible for the records management in a Labour Centre. Render general administrative work for the Labour Center as and when required.
- ENQUIRIES** : Ms P Bodoza, Tel: (039) 2531996
APPLICATIONS : Deputy Director: Labour Centre Operations: Private Bag X 1002, Lusikisiki, 4820
FOR ATTENTION : Sub-directorate: Human Resources Management, Labour Centre Operations, Lusikisiki
- POST 03/41** : **ADMINISTRATION CLERK: PES REF NO: HR 4/4/4/12/03**
- SALARY** : R 142 461per annum
CENTRE : Provincial Office: Braamfontein, Stationed at Labour Center: Kempton Park.
REQUIREMENTS : Grade 12/ Matriculation/ Senior Certificate. No working experience required. Knowledge: Relevant ILO Conventions, Human Resources Management, Batho Pele Principles. Skills: Planning and organising, Verbal and Written Communication, Computer literacy, Analytical, Presentation, Interpersonal, Report writing, Innovative.

DUTIES

: Liaise with stakeholder relations for acquisition of placement opportunities. Avail information for coordination of International Cross-Border Labour Migration functions. Support coordination of the registration and certification of Private Employment Agencies. Coordinate large (Provincial) opportunities from key stakeholders.

ENQUIRIES

: Ms F Tshabalala, Tel:(011) 975 9301

APPLICATIONS

: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001
Hand deliver at 77 Korte Street, Braamfontein.

FOR ATTENTION

: Sub-directorate: Human Resources Management, Gauteng

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 : Ms E Steenkamp

CLOSING DATE : 03 February 2017

NOTE : Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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 three months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 03/42 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: A1/2017/A**
(Twelve months fixed-term contract)
Chief Risk Office

SALARY : R311 784 per annum plus 37% of salary in lieu of benefits

CENTRE : Pretoria, HSRC Building

REQUIREMENTS : An appropriate recognised Bachelors Degree in Risk Management /Internal Audit/ Economics or equivalent qualification Plus sufficient experience in risk management. Experience and knowledge of policy development and implementation. Knowledge of Public Service Legislative Framework, Public Finance Management Act, Treasury Regulations, King III on Corporate Governance, Public Sector Risk Management Framework and COSO Framework. Competencies: Communication (written and verbal) skills. Planning and organising skills. Facilitation and presentation skills. Stakeholder and client liaison skills. Project administration skills. Policy development and analysis skills. Problem solving skills. Computer literacy. Analytical skills. Attributes: Interpersonal relations. Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Assertiveness. Achievement orientated. Cost consciousness. Business ethics. Confidentiality.

DUTIES : Facilitate enterprise risk management assessments by assisting management in identifying, assessing, managing and prioritising risks in their operational areas. Coordinate and facilitate the development of risk profiles and risk management

plans, monitor implementation thereof and produce reports. Provide technical support and training to staff to build risk awareness within the Department. Apply legislation, policies and procedures. Provide technical and secretariat support to the risk management committee. Maintain and manage the departmental risk registers on Barn owl. Facilitate the development and management of an Ethics Programme in the Department.

ENQUIRIES

: Mr M Ramathopa Tel: 012 312 7972

POST 03/43

: **INTERNAL AUDITOR: GOVERNANCE AUDIT REF NO: A1/2017/B**
(Twelve months fixed-term contract)
Directorate: Governance and Performance Audits

SALARY
CENTRE
REQUIREMENTS

: R262 272 per annum plus 37% of salary in lieu of benefits
: Pretoria, HSRC Building
: An appropriate recognised Bachelors Degree or National Diploma in Auditing/Internal Auditing or equivalent qualification Plus 1-2 years experience in conducting internal audits. Knowledge of Public Service Regulatory Framework. Knowledge of the IIA Standards. Knowledge and understanding of internal audit systems and procedures. Understanding of corporate governance practices and government compliance prescripts. Registration with the Institute of Internal Auditors will be an added advantage. Competencies: Communication (verbal and written) skills. Planning and organising skills. Problem solving skills. Policy analysis skills. Office management and administration skills. Computer literacy. Client liaison skills. Analytical skills. Report writing skills. Attributes: Integrity. Objectivity. Independence. Confidentiality. Ability to work under pressure. Confident. Willingness to learn. Team players.

DUTIES

: Assist in planning audit projects in accordance with internal audit methodology. Execute audits in accordance with the approved audit framework, plan and IIA Standards. Raise findings and discuss outcomes to the client. Develop draft audit reports. Evaluate client responses to draft internal audit findings and make the necessary adjustments. Coordinate the exit meeting with clients. Conduct follow-ups on audit findings.

ENQUIRIES

: Ms C Ditinti Tel: 012 312 7230

DEPARTMENT OF TELECOMMUNICATIONS AND POSTAL SERVICES

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: The Director-General, Department of Telecommunications and Postal Services, Private Bag X 860, Pretoria, 0001 or hand deliver to iParioli Office Park, No 1166 Park Street (Cnr Park and Jan Shoba Street), Block E, Hatfield, Pretoria, for attention of Ms L Kgang or Mr T Rakgotho.
- CLOSING DATE** : 31 January 2017
- NOTE** : Applicants must be unemployed graduates who are in possession of the relevant tertiary qualifications and are South African citizens. Applicants should have no previous work experience, including no previous Internships. Successful applicants will sign an Internship agreement. Please indicate clearly the relevant reference number and the Internship area as indicated above for which you are applying. If you qualify for and are applying in more than one area, please submit separate applications for each area.
- Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by a detailed CV together with certified copies of qualifications and ID document. Should you be in possession of a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Please take note that applications received after the closing date of the said advertisement will not be considered. Please take note that all qualifications are subject to verification. Correspondence will be limited to short-listed candidates only. If you have not been contacted within two (2) months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note this is not a student Internship and no students who require practical work experience will be considered. People with disabilities and from historically disadvantaged groups are encouraged to apply.

OTHER POSTS

- POST 03/44** : **POSTAL POLICY REF NO: DTPS 01**
Branch: ICT Policy And Strategy
- SALARY** : A stipend of R7008.00 per month is applicable. The Department of Telecommunications and Postal Services is offering fifteen (15) Internships to promising graduates between the ages of 18 and 35 for a period of twelve (12) months, with a stipend of R7008.00 per month.
- CENTRE REQUIREMENTS** : Pretoria, Hatfield
: B Degree in Law or Public Administration / National Diploma in Public Administration and/or Political Science
- ENQUIRIES** : Ms Ella (Elsie) Kekana (012) 421 7045/Ms Tebogo Matlou (012) 427 8291
- POST 03/45** : **ECONOMIC ANALYSIS REF NO: DTPS 02**
- SALARY** : A stipend of R7008.00 per month is applicable. The Department of Telecommunications and Postal Services is offering fifteen (15) Internships to promising graduates between the ages of 18 and 35 for a period of twelve (12) months, with a stipend of R7008.00 per month.
- CENTRE REQUIREMENTS** : Pretoria, Hatfield
: B Degree in Economics, Econometrics and/or Statistics. An Honours Degree will be an added advantage.
- ENQUIRIES** : Ms Ella (Elsie) Kekana (012) 421 7045/Ms Tebogo Matlou (012) 427 8291
- POST 03/46** : **CYBER SECURITY OPERATIONS REF NO: DTPS 03**
Branch: Ict Infrastructure Development
- SALARY** : A stipend of R7008.00 per month is applicable. The Department of Telecommunications and Postal Services is offering fifteen (15) Internships to

promising graduates between the ages of 18 and 35 for a period of twelve (12) months, with a stipend of R7008.00 per month.

CENTRE REQUIREMENTS ENQUIRIES : Pretoria, Hatfield
: B Degree in Computer Science or Information Systems
: Ms Ella (Elsie) Kekana (012) 421 7045/Ms Tebogo Matlou (012) 427 8291

POST 03/47 : **BROADBAND REF NO: DTPS 04**

SALARY : A stipend of R7008.00 per month is applicable. The Department of Telecommunications and Postal Services is offering fifteen (15) Internships to promising graduates between the ages of 18 and 35 for a period of twelve (12) months, with a stipend of R7008.00 per month.

CENTRE REQUIREMENTS : Pretoria, Hatfield
: National Diploma / B Degree in Electronic Engineering. An additional qualification in Project Management will be an added advantage.

ENQUIRIES : Ms Ella (Elsie) Kekana (012) 421 7045/Ms Tebogo Matlou (012) 427 8291

POST 03/48 : **STAKEHOLDER RELATIONS REF NO: DTPS 05**
Branch: ICT Information Society Development and Research

SALARY : A stipend of R7008.00 per month is applicable. The Department of Telecommunications and Postal Services is offering fifteen (15) Internships to promising graduates between the ages of 18 and 35 for a period of twelve (12) months, with a stipend of R7008.00 per month.

CENTRE REQUIREMENTS : Pretoria, Hatfield
: National Diploma / B Degree in Public Relations or Stakeholder Relations / Management

ENQUIRIES : Ms Ella (Elsie) Kekana (012) 421 7045/Ms Tebogo Matlou (012) 427 8291

POST 03/49 : **ICT REGULATORY INSTITUTIONS REF NO: DTPS 06**
Branch: SOC Oversight and ICT Enterprise Development

SALARY : A stipend of R7008.00 per month is applicable. The Department of Telecommunications and Postal Services is offering fifteen (15) Internships to promising graduates between the ages of 18 and 35 for a period of twelve (12) months, with a stipend of R7008.00 per month.

CENTRE REQUIREMENTS : Pretoria, Hatfield
: B Degree in Finance or Economics. An Honours Degree will be an added advantage.

ENQUIRIES : Ms Ella (Elsie) Kekana (012) 421 7045/Ms Tebogo Matlou (012) 427 8291

POST 03/50 : **ICT INTERNATIONAL AFFAIRS REF NO: DTPS 07**
Branch: ICT International Affairs

SALARY : A stipend of R7008.00 per month is applicable. The Department of Telecommunications and Postal Services is offering fifteen (15) Internships to promising graduates between the ages of 18 and 35 for a period of twelve (12) months, with a stipend of R7008.00 per month.

CENTRE REQUIREMENTS : Pretoria, Hatfield
: B Degree in International Relations, Law, Politics or Economics

ENQUIRIES : Ms Ella (Elsie) Kekana (012) 421 7045/Ms Tebogo Matlou (012) 427 8291

POST 03/51 : **FINANCE REF NO: DTPS 08**
Branch: Administration

SALARY : A stipend of R7008.00 per month is applicable. The Department of Telecommunications and Postal Services is offering fifteen (15) Internships to promising graduates between the ages of 18 and 35 for a period of twelve (12) months, with a stipend of R7008.00 per month.

CENTRE REQUIREMENTS : Pretoria, Hatfield
: National Diploma / B Degree in Finance

ENQUIRIES : Ms Ella (Elsie) Kekana (012) 421 7045/Ms Tebogo Matlou (012) 427 8291

POST 03/52 : **SUPPLY CHAIN MANAGEMENT REF NO: DTPS 9**

SALARY : A stipend of R7008.00 per month is applicable. The Department of Telecommunications and Postal Services is offering fifteen (15) Internships to promising graduates between the ages of 18 and 35 for a period of twelve (12) months, with a stipend of R7008.00 per month.

CENTRE REQUIREMENTS : Pretoria, Hatfield
National Diploma / B Degree in Purchasing, Logistics, Supply Chain Management or Finance

ENQUIRIES : Ms Ella (Elsie) Kekana (012) 421 7045/Ms Tebogo Matlou (012) 427 8291

POST 03/53 : **HUMAN RESOURCES REF NO: DTPS 10**

SALARY : A stipend of R7008.00 per month is applicable. The Department of Telecommunications and Postal Services is offering fifteen (15) Internships to promising graduates between the ages of 18 and 35 for a period of twelve (12) months, with a stipend of R7008.00 per month.

CENTRE REQUIREMENTS : Pretoria, Hatfield
National Diploma / B Degree in HRM, HRD, Public Administration and/or Industrial Psychology.

ENQUIRIES : Ms Ella (Elsie) Kekana (012) 421 7045/Ms Tebogo Matlou (012) 427 8291

POST 03/54 : **COMMUNICATIONS AND MARKETING REF NO: DTPS 11**

SALARY : A stipend of R7008.00 per month is applicable. The Department of Telecommunications and Postal Services is offering fifteen (15) Internships to promising graduates between the ages of 18 and 35 for a period of twelve (12) months, with a stipend of R7008.00 per month.

CENTRE REQUIREMENTS : Pretoria, Hatfield
National Diploma / B Degree in Communications

ENQUIRIES : Ms Ella (Elsie) Kekana (012) 421 7045/Ms Tebogo Matlou (012) 427 8291

POST 03/55 : **IT AND KNOWLEDGE MANAGEMENT REF NO: DTPS 12**

SALARY : A stipend of R7008.00 per month is applicable. The Department of Telecommunications and Postal Services is offering fifteen (15) Internships to promising graduates between the ages of 18 and 35 for a period of twelve (12) months, with a stipend of R7008.00 per month.

CENTRE REQUIREMENTS : Pretoria, Hatfield
National Diploma / B Degree in Computer Science or Information Technology

ENQUIRIES : Ms Ella (Elsie) Kekana (012) 421 7045/Ms Tebogo Matlou (012) 427 8291

POST 04/56 : **LEGAL SERVICES REF NO: DTPS 13**

SALARY : A stipend of R7008.00 per month is applicable. The Department of Telecommunications and Postal Services is offering fifteen (15) Internships to promising graduates between the ages of 18 and 35 for a period of twelve (12) months, with a stipend of R7008.00 per month.

CENTRE REQUIREMENTS : Pretoria, Hatfield
LLB Degree or equivalent legal qualification. Admission as an attorney or advocate will be an added advantage.

ENQUIRIES : Ms Ella (Elsie) Kekana (012) 421 7045/Ms Tebogo Matlou (012) 427 8291

POST 03/57 : **STRATEGIC PLANNING AND MONITORING REF NO: DTPS 14**

SALARY : A stipend of R7008.00 per month is applicable. The Department of Telecommunications and Postal Services is offering fifteen (15) Internships to promising graduates between the ages of 18 and 35 for a period of twelve (12) months, with a stipend of R7008.00 per month.

CENTRE REQUIREMENTS : Pretoria, Hatfield
B Degree in Monitoring and Evaluation, Statistics or Research.

ENQUIRIES : Ms Ella (Elsie) Kekana (012) 421 7045/Ms Tebogo Matlou (012) 427 8291

POST 03/58 : **INTERNAL AUDIT AND RISK MANAGEMENT REF NO: DTPS 15**

SALARY : A stipend of R7008.00 per month is applicable. The Department of Telecommunications and Postal Services is offering fifteen (15) Internships to promising graduates between the ages of 18 and 35 for a period of twelve (12) months, with a stipend of R7008.00 per month.

CENTRE REQUIREMENTS : Pretoria, Hatfield
: National Diploma / B Degree in Internal Audit, Financial Information Systems (FIS) or Risk Management / B Degree in Informatics or Information Systems Audit

ENQUIRIES : Ms Ella (Elsie) Kekana (012) 421 7045/Ms Tebogo Matlou (012) 427 8291

DEPARTMENT OF TOURISM

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

APPLICATIONS : Applications must be directed to: The Director-General, Department of Tourism, Private Bag X424, Pretoria, 0001 or hand delivered to Tourism House, 17 Trevenna Street, Sunnyside, Pretoria, Pretoria, 0002. Applications must be accompanied by a comprehensive CV, with certified copies of qualifications and identity document (not older than 3 months).

CLOSING DATE : 31 January 2017

NOTE : In terms of Section 38 of the Public Finance Management Act, 1999 (Act 1 of 1999) (the "PFMA"), the Department of Tourism requires the services of a qualified and interested person to serve as the Chairperson of its Risk Management Committee. The incumbent will advise the Accounting Officer on Enterprise-wide Risk Management in fulfilling his mandate as required by the PFMA.

MANAGEMENT ECHELON

POST 03/59 : **DIRECTOR: FINANCIAL MANAGEMENT REF NO: NDT26/2016**
Re-advertisement. persons who applied previously need not re-apply)

SALARY : R898 743 per annum (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

CENTRE : Pretoria

REQUIREMENTS : A SAQA recognised B-degree (NQF7) in Financial Management or related qualification plus extensive relevant experience. At least 5 years relevant work experience at middle or senior management level. A sound understanding of government policies and prescripts. Thorough knowledge of the PFMA and Treasury Regulations. Experience in budget management and financial reporting. Attention to detail and ability to meet deadlines. Experience in working with BAS and Persal or other transversal systems will be an added advantage. Skills: Advanced financial management skills. Strategic thinking and leadership skills, Good interpersonal relations. Excellent presentation and verbal communication skills

DUTIES : Management of the financial reporting process (Interim financial statements and annual financial statements). Establishing, implementing and monitoring financial management and internal controls to ensure compliance with subscribed legislation in terms of the Public Finance Management Act (PFMA) and Treasury Regulations. Managing the budget of the Department and ensuring compliance to timelines on submission of the Medium Term Expenditure Framework (MTEF), Adjusted Estimates of National Expenditure (AENE) and Estimates of National Expenditure (ENE). Manage monthly bank reconciliations. Management of daily debtors accounts. Ensure compliance to income tax laws. Manage the departmental payroll. Monitoring Transversal System Controllers. Monitor revenue classification and reconciliation for the submission to National Treasury. Consolidation of drawings against the budget and ensure correct drawings on a monthly basis. Management of project expenditure related to the Tourism Incentive Programme Projects as well as the Expanded Public Works Programme Projects. Management of Foreign Aid Assistance funding. Development and maintenance of financial management policies. Managing and resolving internal and external audit queries. Management of staff in the financial management unit.

ENQUIRIES : Mr. R H Ackermann (012) 444 6240

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

CLOSING DATE : 03 February 2017 at 16:30 (E mailed, faxed and late applications will not be considered)

- NOTE** : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, some of the interviewed candidates will be subjected to a 2 days competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure.
- POST 03/60** : **INDEPENDENT RISK MANAGEMENT COMMITTEE CHAIRPERSON**
2 years contract
Objective: The primary objective of the Risk Management Committee is to assist the Accounting Officer to discharge of his duties in respect of risk management with an ultimate aim of achieving the Department's objectives.
- SALARY** : Compensation will be in accordance with rates as determined by National Treasury. Schedules in this regard are issued annually with specific hourly or daily rates. All other refundable expenses are based on the Department's related policies in line with the National Treasury guidelines.
- REQUIREMENTS** : A minimum of a Bachelor's Degree and a Post-Graduate Degree in Auditing, Risk Management or Business Administration will be an added advantage. The ideal candidate should have 5 to 10 years management experience gained from Strategic Management, Risk Management and/or an Auditing / Financial, Anti-Fraud and Corruption environments, preferably in the public service. Previous experience of serving in the Risk Management Committee and/or Audit Committee will be advantageous. The ideal candidate must be an independent external person, with excellent knowledge of the Risk Management, Corporate Governance, Public Finance Management Act and Treasury Regulations, Enterprise Wide Risk Management (EWRM), COSO model and Public Sector Risk Management Framework.
- DUTIES** : Provide oversight on the review and monitoring the implementation of risk management framework, policy, charter and strategy within the Department. Provide guidance on integration of risk management into planning, monitoring and reporting processes. Provide advice / guidance on setting risk appetite and review risk appetite, tolerance levels, and anti-fraud measures. Lead the Committee in conducting its activities in terms of the Public Sector Risk Management Framework, PFMA, Risk Committee Charter and King IV Report on Corporate Governance. Provide proper and timely reports to the Accounting Officer on the state of risk management, together with aspects requiring improvement accompanied by the Committee's recommendations to address such issues. Perform any other duties of the Risk Management Committee as specified in the terms of reference (Committee Charter).
- ENQUIRIES** : Mr Zipho Mguli, Telephone number (012) 444 6738.
- NOTE** : Term of appointment: Appointment will be made for a period of 2 years, subject to renewal at the discretion of the Department. The Chairperson may not serve more than two terms. This is not a full-time appointment. Risk management Committee has four statutory meetings per annum and additional meetings may be convened by the chairperson as deemed necessary by the Committee or Accounting Officer.

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF TREASURY**

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



- APPLICATIONS** : The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. N Mchabasa, Room 426b, Fidel Castro Building, Tel No: (051) 405 4274 or deliver by hand to Room 426b, Fidel Castro Building, Bloemfontein. Applications can also be e-mailed to recruitment@treasury.fs.gov.za
- CLOSING DATE** : 3 February 2017
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in the CV), driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. Candidates who apply for posts on salary level 9 to 12 will also be subjected to a practical test. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

OTHER POSTS

- POST 03/61** : **DEPUTY DIRECTOR: CASH MANAGEMENT REF NO: FSPT 001/17**
- SALARY** : Salary Level 12. An all-inclusive salary package of R 726 276.00 per annum (This all inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A Bachelors degree in Accounting/ Economics/ Financial Management with a minimum of five years experience in a supervisory post of which at least three years' should have been in a banking or public sector finance environment. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, financial reporting, banking and cash management and compilation of financial statements for Government institutions/departments. Computer literate.
- DUTIES** : Manage the maintenance of accurate financial records of the Provincial Revenue Fund. Manage the facilitation of investment processes. Ensure proper and efficient management of the Provincial Revenue Fund and facilitation of banking facilities for the Province. Promote effective and sound cash management practices by departments. Manage the implementation of cash blocking functions and limits for Provincial Departments. Manage the resources of the Sub-directorate to ensure efficiency and effectiveness within the Sub-directorate.
- ENQUIRIES** : Ms. M. Moduka: (051) 403 3407
- POST 03/62** : **ASSISTANT DIRECTOR: POLICY DEVELOPMENT AND MONITORING REF NO: FSPT 002/17**
- SALARY** : Salary level 9 – A basic salary of R 311 784 per annum.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A Bachelor degree/ diploma in Accounting / Financial Management or equivalent qualification with a minimum of three years' experience in an asset management /

financial management / assets auditing environment. Knowledge of the Public Finance Management Act, Treasury Regulations, LOGIS and Basic Accounting System (BAS). A valid driver's license. Computer literacy.

DUTIES

: Coordinate the monitoring of the utilization of moveable and immovable physical assets of the Free State Provincial Departments. Assist departments with the compilation of asset registers using Logis. Conduct and assist with capacity building of officials in line departments on asset management. Compile monthly reports on the state of asset management in Departments. Compile and distribute minutes of the Physical Asset Management Steering Committee, the Physical Asset Management Forum and the Physical Asset Management Committee. Evaluate and discuss physical asset management key performance indicators of Departments with regard to physical assets. Manage the allocated human resources and assets of the Division.

ENQUIRIES

: Mr. TM Mabilo: (051) 403 3098

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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



NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV 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 as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POSTS

POST 03/63 : **REGISTRAR (MEDICAL) REF NO: HRM 06/2017**
Directorate: Emergency Medicine

SALARY : R686 322 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB (ATLS, ACLS or PALS) Experience in Emergency Medicine (preferably in an academic environment, registration with the HPCSA)

DUTIES : The successful candidate will be expected to provide clinical service delivery in the Emergency Unit of Steve Biko Academic hospital, including commuted overtime and will be responsible for teaching and training of under graduate students, medical interns and community service doctors and nurses. He / she must have good leadership and communication skills and be team orientated. Computer literacy skills. Registrars will rotate to clinical disciplines including Internal Medicine, Surgery, Pediatrics, Critical Care, EMS, Orthopedics, O&G and Anesthesiology.

ENQUIRIES : Prof. A EngelBrecht (012) 354 2147/ 4838
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 : 03 February 2017

POST 03/64 : **MEDICAL OFFICER REF NO: HRM 07/2017**
Directorate: Emergency Medicine

SALARY : R686 322 per annum plus benefits

CENTRE REQUIREMENTS : Steve Biko Academic Hospital
 : MBChB (ATLS, ACLS or PALS) Experience in Emergency Medicine (preferably in an academic environment, registration as a Medical officer with the HPCSA).

DUTIES : The successful candidate will be expected to provide clinical service delivery in the Emergency Unit of Steve Biko Academic hospital, including commuted overtime and will be responsible for teaching and training of under graduate students, medical interns and community service doctors and nurses. He / she must have good leadership and communication skills and be team orientated. Computer literacy skills.

ENQUIRIES APPLICATIONS : Prof. A EngelBrecht (012) 354 2147/ 4838
 : 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 : 03 February 2017

POST 03/65 : **OPERATIONAL MANAGER NURSING: PAEDIATRICS REF NO: HRM 08/2017**
 Directorate: Nursing

SALARY CENTRE REQUIREMENTS : PN-B3 R465 939 per annum plus benefits
 : Steve Biko Academic Hospital
 : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in Child Nursing Science. A minimum of 9 years appropriate\ recognizable experience in nursing after registration as a Professional nurse with the South African Nursing Council in General Nursing. Diploma/ degree in Nursing Management will be an added advantage. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate\ recognizable experience after obtaining the 1 year post basic qualification in Child Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literacy. Verified proof of experience. South African Nursing Council annual practicing receipt. Valid EB driver's license.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional\ legal framework. Manage effectively the utilization and supervision of human, financial and service resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth\ ethical standards and development of self and subordinates.

ENQUIRIES APPLICATIONS : Mrs. FF Mafisa Tel: (012) 354 2284
 : 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 : 03 February 2017

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

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

CLOSING DATE : 3 February 2017
NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 03/66 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**
 Chief Directorate: Metro District Health Services

SALARY : Grade 1: R 924 378 per annum,
 Grade 2: R1 056 915 per annum,
 Grade 3: R1 226 595 per annum, (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime.)

CENTRE REQUIREMENTS : Karl Bremer Hospital
 : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Experience: Grade 1: None after registration with the HPCSA as medical specialist in Obstetrics and Gynecology. Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynecology. Grade 3: A minimum of 10 years' appropriate experience after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynecology. Competencies (knowledge/skills): Ability to perform under and postgraduate training, teaching and assessment of students in Obstetrics. Ability to work independently as well as in a professional team. Good communication and interpersonal skills. Proven clinical competence. An active interest in Women's Health and Rights. Interest in Community Obstetrics and Gynecology. Computer literacy (MS Access and/or Excel, PowerPoint and statistical packages, including the PPIP program). Adherence to Batho Pele Principles. Continuing professional development. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

DUTIES : key result areas/outputs: Render an effective, cost-effective, safe and appropriate Obstetrics and Gynecology Health Service for women at a large district hospital including financial and people management (e.g. staff performance reviews, rostering). Form part of broader hospital clinical team ensuring clinical governance and quality assurance (e.g. mortality and morbidity meetings, NCS adherence, adverse incident reporting, theatre meetings, etc.) training and teaching

undergraduate medical students and postgraduate students (Registrars in Obstetrics and Gynecology, as well as in-service.

ENQUIRIES : Dr L Naude, tel. no. (021) 918-1223

APPLICATIONS : The Manager Medical Services: Karl Bremer Hospital, Private Bag X1, Bellville, 7535.

FOR ATTENTION : Ms EJ Jacobs

POST 03/67 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRIST)**
Chief Directorate: General Specialist and Emergency Services

SALARY : Grade 1: R 924 378 per annum,
Grade 2: R 1 056 915 per annum,
Grade 3: R 1 226 595 per annum (A portion of the package can be structured according to the individual's personal needs. It may be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Valkenberg Hospital, (The incumbent will be jointly appointed to the Department of Health and the Department of Psychiatry and Mental Health, University of Cape Town).

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) for Independent Practice as a Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Specialist (Independent Practice) in Psychiatry. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Psychiatry. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirements of the job: Available and willing to participate in after-hours duties. Valid (Code B/EB) driver's licence. Competencies (knowledge and skills): Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

DUTIES : Key result areas/outputs: The provision of specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment. Management of relevant clinical governance and administrative requirements. Leadership of a multidisciplinary clinical team. Academic teaching, training and research (NB: The post is a joint appointment with the Department of Psychiatry and Mental Health, University of Cape Town). Other duties as assigned by the Head: Clinical Unit.

ENQUIRIES : Dr P Milligan, tel. no. (021) 826-5819

APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag x15, Parow 7500.

FOR ATTENTION : Ms R Hattingh

POST 03/68 : **DEPUTY MANAGER NURSING (LEVEL 1 & 2 HOSPITALS)**
Chief Directorate: General Specialist and Emergency Services

SALARY : R 705 057 (PN-A8) per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 (i.e. Degree/diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing

Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to be on call and availability for Emergency situations. Competencies (knowledge/skills): Strategic nursing leadership, knowledge, ability to plan and apply management processes for required outcomes. Clinical governance, knowledge of quality assurance, infection control and occupational health and safety issues. Corporate governance, knowledge of Human Resource Management and financial management. Ability to communicate verbally and in writing in at least two of the three official languages of the Western Cape and the ability to work on MS packages (Word, Excel, and PowerPoint). Note: No payment of any kind is required when applying for this post. Candidates will be subjected to a competency test.

DUTIES : Provide strategic management and leadership within the nursing management. Clinical Governance, Manage quality improvement of nursing care. Manage financial resources and consumable resources for the designated areas. Manager Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development.

ENQUIRIES : Dr B Kruger, tel. no. (021) 860-2508
APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag x15, Parow 7500.

FOR ATTENTION : Ms R Hattingh

POST 03/69 : **OPERATIONAL MANAGER NURSING (GENERAL UNIT)**
 Chief Directorate: General Specialist and Emergency Services

SALARY : R 367 815 (PN - A5) per annum
CENTRE : Alexandra Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work weekends, overtime, Public Holidays, Night duty. Competencies (knowledge/skills): Knowledge of Nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Note: No payment of any kind is required when applying for this post.

DUTIES : key result areas/outputs: Provide management support, guidance and direction of nursing personnel under supervision towards the strategic goals of the Nursing Department and Department of Health. Co-ordinate and ensure the proper utilisation of Human, Financial and material/physical resources in accordance to policies and procedures. Ensure high standard of holistic nursing care, recordkeeping within the legal parameters of the nursing profession. Ensure implementation of quality assurance policies/protocols/processes. Ensure effective training, development and mentor personnel. Maintain constructive working relationships with nursing personnel and other stakeholders.

ENQUIRIES : Ms RA Fisher, tel. no. (021) 503-5077
APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.

FOR ATTENTION : Ms D Engelbrecht

POST 03/70 : **PROGRAMME COORDINATOR GRADE 1 (CLINICAL AUDITOR)**

SALARY : R 311 784 per annum (Salary Negotiable)
CENTRE : Groote Schuur Hospital, Observatory

- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or Health related equivalent qualification. Registration with a professional council: Registrable with SANC/HPCSA. Experience: Extensive clinical hospital experience post registration. Inherent requirements of the job: Availability and willingness to work after-hours and travel. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of the principles of quality assurance, risk management and quality improvement methodologies. Knowledge of National Core Standards. Effectively communicate in at least two of the three official languages of the Western Cape. Ability to work independently with good organisational and project management skills. Advanced working knowledge or skills in MS Office. Excellent report-writing and presentation skills. Data management and analysis. Experience with clinical research or auditing will be advantageous. Extensive clinical knowledge and insight. Note: No payment of any kind is required when applying for this post.
- DUTIES** : key result areas/outputs: Develop, implement and deliver a comprehensive clinical auditing service to the institution. Maintain, manage the transversal adverse incident reporting and management system. Develop, coordinate and implement an in-service training programme and awareness drives with regard to the principles of adverse incident reporting and management for the institution. Analyse data and report on trends regarding adverse incidents to relevant stakeholders.
- ENQUIRIES** : Ms M Govender, tel. no. (021) 404-3174/6367
- APPLICATIONS** : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
- FOR ATTENTION** : Ms N Mbilini