



DATE OF ISSUE: 10 FEBRUARY 2017

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 06 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.

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## DEPARTMENT OF DEFENCE

**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 into the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons not employed by the DOD/Public Service may thus not apply for the vacancies advertised in this Circular

## OTHER POSTS

**POST 06/01** : **ASSISTANT DIRECTOR REF NO: CFO 17/1/1**  
Finance Management Division, Chief of Finance SANDF, SA Air Force Budget Management Office

**SALARY** : R311 784 per annum, Level 09  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Minimum Requirements: A three years Degree/National Diploma in Finance/Accounting. A minimum of five (5) years relevant experience in the budget management environment of which three (3) years must be at a level of Senior State Accountant (Level 8). Have knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations (TRs) and related prescripts. Sound knowledge of estimating, budgeting and budget control in the Department of Defence (DOD) or Public Service. Exposure to and/or knowledge of the Air Defence Programme, hands-on experience and good working knowledge of Financial Management Systems (FMS) will be an added advantage. Information Centre (IC) qualified. Ability to analyse and interpret Policies, Instructions and Regulations. Ability to work under pressure and meet deadlines. Ability to work after hours at short notice. Ability to effectively function as part of a team. Proven managerial skills and knowledge of spreadsheets, word-processing and presentation packages (preferably MS Excel, Word and PowerPoint). Well-developed presentation skills, report writing skills and ability to present budget control reports to top management for decision making. Good reasoning, attention to details, innovative, strong mathematical, problem solving and statistical analysing ability. Possession of a valid driver's license/military driver's license to conduct official duties and attend meetings. In possession of or able to obtain a DOD confidential security clearance.

**DUTIES** : Executing of all SA Air Force budget control duties and responsibilities, as specified in the Public Finance Management Act (PFMA), the Treasury Regulations (TRs) as well as DOD Policies, Instructions and Regulations. Provision of expenditure trends, performance management reporting on expenditure of the Air Defence Programme through development of IC reports and graphic presentations. Prepare monthly Early Warning Reports (EWR's). Facilitate the Financial Authorisation (FA)

process in the SA Air Force. Assist in handling Audit Queries, Conduct Preliminary Investigations (PI's) in respect of potential irregularities and compilation of reports to the SA Air Force. Compile delegations with regard to the management of essential resources in the SA Air Force. Monitor the SA Air Force in-year expenditure trends and advise on methods to address deviations. Provision of Budget Control inputs to SA Air Force in preparations of the attendances to Councils and Committees. Attendance of the SA Air Force Budget Control Committee meetings and the DOD Budget Control workgroup meetings. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Provide training, guidance and development of subordinate personnel. Managing and supervising all resources resorting under control of this post.

**ENQUIRIES** : Mr S.R. Molekwa, Tel no: (012) 312 2209  
**APPLICATIONS** : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or hand-delivered to: Poyntons building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: (Please use reference number not Post number)

**CLOSING DATE** : 24 February 2017 (Applications received after the closing date and faxed copies will not be considered).

**POST 06/02** : **ASSISTANT DIRECTOR REF NO: CFO 17/1/2**  
 Finance Management Division, Chief of Finance SANDF, SA Air Force Budget Management Office

**SALARY** : R311 784 per annum, Level 09  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Minimum Requirements: A three years Degree/National Diploma in Finance/Accounting. A minimum of five (5) years relevant experience in the budget management environment of which three (3) years must be at a level of Senior State Accountant (Level 8). Sound Knowledge of estimating, Budgeting and budget control in the Department of Defence/Public Service. Proven managerial skills and computer literate in Excel, MS Word and Power Point. Well-developed presentation skills, report writing skills and ability to conduct effective briefings to senior management. Good reasoning, innovative thinking, strong mathematical, problem solving and statistical analysing ability. Well-developed verbal and written communication skills. Ability to analyse and interpret Policies, Instructions and Regulations. Ability to handle a variety of task execution, working under pressure and willing to work after hours at short notice. Ability to effectively function as part of a team. Possession of a valid driver's license/Military driver's license to conduct official duties and meetings. In possession of or able to obtain a DOD confidential security clearance. Exposure to and /knowledge of the Air Defence Programme, hands-n experience and good working knowledge of Finance Management System (FMS) will be an added advantage.

**DUTIES** : Executing of all budgeting and budget control duties and responsibilities, as specified in the public Finance Management Act (PFMA), the Treasury Regulations (TR'S) as well as the Manual on Financial Planning and Budgeting System of the state, for the SA Air command division. Rendering of an internal Finance support service (domestic budget).administering of telephone accounts of BMO to ensure that they have been finalized according to the required procedures of SAAF HQU (IT). Ensure sound administration of allocated logistical and human resources. Compiling and issuing of management directives to subordinate management staff. Ensure the execution of decisions that are taken during OHS forums. Compiling and executing and objective work program. Implementing budget management policy and assisting in formulating guidance for all budgeting and budget control responsibilities within the SA Air Force. Production strategic evaluation and dissemination of budgeting and budget control reports to the SA Air Command. Managing and supervising all resources resorting under control of this post.

**ENQUIRIES** : Mr S.R. Molekwa, Tel no: (012) 312 2209  
**APPLICATIONS** : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or hand-delivered to: Poyntons building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. NOTE: (Please use reference number not Post number)

**CLOSING DATE** : 24 February 2017 (Applications received after the closing date and faxed copies will not be considered).

- POST 06/03** : **FINANCE CLERK SUPERVISOR REF NO: CFO 17/1/3**
- SALARY CENTRE** : R211 194 per annum, Level 07  
: Financial Management Division, Directorate Store, Services and Related Payments, Financial Accounting Service Centre, FASC Kroonstad, Free State Province.
- REQUIREMENTS** : Minimum requirements: B Degree/ three year National Diploma with finance related subjects with a minimum of two (02) years relevant experience or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience. In possession of a valid RSA/Military driver's licence. Knowledge of State Tender Board regulations, State contracts as well as the financial processes and core processes of the Department of Defence (DOD)/Public Service will be an added advantage. Knowledge of computer system and programs utilised in the DOD and Public Service, including PERSOL/ PERSAL, Financial Management System (FMS), MS Word and Excel. Skills: Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy, especially in respect of State contracts. Well- developed verbal and written communication skills and able to compile effective reports. Personal attributes: Ability to function as part of a team, receptive to work related suggestions/ ideas, decisive/ persevering in respect of task finalisation and able to effectively function under pressure.
- DUTIES** : Timely payment of all invoices. Timely confirmation of all TELKOM and Freight Order accounts. Timely finalisation of all Central Advance System events and transactions. Successful monthly execution of Central Advance System cash counts. Quarterly confirmation of correctness of Face Value Document administration. Report investigates and follow up of all finance related irregularities. Manage the preparation of medical accounts as well as supplier accounts by verifying payment documents for anomalies verify payments on FMS and PERSOL, register and couple invoices for payment. Manage administration in respect of cash payments, advances purchases and PMG account deposits. Final approval of S&T claims for clients in area of responsibility. Manage/ supervise all personnel who resort under the post.
- ENQUIRIES APPLICATIONS** : Mr I. van der Walt, Tel no: (012) 392-2850  
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).
- CLOSING DATE** : 24 February 2017 (Applications received after the closing date and faxed copies will not be considered).
- POST 06/04** : **FINANCE CLERK REF NO: CFO 17/1/4**
- SALARY CENTRE** : R142 461 per annum, Level 05  
: Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments (Acc&Distr), Pretoria.
- REQUIREMENTS** : Minimum requirements: Grade 12 Certificate with finance and/or Accounting related subjects. Knowledge of the calculation and processing of salaries and allowances, final payments when persons exit their work, registration of file and documents, data capturing on financial and salary systems will be an advantage. Sound reasoning, mathematical and problem solving abilities. Knowledge of Computer system as well as MS Word and Excel and MS Power Point will be a strong recommendation. Well-developed verbal and written communication skills in English. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in regard to task finalization and able to effectively function under pressure. Added advantage: Post matric qualification in Finance and/or minimum of one year relevant experience.
- DUTIES** : Execution of the prescribed accounting processes related to payments of benefits, leave gratuity and prorated bonus due to DOD personnel that exit DOD, salaries and allowances to DOD personnel out of service. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting and salary systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.

- ENQUIRIES APPLICATIONS** : Mr Grove, Tel no: (012) 392 2325.  
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X137,Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).
- CLOSING DATE** : 24 February 2017 (Applications received after the closing date and faxed copies will not be considered).
- POST 06/05** : **FINANCE CLERK REF NO: CFO 17/1/5**  
Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services and Related Payments (DSSRP), FASC
- SALARY CENTRE REQUIREMENTS** : R142 461 per annum, Level 05  
: Kroonstad (Free State Province).  
: Minimum requirements: Grade 12 certificate with Finance/Accounting-related subjects. Proven ability in understanding, interpreting and correctly applying of financial policy and prescripts. Basic knowledge of financial and accounting processes. Basic knowledge of contract management or State Tender Board regulations and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of financial management mainframe, Computer literate in MS Office software packages will serve as strong recommendation. Ability to effectively liaise and communicate with clients. Decisive and persevering in regard of task finalisation. Permanent RSA citizen with no criminal record. Willing to be detached to Satellite Offices across geographical boundaries. The successful candidate will be required to complete all relevant courses. Added advantage: Post Matric qualifications in Finance, a minimum of one year relevant experience in the relevant field and a valid driver's licence.
- DUTIES** : Scrutinize, verify, register and couple medical and supplier invoices for payment. Strictly apply policy, prescriptions and regulations. Detect and report on all irregularities. Safekeeping of payment and other accounting documentation for audit purposes. Utilize the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries. Performing of cashier duties by paying out of cash advances, administering of claims on the Central Advance System and capturing of all related accounting transactions on the FMS. Recording, safekeeping and issuing of Face Value Documents (FVD) and updating the FVD System. Confirmation of TELKOM accounts. Administering of Paymaster General (PMG) account deposits and assisting with general administration and accounting functions at the FASC.
- ENQUIRIES APPLICATIONS** : Mr. I van der Walt, Tel no: (012) 392-2850  
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137,Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).
- CLOSING DATE** : 24 February 2017 (Applications received after the closing date and faxed copies will not be considered).
- POST 06/06** : **GENERAL STORE ASSISTANT 2 POSTS REF NO: ARMY/29/16/03**  
These posts are advertised in the DOD, broader Public Service and Media (Flyers). SA Army Support Formation, MOD
- SALARY CENTRE REQUIREMENTS** : R84 096 per annum, Level 02  
: Wallmansdal.  
: An ABET Level 1–4 (or Grade 12 / NQF Level 4). General working experience will be an advantage. Special requirements (skills needed): Communication-, Planning and organizing skills. Good interpersonal skills. Must be physically fit to perform duties.
- DUTIES** : Assist in stocktaking. Clean the warehouse and area around the warehouse. Loading and off-loading of ammo containers on the vehicles. Check and report any defaults with regards to containers.
- ENQUIRIES APPLICATIONS** : WO2 S.N. Mauwane, Tel no: (012) 529 1511  
: Department of Defence, Main Ordinance Sub Depot Wallmandal, Private Bag X04, Pyramid 0120.
- CLOSING DATE** : 10 March 2017 (Applications received after the closing date and faxed copies will not be considered).

**POST 06/07** : **FOOD SERVICE AID II 2 POSTS REF NO: ARMY/29/16/04**  
These posts are advertised in the DOD, broader Public Service and Media (Flyers).  
SA Army Training Formation, SA Army Gym

**SALARY** : R84 096 per annum, Level 02  
**CENTRE** : Heidelberg  
**REQUIREMENTS** : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed:  
Knowledge of a limited range of work procedures such as planning and organizing,  
equipment use, training, food preparation, etc. Must be physically fit to perform  
duties.

**DUTIES** : Rendering assistance with the preparation and serving of food/drinks in all its forms  
by: Hygienically preparation (i.e. wash, cut and cook) and serving of food.  
Preparing and serving tea, coffee and drinks. Supplying water on dining tables.  
Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all  
kitchen waste. Packing supplies received in the food storage areas. Washing and  
cleaning up after meals. Setting tables (including decoration thereof). Waiting on  
tables. Ensure only authorised personnel have access to the kitchen and/or  
consume meals. Ensure serviceability of equipment and report any defects or  
shortages. Apply a high standard of hygiene as well as safety measures in work  
environment.

**ENQUIRIES** : Maj J.N. Arends, Tel no: (016) 340 2272  
WO1 V.F. Thomas, Tel no: (016) 340 2054

**APPLICATIONS** : Department of Defence, SA Army Gymnasium, Private Bag X613, Heidelberg  
1438.

**CLOSING DATE** : 10 March 2017 (Applications received after the closing date and faxed copies will  
not be considered).

**POST 06/08** : **CLEANER II 3 POSTS REF NO: ARMY/29/16/05**  
These posts are advertised in the DOD, broader Public Service and Media (Flyers).

**SALARY** : R84 096 per annum, Level 02  
**CENTRE** : ASB Kimberley, Northern Cape.  
**REQUIREMENTS** : 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 fit to perform duties.

**DUTIES** : Clean the interior of buildings, dust and polish furniture, pick up rubbish, empty  
garbage containers and take content to waste arrears for removal, vacuum and  
clean carpets, curtains and floors, wash windows, wash ablution facilities, remove  
dust and dirt from ceilings, walls overhead pipes and fixtures sweep floors.

**ENQUIRIES** : WO2 D.D. Arries, Tel no: (053) 830 3287  
WO2 A.T. Makame, Tel no: (053) 830 3190

**APPLICATIONS** : Department of Defence, SA Army Support Formation, ASB Kimberley, Private Bag  
X5056, Diskobolos 8325.

**CLOSING DATE** : 10 March 2017 (Applications received after the closing date and faxed copies will  
not be considered).

**POST 06/09** : **CLEANER II 3 POSTS REF NO: ARMY/29/16/06**  
These posts are advertised in the DOD, broader Public Service and Media (Flyers).  
SA Army Training Formation, SA Army Gym

**SALARY** : R84 096 per annum, Level 02  
**CENTRE** : Heidelberg  
**REQUIREMENTS** : 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 fit to perform duties.

**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.

**ENQUIRIES** : Maj J.N. Arends, Tel no: (016) 340 2272  
WO1 V.F. Thomas, Tel no: (016) 340 2054

**APPLICATIONS** : Department of Defence, SA Army Gymnasium, Private Bag X613, Heidelberg  
1438.

**CLOSING DATE** : 10 March 2017 (Applications received after the closing date and faxed copies will  
not be considered).

- POST 06/10** : **GROUNDSMAN GR II 2 POSTS REF NO: ARMY/29/16/07**  
 These posts are advertised in the DOD, broader Public Service and Media (Flyers).
- SALARY** : R84 096 per annum, Level 02  
**CENTRE** : ASB Kimberley, Northern Cape.  
**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** : WO2 D.D. Arries, Tel no: (053) 830 3287  
 WO2 A.T. Makame, Tel no: (053) 830 3190
- APPLICATIONS** : Department of Defence, SA Army Support Formation, ASB Kimberley, Private Bag X5056, Diskobolos 8325.
- CLOSING DATE** : 10 March 2017 (Applications received after the closing date and faxed copies will not be considered).
- POST 06/11** : **GROUNDSMAN GR II 2 POSTS REF NO: ARMY/29/16/08**  
 These posts are advertised in the DOD, broader Public Service and Media (Flyers).
- SALARY** : R84 096 per annum, Level 02  
**CENTRE** : SA Army Training Formation, SA Army Gym, Heidelberg.  
**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** : Maj J.N. Arends, Tel no: (016) 340 2272  
 WO1 V.F. Thomas, Tel no: (016) 340 2054
- APPLICATIONS** : Department of Defence, SA Army Gymnasium, Private Bag X613, Heidelberg 1438.
- CLOSING DATE** : 10 March 2017 (Applications received after the closing date and faxed copies will not be considered).
- POST 06/12** : **INTERNSHIP: GRADUATE VOLUNTARY INTERNSHIP PROGRAMME (VIP): 2017/2018**  
 Duration: 12 months
- CLOSING DATE** : 10 March 2017 (No late applications will be considered).  
**SALARY** : Stipend: Will vary as per qualification  
**NOTE** : Procedures: Applications must be submitted on a prescribed Z83, obtainable from any Government Department and should be accompanied by a comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document. Applicants are advised to attach SAPS Clearance Certificate/ a receipt as proof which is obtained at SAPS. In a case where the internship is not only in Pretoria, applicant must specify the area which they are applying for. Failure to comply with the above instructions will result in applications being disqualified. Under no circumstances will photo copies of certified documents or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record). 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. If applicants are not contacted within a month after the closing date, they should consider that their application was unsuccessful. General Enquiry: Ms A.S. Marsh Tel no: 012 355 6081 or Mr M. Rasehloka Tel: 012 355 5124. Graduates with disabilities are encourage to apply.
- POST 06/13** : **SOUTH AFRICAN ARMY 30 INTERNS**  
 Fields of Internship Programme/Specific Qualifications
- REQUIREMENTS** : B-Tech/ Degree/ National Diploma in HR Management, Public Management, Public Administration, Internal Auditing, Cost and Accounting, Financial Management,



- Public Relations Management, Communication Studies, Media Studies, Journalism.
- ENQUIRIES** : Lieutenant Colonel B.C. van Wyk, Tel no: (012) 355 1304
- APPLICATIONS** : Department of Defence, SA Army Headquarters, Directorate Army Human Resources, Private Bag X 172, Pretoria, 0001 or hand delivery at South African Army, Dequar Road, Pretoria.
- NOTE** : Kindly take note that the internship programme under SA Army will be available only in Pretoria.
- POST 06/14** : **SOUTH AFRICAN AIR FORCE 10 INTERNS**  
Fields of Internship Programme/Specific Qualifications
- REQUIREMENTS** : B-Tech/ Degree/ National Diploma in HR Management, Industrial Psychology, Labour Law, International Relations, Communication Studies, Public Relation Management, Media Studies, Journalism, Marketing, Graphic Designs.
- ENQUIRIES** : Lieutenant Colonel P.M. Simanga, Tel no: (012) 312 2487/ Mr E.M. Rabapane, (012) 312 1038
- APPLICATIONS** : Department of Defence, SA Air Force Headquarters, Air Command - Directorate ETD, Private Bag X199, Pretoria, 0001 or hand delivery at South African Air Force, Dequar Road, Pretoria.
- NOTE** : Kindly take note that the internship programme under SA Air Force will be available only in Pretoria.
- POST 06/15** : **COMMAND AND MANAGEMENT INFORMATION SYSTEM 10 INTERNS**  
Fields of Internship Programme/Specific Qualifications
- REQUIREMENTS** : B-Tech/ Degree/ National Diploma in Information Technology, Computer Science, Computer Studies, Security Studies and Research, Human Resources Management.
- ENQUIRIES** : Major S.M.P. Maloka, Tel no: (012) 355 5116
- APPLICATIONS** : Department of Defence, CMIS Division, Private Bag X161, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr. Boeing & Nossob Str, Erasmuskloof, Pretoria.
- NOTE** : Kindly take note that the internship programme under CMIS will be available only in Pretoria.
- POST 06/16** : **INTERNAL AUDIT DIVISION 40 INTERNS**  
Fields of Internship Programme/Specific Qualifications
- REQUIREMENTS** : B-Tech/ Degree/ National Diploma in Internal Auditing or any financial qualification.
- ENQUIRIES** : Ms S. Nkosi/ Ms N. Bhese, Tel no: (012) 355 6212
- APPLICATIONS** : Department of Defence, Internal Audit Division, Private Bag X 910, Pretoria, 0001 or hand delivery at Armscor Building, Cnr. Boeing & Nossob Str, Erasmuskloof, Pretoria.
- NOTE** : Kindly take note that the internship programme under Internal Audit will be available only in Pretoria.
- POST 06/17** : **DEFENCE MATERIÉL DIVISION 2 INTERNS**  
Fields of Internship Programme/Specific Qualifications
- REQUIREMENTS** : B-Tech/ Degree/ National Diploma in Supply Chain Management, Logistic Management.
- ENQUIRIES** : Ms J.M.C. Morley, Tel no: (012) 355 5137
- APPLICATIONS** : Department of Defence, Defence Materiel Division, Private Bag X 910, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr. Boeing & Nossob Str, Erasmuskloof, Pretoria.
- NOTE** : Kindly take note that the internship programme under Defence Materiel will be available only in Pretoria.
- POST 06/18** : **DEFENCE LEGAL SERVICES DIVISION 12 INTERNS**  
Fields of Internship Programme/Specific Qualifications
- REQUIREMENTS** : B-Tech/ Degree/ National Diploma in LLB, Para-legal, Supply Chain Management, Logistic Management, Human Resource Management, Public Administration.
- ENQUIRIES** : Lieutenant Colonel E.T. Segoa, Tel no: (012) 355 5334

- APPLICATIONS** : Department of Defence, Defence Legal Services Division, Private Bag X 161, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr. Boeing & Nossob Str, Erasmuskloof, Pretoria.
- NOTE** : Kindly take note that the internship programme under Legal Services will be available only in Pretoria.
- POST 06/19** : **DEFENCE RESERVES DIVISION 2 INTERNS**  
Fields of Internship Programme/Specific Qualifications
- REQUIREMENTS** : B-Tech/ Degree/ National Diploma in Marketing, Communication Studies, Human Resource Management.
- ENQUIRIES APPLICATIONS** : Warrant Officer G.G. Potts , Tel no: (012) 355 5317  
Department of Defence, Defence Reserves Division, Private Bag X161, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr. Boeing & Nossob Str, Erasmuskloof, Pretoria.
- NOTE** : Kindly take note that the internship programme under Reserve Force Division will be available only in Pretoria.
- POST 06/20** : **LOGISTICS DIVISION 10 INTERNS**  
Fields of Internship Programme/Specific Qualifications
- REQUIREMENTS** : B-Tech/ Degree/ National Diploma/ N6 Certificate in Project Management, Architect, Regional and Town Planning, Environmental Science, Ecological Science, Animal and Botanical Science, Photography, Graphic Design, Public Relations, Supply Chain Management, Logistic Management, Transport Management.
- ENQUIRIES APPLICATIONS** : Colonel K. Achary, Tel no: (012) 402 2713  
Department of Defence, Directorate Logistics Resource Management, Private Bag X319, Pretoria, 0001 or hand delivery at Department of Defence, Peterson Bothongo Building, Visage Str, 4th Floor, Pretoria.
- NOTE** : Kindly take note that the internship programme under Logistics Division will be available only in Pretoria.
- POST 06/21** : **MILITARY POLICE DIVISION 15 INTERNS**  
Fields of Internship Programme/Specific Qualifications
- REQUIREMENTS** : B-Tech/ Degree/ National Diploma in Public Administration, Office Administration, Human Resources Management, Policing, Criminology, Supply Chain Management, Logistic Management, Transport Management.
- ENQUIRIES APPLICATIONS** : Lieutenant Colonel M.V. Mokhachele, Tel no: (012) 686 4072/4085  
Department of Defence, Military Police Division, Private Bag X161, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr. Boeing & Nossob Str, Erasmuskloof, Pretoria.
- NOTE** : Kindly take note that the internship programme under Military Police Division will be available in Pretoria, Johannesburg, Potchefstroom, Makhado, Bloemfontein, Cape Town.
- POST 06/22** : **DEFENCE CORPORATE COMMUNICATION 10 INTERNS**  
Fields of Internship Programme/Specific Qualifications
- REQUIREMENTS** : B-Tech/ Degree/ National Diploma in Communication Studies, Theatre Technology Entertainment, Media Studies, Photography, Graphic Design, Public Relations, Sound Engineering, Fine Art, Layout Design.
- ENQUIRIES APPLICATIONS** : FSgt S L L Mafanya, Tel no: (012) 355 6322  
Department of Defence, Directorate Corporate Communications, Private Bag X 161, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr. Boeing & Nossob Str, Erasmuskloof, Pretoria.
- NOTE** : Kindly take note that the internship programme under Corporate Communications will be available only in Pretoria.
- POST 06/23** : **DEFENCE INTERNATIONAL AFFAIRS 4 INTERNS**  
Fields of Internship Programme/Specific Qualifications
- REQUIREMENTS** : B-Tech/ Degree/ National Diploma in International Relations, Political Science, Office Management, Management Assistant.
- ENQUIRIES** : Mr K. Davhana, Tel no: (012) 355 5859

- APPLICATIONS** : Department of Defence, Directorate International Affairs, Private Bag X161, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr. Boeing & Nossob Str, Erasmuskloof, Pretoria.
- NOTE** : Kindly take note that the internship programme under International Affairs will be available only in Pretoria.
- POST 06/24** : **FINANCIAL MANAGEMENT DIVISION 35 INTERNS**  
Fields of Internship Programme/Specific Qualifications
- REQUIREMENTS** : B-Tech/ Degree/ National Diploma in Financial Accounting, Cost and Accounting, Internal Auditing or any financial qualification.
- ENQUIRIES** : Ms M. Wehl, Te no: (012) 674 4740
- APPLICATIONS** : Department of Defence, Financial ETD Division, Private Bag X 1024, Thaba Tshwane, Pretoria, 0143 or hand delivery at Personnel Services School, Andries Pretorius Street, Thaba Tshwane Pretoria.
- NOTE** : Kindly take note that the internship programme under Financial Management Division will be available in Pretoria, Lenasia, Potchefstroom, Bloemfontein, Lohatla, Durban, Kimberley, Kroonstand, Cape Town.
- POST 06/25** : **HUMAN RESOURCES DIVISION 20 INTERNS**  
Fields of Internship Programme/Specific Qualifications
- REQUIREMENTS** : B-Tech/ Degree/ National Diploma in Management of Training, Public or Office Management, Human Resource Management, Carpenter, Chef/ Hospitality, Public Administration, Sport Management (Coaching), Economics, Social Worker, Development Studies, Monitoring & Evaluation, Security Management.
- ENQUIRIES** : Warrant Officer M.M. Londt, Tel no: (012) 355 6903
- APPLICATIONS** : Department of Defence, Human Resources Division, Private Bag X 159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr. Boeing & Nossob Str, Erasmuskloof, Pretoria.
- NOTE** : Kindly take note that the internship programme under Human Resources Division will be available only in Pretoria.

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS***The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.*

- APPLICATIONS** : Forwarded for the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- CLOSING DATE** : 20 February 2017
- NOTE** : Application must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies (not older than three months) of qualifications, ID document and a driver's license (where indicated) in order to be considered, It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Relaxation of qualification requirements may be considered for non-OSD posts. Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. For more information regarding the requirements and duties in respect of each position, please visit our website at [www.environment.gov.za](http://www.environment.gov.za). Click on vacancies and ensure you follow the correct link to the position of interest. The department reserves the right not to make an appointment. No e-mailed, faxed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

**OTHER POSTS**

- POST 06/26** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: EMI LEGAL SUPPORT**  
**REF NO: LACE10/2016**
- SALARY** : R409 989 per annum (Total package of R554 633 per annum/ conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognized LLB degree or relevant equivalent qualification, Knowledge of environmental, administrative, criminal and constitutional law and procedures. Extensive relevant experience in the research, analysis and application of legislation, the provision of legal advice and the development of policies and procedures related to law enforcement activities (experience related to the enforcement of environmental legislation will be an added advantage). Excellent written and verbal communication skills, particularly in the analysis of and provision of legal advice on the application of environmental law. Ability to interact with a wide range of stakeholders; as well as an understanding of intergovernmental relations and co-operative governance. Ability to be pro-active and think independently. Ability to apply legal principles to practical compliance and enforcement scenarios. Strategic, analytical, problem-solving and negotiation skills. Computer literacy and the ability to access legal information resources. Customer focus and responsiveness. A high level of personal accountability and attention to detail.
- DUTIES** : Analyse and interpret environmental legislation, civil and criminal court judgements, and other related legal resources; provide legal support and advice to promote effective compliance and enforcement actions by the Environmental Management Inspectorate in the event of non-compliance with national environmental legislation; assess, develop and update appropriate legislation policies, procedures and information resources in support of the Environmental Management Inspectorate; provide input into draft environmental legislation with compliance and enforcement impacts; and to provide support to capacity-building programmes of the Environmental Management Inspectorate.
- ENQUIRIES** : Mr M Jardine Tel no: 012 399 9497
- FOR ATTENTION** : Mr R Mashele
- POST 06/27** : **RECORDS ADMINISTRATIVE OFFICER REF NO: COO17/2016**
- SALARY** : R211 194 per annum (Total package of R313 429 per annum/ conditions apply)
- CENTRE** : Pretoria

**REQUIREMENTS**

: A National Diploma in Public Administration/equivalent relevant qualification plus appropriate experience OR Senior Certificate plus extensive relevant experience. Sound organising, planning, communication (written and verbal) and computer literacy skills. Knowledge of National Archives act, Promotion of access to Information, disposal of records, Ability to work under pressure, to work with difficult persons and to solve problems, have a sense of responsibility and loyalty, and be initiative and creative.

**DUTIES**

: Open and close personnel and general files when required. Coordination of file plan input. Complete control sheets, file document numerically and open control cards. Prepare files for scanning. Records and transfer files. Ensure the control card is completed, signed and retained in the Registry. Archive files. Ensure that all incoming mail are recorded in the relevant registers. Ensure mail is franked and price recorded on franking register. Ensure that all courier services is recorded and sent to reception for collection and manage the courier payments. Receive enquiries from customers, acknowledge and give feedback to customer. Supervise Registry Personnel.

**ENQUIRIES**

: Ms R Mogoto, Tel no: (012) 399 8619

**FOR ATTENTION**

: Mr. G. Nkosi

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)***GCIS is an equal opportunity employer. Applicants with disabilities are welcome to apply*

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, for attention Mr S Matshageng or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 24 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](http://www.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. Recommended candidates will be subjected to a Competency Assessment test.

**MANAGEMENT ECHELON**

- POST 06/28** : **DEPUTY DIRECTOR-GENERAL: INTERGOVERNMENTAL COORDINATION & STAKEHOLDER MANAGEMEMENT**  
Branch: IC & SM
- SALARY** : All-inclusive salary package of R1 299 501 per annum of which 30% may be structured according to the individual's needs
- CENTRE** : Pretoria
- REQUIREMENTS** : Envisage for appointment to this position is a seasoned and experienced senior manager with a minimum of eight (8) to ten (10) years' experience in senior management services dealing with government policy, intergovernmental relations, stakeholder and relationship management and development communication. An appropriate 4 years undergraduate qualification (NQF8) in Public Relations/Development Communication/ Public Management or any other related qualification. Excellent writing skills with extensive report writing experience. Strong Financial and Human Resource Management skills. Computer Skills. A code 8 driver's license.
- DUTIES** : Provide effective strategic leadership and management of the Chief Directorate: Provincial Liaison, Media Engagement and Cluster Communications. Provide strategic leadership to Cluster Communication system in government and media .Build partnership with strategic stakeholders in pursuit of the GCIS' vision of access to information. Ensure effective functioning of the ICSM Branch. Supervise, lead or participate in government communication projects, including giving strategic guidance to cluster communications. Manage intergovernmental relations, as well as stakeholder management for the programme. Provide support in developing communication system at the sphere of local government as well as working closely with the office of the Director-general and communication unit in the provincial government. Ensure synergy in the work of GCIS and that of the provinces with respect to communication guided by the national communication strategy. Build partnership with strategic stakeholders in pursuit of the GCIS' vision of access to information.
- ENQUIRIES** : Mr D Liphoko, Tel no: 012 473 0063

**POST 06/29** : **DEPUTY DIRECTOR GENERAL: CONTENT PROCESSING AND DISSEMINATION**  
Branch: CP&D

**SALARY** : All-inclusive salary package of R1 299 501 per annum of which 30% may be structured according to the individual's needs

**CENTRE** : Pretoria

**REQUIREMENTS** : Envisage for appointment to this position is a seasoned and experienced senior manager with a minimum of eight (8) to ten (10) years' experience in senior management services dealing with government policy, intergovernmental relations, stakeholder and relationship management and development communication. An appropriate 4 years undergraduate qualification (NQF8) in areas such as political science, communication and research would be an advantage.

**DUTIES** : Effective management of the Branch: Content Processing and Dissemination and also deputies for the DG in providing leadership in Government communication. Manage the following Chief Directorates: Products and Platforms, Marketing and Distribution as well as Policy and Research. Carry out all functions delegated to him/her by the DG. Co-ordinate strategic communication planning in GCIS and across government. Oversee the content development process implemented through the Communication Service Agency, Intergovernmental Coordination and Stakeholder Management, Media Engagement and Electronic Information Resources. Coordinate the dissemination of information about GCIS services. Supervise, lead or participate in communication projects. Development of a communication strategy for government and GCIS. Oversight over production of accurate and high quality content for GCIS platforms. Strategic oversight of the media Bulk Buying. Oversee the building and maintenance of reliable knowledge base to inform communication interventions. Coherence in the work of GCIS with respect to content development and management, integrated messaging.

**ENQUIRIES** : Mr D Liphoko, Tel no: 012 473 0063

#### **OTHER POSTS**

**POST 06/30** : **VIDEO PRODUCTION COORDINATOR**  
Video Unit

**SALARY** : R262 272 per annum (Excluding Benefits)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Diploma or relevant qualification and equivalent experience in video production. Experience: Experience in Video Production environment. Job Knowledge: Knowledge of government communications with good organizational and communication skills. Video camera operation and basic editing. High level of computer literacy. Good writing skills. Knowledge of production coordination. Knowledge of project management. Competencies required: The ability to work under pressure and meet deadlines. Should be highly motivated and have an eye for detail

**DUTIES** : Coordinate video productions and shoots. Assist in making logistical arrangements for video productions and shoots. Assist camerapersons and other crew members on productions. Update the unit's daily production schedule & submit weekly report. Assist in managing the Govt Audio Visual Forum.

**ENQUIRIES** : Ms Cindy Ludick, Tel 012 473 0048

**POST 06/31** : **FOOD SERVICE AID COORDINATOR/CLEANER: PLL (WESTERN CAPE)**

**SALARY** : R100 985 per annum (Excluding Benefits)

**CENTRE** : Athlone, Cape Town

**REQUIREMENTS** : Minimum qualification Grade 12. Must be able to read, write and communicate in English. Experience in food service aid and cleaning. Must have good interpersonal skills and be able to work under pressure and even longer hours when required.

**DUTIES** : Prepare boardroom for meetings. Clean kitchen utensils and dish clothes after the meetings. Collection of dirty cups and dishes in the offices and washing them. Responsible for cleaning of water bottles and filling them with fresh water daily. Safe keeping of kitchen utensils. Cleaning of microwaves, fridges, trolleys and kitchen cupboards. Relieving on other floors when required. Replace toilet papers, hand paper towels, hand soap and seat wipes in the toilets

**ENQUIRIES** : Ms Louis Botha, Tel no: 021 697 0145

**NATIONAL DEPARTMENT OF HEALTH**

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets.Pretoria.
- FOR ATTENTION** : Ms N Sombinge
- CLOSING DATE** : 03 March 2017 Closing Time: 12:00pm Midday
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates, service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

**OTHER POSTS**

- POST 06/32** : **DEPUTY DIRECTOR: INFORMATION SYSTEMS AFFORDABLE MEDICINES REF NO: 13/2017**  
(Contract post ending 31 March 2019)  
Chief Directorate: Sector Wide Procurement. Directorate: Affordable Medicines
- SALARY** : An all-inclusive remuneration package of R726 276 per annum [basic salary consists of 70% or 75% 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 Middle Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree/National Diploma or equivalent NQF level 7 qualification in Computer Science or Information Technology, A qualification in Actuarial sciences, Architecture or engineering will be an advantage, At least 10 years experience in more than one of the relevant fields, namely: technology solution implementation, project management, solution design, vendor management and solution architecture, Experience in health related sectors and /or logistics will be an advantage, Knowledge of industry standards, legislation and practice relating to information and communication technologies; technologies supporting big data analytics and business intelligence platforms; system design and implementation; and enterprise data governance, Good project management, proactive, creating problem solving, dimensional modelling, system design and implementation, dashboard and integrated report design and implementation, facilitation, elicitation, specification skills, business acumen, communication (written and verbal) skills, leadership and management skills, Must be willing to travel, A valid driver's licence.
- DUTIES** : Manage the enterprise information technology roadmap, Review existing IT architecture, Manage the design and specification of enterprise IT systems, Develop criteria for viewing new and existing systems in accordance with applicable standards and requirement, Manage the implementation and maintenance of enterprise IT systems, Oversee performance of vendor service delivery, Manage enterprise data governance, Develop and maintain a plan for the management of master and transactional data, Ensure uniformity, accuracy and semantic consistency of data, Manage the monitoring and evaluation of the enterprise systems, Implement monitoring and evaluation plan for the enterprise systems, Risk management, Comply with necessary operational plans, work plans and reporting requirement.



<b><u>ENQUIRIES</u></b>	:	Ms K Jamaloodien Tel no: (012) 395 8530
<b><u>NOTE</u></b>	:	Short-listed applicants will be required to complete a technical assessment during the interview process.
<b><u>POST 06/33</u></b>	:	<b><u>DEPUTY DIRECTOR: CONTRACT MANAGEMENT-AFFORDABLE MEDICINES</u></b> <b><u>REF NO: 11/2017</u></b> (Contract post ending 31 March 2019) Chief Directorate: Sector Wide Procurement. Directorate: Affordable Medicines
<b><u>SALARY</u></b>	:	An all-inclusive remuneration package of R612 822 per annum [basic salary consists of 70% or 75% 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 Middle Management Service guidelines.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's Degree/National Diploma or equivalent NQF level 7 qualification in Business Administration, Commerce or Finance, A Master's Degree in a field relevant to Demand Forecasting and Planning will be an advantage and a membership of Supply Chain Professional Body is highly desirable, Formal training in supply chain management, statistical forecasting or planning, either in public institutions or as part of a leadership or specialist skills development programme is highly desirable, At least 3 years experience in procurement or contract management, and/or Demand and Supply Planning in a public or private sector organisation as well as experience managing a geographically dispersed team, Knowledge of the content of the General Conditions of Contract, contractual and legislative contexts including knowledge of good governance, Familiar with relevant legislation including the Public Finance Management Act, Medicine and Related Substances Act and Pharmacy Act, Quantitative skills including demand forecasting and planning, project planning practices and protocols, monitoring and evaluation, good problem solving and interpersonal skills including customer orientation, assertiveness, negotiation, planning, organisational, administrative, communication (written and verbal) and computer (MS Word, Excel, Power-Point) skills, Ability to work independently and work as a team, Willingness to travel extensively as required, A valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage contract compliance for AMD, Usage of monitoring tools to measure and report on performance of suppliers and participating authorities relative to the terms and conditions of the contract/service level agreement, Manage relationships with contract parties (suppliers and participating authorities), Manage schedules and oversee quarterly supplier meetings, Coordinate National Demand Planning activities, Support participating authorities in collaborative demand planning, define process and methodology for forecast generation, budget estimation and demand planning to define the baseline expectation of medicine demand, by facility and by location, Manage relationships with Essential Drug Programme (EDP), programmes 3, 4, 5 in NDOH and participating authorities *Conduct and participate in regular meetings with EDP and Programme leads of programmes, Manage supplier payment performance, Identify areas where interventions are required and initiate corrective action, Manage risk and audit queries, Minimise risks in issues pertaining work area, Ensure relevant standards and governance requirements are met.
<b><u>ENQUIRIES</u></b>	:	Ms K Jamaloodien Tel no: (012) 395 8530
<b><u>NOTE</u></b>	:	Please note: Short-listed applicants will be required to complete a technical assessment during the interview process.
<b><u>POST 06/34</u></b>	:	<b><u>DEPUTY DIRECTOR: PROJECT MANAGEMENT-AFFORDABLE MEDICINES</u></b> <b><u>REF NO: 12/2017</u></b> (3 Contract posts ending 31 March 2019) Chief Directorate: Sector Wide Procurement. Directorate: Affordable Medicines
<b><u>SALARY</u></b>	:	An all-inclusive remuneration package of R612 822 per annum [basic salary consists of 70% or 75% 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 Middle Management Service guidelines.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's Degree/National Diploma or equivalent NQF level 7 qualification in Commerce, Finance Project Management, Formal training in project management and project methodologies (e.g. Projects in Controlled Environments Version 2

(PRINCE 2) or Project Management Body of Knowledge (PMBOK), At least 3 years experience in project management, and demonstrated experience of having successfully rolled out a change process, ideally in government or other complex organisational environment, Experience in an agile project management/development environment, and/or conducting user acceptance testing will be an advantage, Knowledge of project management concepts, Understanding of stakeholder management and change management processes, Knowledge of Agile processes and programme management concepts, nomenclature and role management, \*Good change management, problem solving, interpersonal, planning, organisational, communication (written and verbal) and computer (MS Word, Excel, Power-Point) skills, Ability to work independently and work as a team, Willingness to travel extensively as required, A valid driver's licence.

**DUTIES** : Conceptualise and scope projects, Facilitate draft documents of project objectives with the technical lead, Prepare stakeholder analysis, feasibility and impact analyse, Define and plan projects, Define projects governance, Define projects communication requirements and change management requirements, Launch and execute project, Brief stakeholders and communicate responsibilities, Implement change management protocol to ensure project acceptance, Manage project performance, Conduct regular reviews of project performance with project cycle, Monitor milestone achievements and deliverables, with relevant escalation where risks are identified, Present and hand-over project deliverables, Present deliverables to relevant stakeholders with supporting documentation, Documents change requirements and consider input for improvements, Risk management, Comply with necessary operational plans, work plans and reporting requirements.

**ENQUIRIES NOTE** : Ms K Jamaloodien Tel no: (012) 395 8530  
: Short-listed applicants will be required to complete a technical assessment during the interview process.

**POST 06/35** : **ASSISTANT DIRECTOR: AFFORDABLE MEDICINES: BUSINESS ANALYST REF NO: NDOH 8/2017**  
(Contract post ending 31 March 2019)  
Chief Directorate: Sector Wide Procurement. Directorate: Affordable Medicines (Global Fund)

**SALARY CENTRE REQUIREMENTS** : R311 784 per annum (plus 37% in lieu of benefits).  
: Pretoria.  
: A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Computer Sciences, with professional communication as an added advantage, At least two (2) years relevant experience, Knowledge of business techniques and processes, business analysis and modelling, monitoring and evaluation, quality control as well as business knowledge management, Skills required: good communication and reporting (verbal and written), problem solving, interpersonal, customer orientation, negotiation, facilitation and elicitation process mapping, planning, organising, administrative and computer skills (MS Office packages), Ability to work independently and function as part of a broader team and possess a patient-centred, proactive approach to problem-solving.

**DUTIES** : Analyse business processes of the unit to improve service delivery, Support matrix management with mapping of unit's dependencies and reporting requirements, Develop and maintain shared document repository for the Affordable Medicines Directorate, Ensure implementation of naming, version control and change control conventions for all documents in the shared repository, Conduct communication quality control for all units, Analyse all units' reporting requirements and communication output processes, Monitor and evaluate quality control for all units, Maintain register of monitoring and reporting requirements for the Directorate, Maintain knowledge management plan and risk management plan.

**ENQUIRIES NOTE** : Ms K Jamaloodien Tel no: (012) 395 8530  
: Short-listed applicants will be required to complete a technical assessment during the interview process.

**POST 06/36** : **ASSISTANT DIRECTOR: AFFORDABLE MEDICINES: DATABASE ADMINISTRATOR REF NO: NDOH 9/2017**  
(Contract post ending 31 March 2019)  
Chief Directorate: Sector Wide Procurement. Directorate: Affordable Medicines (Global Fund)

**SALARY** : R311 784 per annum (plus 37% in lieu of benefits).

<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Information Systems or Computer Sciences, At least two (2) years relevant experience, Knowledge of master data management protocols and techniques, Knowledge of industry standards, legislation and best practices relating to information and communication technologies, Good communication (verbal and written), skills in programming e.g. SQL, problem solving, project management, risk management, detail oriented, planning, organising, administrative and computer skills (MS Office packages), Ability to work independently and function as part of a broader team and possess a patient-centred, proactive approach to problem-solving.
<b><u>DUTIES</u></b>	:	Develop master data quality review schedule, Maintain Master Data Library for all master data owned by Affordable Medicines Directorate*Conduct master data quality reviews for the Directorate, Review data for accuracy, validity, reliability, relevance, completeness and conduct data quality audits according to defines protocols, Execute master data quality maintenance and improvement actions, Develop draft change requirements, understanding user requirements and scope of impact, Ensure availability of master data sources, Maintain checklist for availability of master data sources, including electronic and hard-copy version of contract information, Maintain register of the Directorate data users, Develop register of all users contributing to data as well as all users accessing data or reports associated with the Directorate, Maintain knowledge management plan and risk management plan.
<b><u>ENQUIRIES</u></b>	:	K Jamaloodien Tel no: (012) 395 8530
<b><u>NOTE</u></b>	:	Short-listed applicants will be required to complete a technical assessment during the interview process.
<b><u>POST 06/37</u></b>	:	<b><u>ASSISTANT DIRECTOR: AFFORDABLE MEDICINES: QUANTITATIVE ANALYST 2 POSTS REF NO: NDOH 10/2017</u></b> (Contract post ending 31 March 2019) Chief Directorate: Sector Wide Procurement. Directorate: Affordable Medicines (Global Fund)
<b><u>SALARY</u></b>	:	R311 784 per annum (plus 37% in lieu of benefits).
<b><u>CENTRE</u></b>	:	Pretoria.
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's Degree of Science or Commerce with Mathematics, Information Technology, A Bachelor's Degree in Actuarial Sciences or Statistics will be an added advantage, At least two (2) years relevant experience, Knowledge and proficiency in statistics, forecasting and planning methods with an understanding of their operational impact, Good understanding of big data techniques, Good communication (verbal and written), quantitative, problem solving, interpersonal, negotiation, planning, organising, administrative and computer skills (MS Office packages), Proficiency in data-mining and visual analytics, Ability to work independently and function as part of a broader team and possess a patient-centred, proactive approach to problem-solving.
<b><u>DUTIES</u></b>	:	Conduct data acquisition and data governance, Develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality, Develop analytical outputs, Compile baseline statistical trend analyses and forecast including trends in demand and supply, competition and other market-related research, Compile analytical requirements of the units, Develop draft report structure or metrics, understanding audience requirements and role profiles, Present and hand-over project deliverables, Present deliverables to business unit, with clear supporting documentation, Maintain knowledge management plan and risk management plan.
<b><u>ENQUIRIES</u></b>	:	Ms K Jamaloodien Tel no: (012) 395 8530
<b><u>NOTE</u></b>	:	Short-listed applicants will be required to complete a technical assessment during the interview process.

## DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Applications must be sent in time to the correct e-mail address as indicated at the bottom of each post, to reach the address on or before the closing date. Applications sent to a wrong e-mail address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration. No faxed, hand delivered, couriered or posted applications will be accepted.
- CLOSING DATE** : 20 February 2017
- NOTE** : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za) and must be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver's licence is a requirement, applicants must attach a certified copy of such licence. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Successful candidates will be required to enter into a performance agreement and will be subjected to security clearance procedures. Successful candidates may be required to undergo competency test /assessments. 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. Kindly note that, for e-mailed applications, should you not receive an acknowledgement of receipt/ confirmation advice, this could mean that your application did not reach us due to the size of the attachments exceeding 2.5MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly.

## MANAGEMENT ECHELON

- POST 06/38** : **DEPUTY DIRECTOR-GENERAL: COUNTER CORRUPTION AND SECURITY SERVICES REF NO: HRMC 9/17/1**  
 This is a re-advertisement. Interested applicants who applied previously are requested to re-apply  
 Branch: Counter Corruption and Security Services  
 This role will suit a strong decision maker with keen influencing skills who will provide strategic leadership, direction and executive support in the provision of counter corruption and security within the Department of Home Affairs (DHA).
- SALARY** : An all-inclusive salary package of R1 299 501 per to R1 463 892 per annum (Salary Level 15), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Head Office, Pretoria,  
 : An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA in Business Management or Public Administration. 8 – 10 years' experience at a senior managerial level in the related field. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of the legislative and regulatory frameworks on Public Service, DHA core business Security and Counter Corruption matters. Knowledge and understanding of business needs and business requirements. Strategic capability and leadership skills. Knowledge of service delivery innovation. Client orientation and customer focus. People management and empowerment skills. Financial management. Honesty and integrity. Programme and project management skills. Change management skills. Communication skills. Knowledge and information management skills. Planning, organising and time management skills. Problem solving and analysis skills. Operations management skills. Business report writing skills. Policy development skills. Knowledge of research methodology and analysis. Strong numerical skills. Ability to deal with pressure and setbacks. Computer

literacy. Diplomacy. A valid drivers' licence, willingness to travel extensively and work extended hours is essential.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Develop and prepare the strategic plan for the Department of Home Affairs (DHA). Ensure the development and implementation of the Counter Corruption Strategy, as well as compliance with the legislative and regulatory framework governing Security and Counter Corruption. Provide strategic leadership and expert advice on the interpretation and implementation of the legislation and regulations relating to Counter Corruption and Security. Align and integrate Counter corruption and Security initiatives, processes and policies to achieve improved efficiency and effectiveness in service delivery. Ensure the development of preventative strategy or measures in order to mitigate identified trends and risks. Ensure the successful investigation and analysis of all identified criminal, employee relations and law enforcement cases. Oversee liaison with all relevant law enforcement agencies to enable the successful prosecution of all cases. Ensure effective resource management within the business unit. Be accountable for the duties as sub-programme manager in terms of the Public Finance Management Act (PFMA) of 1999 and Treasury Regulations. Prepare, monitor and control annual budgets that expenditure is in line with financial requirements and strategy.

**ENQUIRIES** : Ms C Mocke, Tel no: (012) 406 4153 /082 301 8580

**APPLICATIONS** : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form, which can be downloaded from our website, by the closing date to: E-mail: CCrecruitment@dha.gov.za

**POST 06/39** : **PROVINCIAL MANAGER 2 POSTS**

This is a re-advertisement. Interested applicants who applied previously are requested to re-apply

A service leader, highly skilled in operations management at senior level is needed for this role.

**SALARY** : An all-inclusive salary package of R1 068 564 to R1 277 610 per annum, Level 14, structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE** : Province: North West Ref No: HRMC 9/17/2a

Province: Mpumalanga Ref No: HRMC 9/17/2b

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in the related field, as recognised by SAQA. A relevant postgraduate qualification will be an added advantage. 5 years' experience at a senior managerial level in the related field. Basic knowledge of the Constitution of the Republic of South Africa, the Public Service Act and the Public Service Regulations. Basic knowledge of applicable Human Resources legislation and prescripts. Knowledge and understanding of the Public Finance Management Act. In-depth knowledge and understanding of the Citizenship Act, the Birth, Marriages and Deaths Act, the Identification and Identity Documents Act, and the Travel Document and Passport Act. Knowledge and understanding of the Immigration Act and Regulation, Refugee Act and Regulation. Computer literacy. A valid drivers' licence, willingness to travel extensively and work extended hours is essential.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Lead, direct and oversee the quality of service delivery regarding Civic and Immigration service functions at provincial level. Participate in the development of the strategic plan for Civic and Immigration Services. Monitor and report on the performance of the Province. Direct and enable the growth of the Department's footprint. Drive quality and effective delivery of Civic and Immigration services at Provincial level. Identify external trends and patterns that will impact the medium and long-term footprint and channel development. Liaise with internal and external bodies/institutions. Serve as a custodian of project management within the Province and ensure project management implementation. Ensure effective development and management of internal service level agreements. Ensure accurate forecasting, budgeting and allocation of resources within the Province. Provide Civic and Immigration Services leadership and strategic direction within the Province. Liaise with Provincial Managers in other Provinces to ensure standardisation of operations and services.

**ENQUIRIES** : Mr V Mkhize, Tel no: (012) 402 2298

- APPLICATIONS** : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: NWrecruitment@dha.gov.za (North West) and E-mail: MPrecruitment@dha.gov.za (Mpumalanga)
- POST 06/40** : **CHIEF DIRECTOR: ASYLUM SEEKER MANAGEMENT REF NO: HRMC 9/17/3**  
This is a re-advertisement. Interested applicants who applied previously are requested to re-apply  
Branch: Immigration Services  
We seek a highly experienced law expert for this role - someone able to match his / her exceptional skills with true empathy for the plight of asylum seekers and refugees.
- SALARY** : An all-inclusive salary package of R1 068 564 to R1 277 610 per annum, Level 14, structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Head Office, Pretoria,  
: An undergraduate qualification (NQF level 7) in the related field, as recognised by SAQA. 5 years' experience at a senior managerial level in the related field. A post graduate qualification will be an added advantage. Knowledge of, and ability to apply international conventions and protocols applicable to refugees to which South Africa is a signatory. Knowledge and an understanding of the Constitution of the Republic of South Africa, Public Finance Management Act (PFMA), Immigration Act and its regulations, Refugees Act and its regulations, and other applicable legislative frameworks. An understanding of good corporate governance principles. Knowledge and an understanding of sector needs and business requirements. Computer literacy. A valid drivers' licence, willingness to travel extensively and work extended hours is essential.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the effective management and provision of strategic direction and leadership to the Chief Directorate in accordance with the Refugees Act, 1998 (Act No. 130 of 1998) and its Regulations. Develop and implement strategic plans to meet the strategic objectives of the Unit. Participate in the development of the strategy for the effective and efficient management of asylum seekers and refugees. Provide advice in the interpretation of and adherence to the Refugees Act and its regulations, policies and procedures. Manage the research and information unit and implement a standardised model for analysing country information to support the work of Refugee Reception Offices. Ensure the efficient implementation of agreements with different countries. Ensure effective management of litigation matters related to refugee affairs. Monitor the performance of Refugee Reception Offices. Provide policy direction, general support and develop and amend existing operating procedures to enable and /or enhance the operations at Refugee Reception Offices. Manage the implementation of durable solutions for refugees • Ensure production and delivery of key products to refugees in line with Departmental turn – around times. Interact with various stakeholders to enhance service delivery to asylum seekers and refugees. Monitor service delivery at the Standing Committee for Refugee Affairs (SCRA) and the Refugee Appeal Board (RAB). Prepare and manage the Unit's budget. Ensure compliance with Human Resources policies and prescripts. Identify and manage risks within the Unit and within the asylum seeker and refugee environment.
- ENQUIRIES APPLICATIONS** : Ms C Mocke, Tel no: (012) 406 4153 /082 301 8580  
: Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: IMSrecruitment@dha.gov.za
- POST 06/41** : **CHIEF DIRECTOR: PERMITS REF NO: HRMC 9/17/4**  
This is a re-advertisement. Interested applicants who applied previously are requested to re-apply  
Branch: Immigration Services, Chief Directorate: Permits
- SALARY** : An all-inclusive salary package of R1 068 564 to R1 277 610 per annum, Level 14, structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE  
REQUIREMENTS**

: Head Office, Pretoria  
:  
: An undergraduate qualification (NQF level 7) in the related field, as recognised by SAQA. 5 years' experience at a senior managerial level in the related field. A postgraduate qualification in the relevant field would be an advantage. Knowledge of the Constitution of South Africa. Knowledge and understanding of the Immigration Act and its regulations, Refugee Act, Citizenship Act, Travel Document and Passports Act, Identification and Identity Document Act. Knowledge of other Department's policies, prescripts and practices • Understanding of international conventions. Knowledge and understanding of sector needs and business requirements. Broad knowledge and understanding of PFMA and Treasury Regulations. Strategic capability including strategic management and strategic planning skills. Leadership skills. Understanding of the Public Service Act. Understanding of other relevant legislative frameworks. Good corporate governance skills. A track record of client account management. Service delivery innovation skills. Client orientation and customer focus. People management and empowerment skills. Honesty and integrity. Change management skills. Communication skills. Knowledge and information management skills. Decision-making skills and ability to initiate action. Presentation skills. Problem-solving and analysis skills. Business report-writing skills. Influencing and networking skills. Planning and organising skills. Knowledge of research methodology and analysis. Policy development skills. Knowledge of business process practice. Intermediate financial management skills as well as programme and project management skills and computer literacy. Basic diplomacy. A valid drivers' license, willingness to travel extensively and working extended hours is essential.

**DUTIES**

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: The successful candidate will be responsible for, amongst others, the following specific tasks: Lead, monitor, evaluate and control the central adjudication of visas, permit functional services and corporate accounts unit. Ensure the strategic positioning of the Chief Directorate through innovation, effective people and resource management and service delivery excellence. Ensure effective management of risks and promote good corporate governance practices in compliance with financial policies, legislation and regulations. Participate in inter-governmental, bilateral and multilateral forums on behalf of the Immigration Branch and the Department. Ensure the implementation of systems, controls and processes to ensure consistent and uniform application of standard practices in the permits process to improve customer service and reduce the risk of fraud. Ensure the implementation and enforcement of Standard Operating Procedures across all DHA offices for permit application receipt, processing and adjudication to support a sound process. Ensure that agreed service levels in terms of quality, control and turnaround time are monitored and maintained. Ensure the accurate determination of scarce skills in conjunction with Department of Labour and Business Sectors. Ensure the effective and consistent handling of waivers, withdrawals and appeals. Ensure compliance with the Immigration Act, Refugee Act, Citizenship Act, Travel Document & Passports Act, and Identification & Identity Document Act in processing of all permits and visas. Ensure the monitoring and evaluation of visa matters delegated to Foreign Offices. Ensure effective management regarding the consideration, approval, rejection, review and adjudication of permanent residence applications. Ensure the management of the quota permit listings in conjunction with the Department of Labour. Ensure effective management of provision of excellent customer services to customers of the Large Accounts Unit. Create and build high level partnerships with various internal, external and international stakeholders. Facilitate the development of technical expertise within the unit and keep abreast of technical developments. Manage the overall performance of the unit against the agreed service delivery standards. Be accountable for the duties as Sub-programme Manager in terms of the Public Finance Management Act of 1999 and Treasury Regulations. Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the unit. Ensure effective alignment of the unit's budget and reporting to the Department's strategic planning in terms of the Public Finance Management Act (PFMA) of 1999 and Treasury Regulations. Ensure accurate forecasting, budgeting and allocation of resources within the unit. Ensure effective management of external contractors and suppliers within the unit. Ensure effective development and management of internal service level agreements. Oversee effective management of physical assets within the unit. Ensure the development and implementation of a skills development strategy within the unit. Ensure effective talent management within the unit (attraction, retention, development). Ensure effective and compliant implementation of performance management within the unit. Ensure effective management of grievances, discipline and terminations within the unit. Lead and

direct staff in the unit so that they are able to meet the objectives set for them. Ensure appropriate capabilities and skills in the permitting process. Ensure a dedicated, fully qualified and specialised adjudication team. Provide leadership and strategic direction within the unit in identifying policy gaps, and determine policy goals and draft policy documents as needed. Ensure good governance within the unit in line with the King Reports and other related legislation. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the unit. Ensure compliance with all audit requirements within the unit. Represent the unit at management and other government forums. Ensure the development of quality and risk management frameworks, standards and practices. Draft and submit annual, monthly and weekly reports that are required or delegated by Ministry, DG, DDG or other business units.

**ENQUIRIES** : Ms C Mocke, Tel no: (012) 406 4153 /082 301 8580  
**APPLICATIONS** : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: IMSrecruitment@dha.gov.za

**POST 06/42** : **CHIEF DIRECTOR: PORT CONTROL REF NO: HRMC 9/17/5**  
This is a re-advertisement. Interested applicants who applied previously are requested to re-apply  
Branch: Immigration Services

**SALARY** : An all-inclusive salary package of R1 068 564 to R1 277 610 per annum, structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules, Level 14

**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Public Administration / Management or the related field, as recognised by SAQA. 5 years' experience at a senior managerial level in the related field. A postgraduate qualification in the relevant field would be an advantage. Knowledge and understanding of the Constitution of the Republic of South Africa, Public Finance Management Act (PFMA), Immigration Act and its regulations, Refugees Act and its regulations, and other relevant legislative frameworks. A good understanding of international organisations and international conventions applicable in the border environment to which South Africa is a signatory. Good corporate governance principles. Willingness to work extended hours. Computer literacy. A valid driver's licence and willingness to travel are essential.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the effective management and provision of strategic direction and leadership to the Chief Directorate. Develop and implement strategic and business plans to meet the strategic objectives of the Unit. Participate in the development of the strategy of the Immigration Branch. Lead, direct and manage the delivery of ports control services of the Department. Ensure coordination of effective operations related to border control and security operations at land, rail, air, and maritime ports of entry. Monitor service delivery at ports of entry. Manage and control international airports reporting directly to the Chief Directorate. Establish an effective network and provide strategic advice and guidance to the aviation industry on the facilitation of passengers. Liaise with government stakeholders, industry partners and international organisations to enhance border management. Provide the interface between the Department and BCOC. Participate effectively in the processes for the establishment of the Border Management Agency (BMA). Monitor statistics, analyse trends of legal and illegal migration into the Republic with a view to mitigate risks and enhance national security. Manage the Operational Centre to be able to provide 24-hour support to ports of entry and airlines. Participate actively in the development and implementation of an integrated border management system. Prepare and manage the Unit's budget. Monitor and report on the performance of the Unit. Ensure compliance with Human Resources policies and prescripts. Identify and manage risks within the Unit and within the border environment.

**ENQUIRIES** : Ms C Mocke, Tel no: (012) 406 4153 /082 301 8580  
**APPLICATIONS** : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: IMSrecruitment@dha.gov.za



**POST 06/43** : **DIRECTOR: DEMAND AND ACQUISITION REF NO: HRMC 9/17/6**  
This is a re-advertisement. Interested applicants who applied previously are requested to re-apply  
The role will be responsible for overseeing the development, maintenance and implementation of Departmental SCM policies, strategies, processes and procedures pertaining to demand, acquisition and logistics management.  
Branch: Finance and Supply Chain Management, Chief Directorate: Supply Chain Management

**SALARY** : An all-inclusive salary package of R 898 743 to R 1 058 691 per annum, Level 13, structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE** : Head Office: Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Supply Chain Management /Public Management /Administration or Finance related field, as recognized by SAQA. 5 years' experience at middle/senior managerial level within the Supply Chain Management environment. Knowledge of the Public Finance Management Act (PFMA), Knowledge and the ability to apply the Preferential Procurement Policy Act and its regulations. Knowledge of Treasury Regulations and other National Treasury Practice and Instructions notes. Understanding of Public Sector Supply Chain Management legislations and prescripts. Presentation and computer skills. Problem solving and analysis. A valid driver's license and willingness to travel and work extended hours are essential.

**DUTIES** : The successful candidate will be responsible for, amongst, others following specific tasks: Manage and implement strategic objectives and innovation within the directorate. Develop the business plan for the Directorate and ensure effective prioritisation and resource planning. Provide strategic direction within the directorate. Oversee the development, maintenance and implementation of Departmental SCM policies, strategies, processes and procedures pertaining to demand, acquisition and logistics management. Coordinate and monitor the delivery of the business plan against the agreed objectives and time frames, develop and manage the implementation of demand management practices, procedures, guidelines and policies with the aim of adding value to the Department. Alignment of Departmental needs to strategic plan and budget. Ensure effective analysis and guidance on specifications for the departmental needs. Ensure effective invitation, evaluation of bids and contract management. Ensure provision of secretarial services to the bid adjudication. Conduct research and impact analysis pertaining to demand management practices, procedures, processes and policies. Ensure effective logistics management including issuing of purchase orders, management of departmental commitments, payment of suppliers within 30 days and management of stores and warehouse. Manage the resources within the directorate in an effective and efficient manner. Provide inputs into the compilation of the annual budget. Administer the budget and monitor that expenditure is in line with financial requirements and the directorate's objectives. Manage external contractors and suppliers within the directorate in an effective and efficient manner. Liaise with internal business unit to ensure that supply chain management and asset management are effectively managed. Manage the implementation of people management strategies, policies and procedures within the directorate. Agree on the training and development needs of the directorate and ensure that these are acted on. Manage the implementation of the employment equity plan within the directorate. Implement effective talent management processes within the directorate (attraction, retention, development). Manage the implementation of compliant performance management within the directorate. Ensure effective governance and compliance within the directorate. Develop and implement governance processes, frameworks and procedures within the directorate. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the directorate. Ensure compliance with all audit requirements within the Directorate. Represent the directorate at relevant committees, management forums and other government forums as delegated. Monitor quality, risk, standards and practices against prescribed frameworks.

**ENQUIRIES** : Ms T Ngcobo, Tel no: (012) 406 2749

**APPLICATIONS** : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: [Financerecruitment@dha.gov.za](mailto:Financerecruitment@dha.gov.za)

- POST 06/44** : **DIRECTOR: TRAVEL DOCUMENTS AND CITIZENSHIP REF NO: HRMC 9/17/7**  
 This is a re-advertisement. Interested applicants who applied previously are requested to re-apply.  
 Chief Directorate: Back Office Status Services
- SALARY** : An all-inclusive salary package of R898 743 to R1 058 691 per annum, Level 13, structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Head Office, Pretoria  
 : An undergraduate qualification (NQF level 7) in Public Administration/ Management/ Law/Business Management as recognised by SAQA. A post graduate qualification will be an added advantage. 5 years' experience at a middle /senior managerial level in a relevant field. A proven track record in managing a team. 2-3 years' experience in a Civic Services environment will be an added advantage. Knowledge and understanding of the South African Constitution. Proven knowledge and application of the Public Finance Management Act (PFMA) and Treasury Regulations. In-depth understanding of the South African Citizenship Act, the South African Passport and Travel Documents Act, the Immigration Act as well as the Refugee Act. Knowledge of the Public Service Act and Regulations. An understanding of Human Resources legislation and prescripts (Labour Relations Act, Employment Equity Act). Computer literacy. Planning and organising skills. Quality control skills. Influencing and networking skills. A valid driver's licence, willingness to travel extensively and work extended hours are essential.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Develop and manage citizenship programmes and initiatives, Provide strategic direction and guidance and manage the implementation of strategic objectives within the Directorate. Ensure effective prioritisation of resources and monitor the delivery of the operational plan against the agreed objectives and timeframes. Ensure achievement of turnaround time for passports, citizenship, etc. Develop technical expertise within the Directorate and provide inputs into the legislative developments as well as advise and give guidance on legislative, policy and technology aspects relating to travel documents and citizenship. Identify projects and initiatives to improve the processing turnaround times for travel documents and citizenship. Establish, implement and maintain operational frameworks regarding the processing of travel documents and citizenship. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations and turnaround times. Develop, facilitate, sign-off and manage Service Level Agreements with all relevant stakeholders and manage the performance of the Directorate against agreed Service Level Agreements. Ensure the implementation of the e-Passport as well as the security of the passport and citizenship issuing processes. Identify service delivery deficiencies and record action plans to mitigate risks and those dependencies. Manage the implementation of quality control measures and monitor duplications, error rates and data quality, and identify bottlenecks. Compile an annual budget, obtain approval and monitor expenditure against the agreed budget and objectives of the Directorate. Ensure compliance with supply chain management and asset management prescripts, policies and procedure. Ensure compliance with all audit requirements and monitor and ensure compliance with legislation, regulations and departmental policies and procedures. Manage grievance procedures and uphold consistent discipline. Coach and motivate subordinates and ensure that employees are equipped with the required skills to perform optimally and are committed to the vision and goals of the Department.
- ENQUIRIES APPLICATIONS** : Mr NN Ramashia, Tel No: (012) 402 2170  
 : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: Civicsrecruitment@dha.gov.za
- NOTE** : The successful candidate will oversee management and administration of the Directorate in the achievement of the strategic and service delivery objectives of the DHA, including managing operations and ensuring timeous issuance of travel and citizen documentation.

<b><u>POST 06/45</u></b>	:	<p><b><u>DISTRICT MANAGERS OPERATIONS 6 POSTS</u></b></p> <p>This is a re-advertisement. Interested applicants who applied previously are requested to re-apply.</p> <p>We need a strategic thinker and leader focused on strategy to use his/her influence to lead and manage the overall operations and performance of Civic, Immigration and Support Services.</p>
<b><u>SALARY</u></b>	:	<p>An all-inclusive salary package of R898 743 to R1 058 691 per annum, Level 13, structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules.</p>
<b><u>CENTRE</u></b>	:	<p>Eastern Cape: Cacadu District Municipality REF NO: HRMC 9/17/8a  Limpopo: Waterberg District Municipality REF NO: HRMC 9/17/8b  Northern Cape: Pixley Ka Seme District Municipality REF NO: HRMC 9/17/8c  Northern Cape: Siyanda District Municipality REF NO: HRMC 9/17/8d  Western Cape: Cape Town District Municipality REF NO: HRMC 9/17/8e  Western Cape: Cape Winelands District Municipality REF NO: HRMC 9/17/8f</p>
<b><u>REQUIREMENTS</u></b>	:	<p>An undergraduate qualification (NQF level 7) in Social Science or related field as recognised by SAQA. A relevant postgraduate qualification will be an added advantage. 5 years' experience in middle /senior management level in Civic and Immigration services or Operations Management. Knowledge of the Human Resource Plan, relevant legislation and prescripts as well as the Public Service Regulatory Framework. Knowledge and information management skills. Confidence to make decisions and solve problems. Business report writing skills. Programme and project management skills. Computer literacy. Financial management skills. Communication including presentation skills. Planning and organising, policy development, operations and logistics management skills. Competence in research methodology and analysis. A valid drivers' licence, willingness to travel extensively and work extended hours is essential.</p>
<b><u>DUTIES</u></b>	:	<p>The successful candidate will be responsible for, amongst others, the following specific tasks: Manage operations of the Civic and Immigration Services in the District / Metro Municipality in accordance with the service standards. Manage Civic Services operations on the issuing of enabling documents (eg. birth, marriages, and deaths, travel documents, IDs / Smart Cards etc). Manage Immigration operations (e.g. port of entry, law enforcement, deportations and inspectorate functions). Align and integrate national immigration initiatives, processes and policies to achieve improved efficiency and effectiveness in service delivery. Ensure the accessibility of DHA services by the public and management of outreach programmes. Ensure the delivery against the mandates derived from the Government's Programme of Action (POA). Provide inputs in the development of Civic and Immigration Services strategies. Oversee operations and activities of all local offices and Ports of Entry to meet the needs of the clients in line with the departmental service standards. Oversee the integrity of the national population register in the district as well as ensure effective utilisation of all relevant Civic Services systems. Identify external trends and patterns that will impact the medium and long term footprint and channel development as well as Immigration Services. Facilitate the development of the footprint at Local Offices (small, medium and large), Permanent Service Points, Thusong centres, Health Facilities and Mobile Offices. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Manage the implementation of a service delivery plan with measures to improve and monitor service delivery, combat corruption and address and prevent backlogs. Act as a change agent for transformation and communicate, motivate and drive change initiatives within the district. Recommend and implement performance improvement initiatives. Drive consistency and uniformity by enforcing Standard Operating Procedures (SOPs) and creating uniformity within DHA offices and Port of Entry (POE) that adhere to set requirements. Serve as a project leader within the District Municipality to ensure effective project management implementation. Identifying policy gaps, provide inputs and comments on drafting policy documents. Ensure effective interpretation and implementation of Civic Services and Immigration legislative framework. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the unit. Manage the delivery of the Operational plan against the agreed objectives and timeframes. Report on the performance of the District Municipality against the APP, BP and Operational Plan to the Provincial Manager. Develop technical expertise within the District Municipality and keep abreast of technological advancements. Draft and submit reports that are required</p>

or delegated by Ministry, Director-General, Deputy Director-General or other Business Units. Develop quality and risk management frameworks, standards and practices. Ensure effective management of external contractors and suppliers within the Unit. Ensure effective development and management of internal Service Level Agreements. Ensure effective alignment of Civic and Immigration Service's budget and reporting to the Department's Strategic Planning in terms of the Treasury Regulations and PFMA of 1999. Ensure effective talent management within the unit (attraction, retention, development). Ensure effective and compliant implementation of performance management within the Province. Liaise with various internal and external bodies/institutions on matters relating to Civic and Immigration Services functions. Recommend stakeholder development patterns within the District Municipality. Ensure that the DHA services and plans are in line with the Integrated Development Plan (IDP) of the Metro- Municipality. Ensure the delivery of services against the mandates derived from the Government's Programme of Action (POA). Represent the Province at management and other government forums. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Manage key stakeholder relationships related to the delivery of services. Manage external contractors and suppliers in an efficient manner. Interaction with Provincial and Local government. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the Unit. Ensure compliance with all audit requirements within the Province/ District/Metro. Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the Unit. Ensure that supply chain management and asset management are effectively managed in line with Treasury Regulations and PFMA. Ensure the management of grievances, discipline and terminations in the District Municipality. Ensure that managers are equipped with the required skills to manage transformation and transition.

**ENQUIRIES**

: Eastern Cape: Mr G Mabulu, Tel no: (043) 642 2168 / 2178  
 Limpopo: Ms F Motsitsi, Tel no: (015) 297 5803/4  
 Northern Cape: Mr A Mvula, Tel no: (053) 807 6700  
 Western Cape: Mr Y Simons, Tel no: (021) 488 1409

**APPLICATIONS**

: Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to:  
 E-mail:  
 ECreruitment@dha.gov.za (Eastern Cape)  
 LIMrecruitment@dha.gov.za (Limpopo)  
 NCrecruitment@dha.gov.za (Northern Cape)  
 WCrecruitment@dha.gov.za (Western Cape)

**POST 06/46**

: **DIRECTOR: COMMERCIAL CONTRACTS REF NO: HRMC NO: 9/17/9**  
 This is a re-advertisement. Interested applicants who applied previously are requested to re-apply  
 Branch: Institutional Planning and Support, Chief Directorate: Legal Services

**SALARY**

: An all-inclusive salary package of R898 743 to R1 058 691 per annum, Level 13, structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE REQUIREMENTS**

: Head Office, Pretoria  
 : An undergraduate qualification (NQF level 7) in Law or an equivalent NQF level 7 qualification as recognized by SAQA. A post graduate qualification will be an added advantage. 5 years' experience at a middle /senior managerial level in the related field. Knowledge of the Public Service Act and Regulations. Knowledge of the Public Finance Management Act and Regulations. Knowledge of the South African Constitution. An understanding of departmental legislation as well as Human Resources legislation and prescripts. Strategic capability and leadership skills. Service delivery innovation. Client orientation and customer focus. People management and empowerment skills. Financial management skills. Honesty and integrity. Programme and project management skills. Change management skills. Communication skills. Knowledge management skills. Decision-making skills. Presentation skills. Problem-solving and analysis skills. Business report-writing skills. Influencing and networking skills. Planning and organising skills. Interpersonal skills. Technical skills. Commercial skills. Computer literacy. Negotiation skills. Travel may be required.

- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure operational efficiency and service delivery improvement within the Directorate. Manage the drafting and vetting of commercial contracts and service level agreements. Manage the provisioning of timeous, high quality legal opinions pertaining to commercial contracts and service level agreements. Draft and scrutinize commercial contracts and service level agreements. Manage the escalation of legal issues where appropriate. Participate in mediation on commercial contracts and service level agreements. Manage and implement strategic objectives and innovation within the Directorate. Develop the operational plan for the Directorate and ensure effective prioritization and resource planning. Provide strategic direction within the Directorate. Coordinate, monitor and report on the delivery of the operational plan against the agreed objectives and timeframes. Report on the performance of the Directorate against the operation plan to the Chief Director. Develop technical expertise within the Directorate and keep abreast of technical developments • Ensure the implementation of innovation initiatives. Provide advice and guidance on commercial contract aspects and matters. Identify projects and initiatives to improve business processes and procedures in order to facilitate effective service delivery. Provide strategic direction within the Directorate. Develop and implement policies and procedures, directives, Acts and regulations. Develop and review communications policies and codes of practice for the Directorate. Implement governance processes, frameworks and procedures. Build relationships with external auditors and other assurance providers. Ensure compliance with policies, procedures, and prescripts. Determine appropriate resources to achieve objectives. Monitor progress on execution of operational plans. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Manage resources (physical, human and financial). Ensure that budget spending is maximized in line with strategic objectives. Monitor and report on the utilisation of equipment. Ensure that the preparations of the budget are in line with strategic plans and departmental objectives. Ensure proper implementation of the budget by monitoring, projecting and reporting on expenditure. Coordinate memoranda of understanding, service level agreements and expenditure review. Ensure building of capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Ensure that the Directorate is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure effective governance and compliance within the Directorate. Develop and implement governance processes, frameworks and procedures within the Directorate. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the Directorate. Ensure compliance with all audit requirements within the Directorate. Represent the Directorate at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks.
- ENQUIRIES APPLICATIONS** : Adv D Erasmus, Tel no: (012) 406 4259  
: Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: Legalrecruitment@dha.gov.za
- POST 05/47** : **DIRECTOR: FINANCE ADMINISTRATION AND SUPPORT SERVICES 3 POSTS**  
Confident financial management leaders are invited to apply for this role, which will manage financial operations and the implementation of financial administration and support services functions. The role requires a person who will be able to keep his/her finger on the pulse with regard to legislative requirements and policies.
- SALARY** : An all-inclusive salary package of R898 743 to R1 058 691 per annum (Level 13), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office, Pretoria, Chief Directorate: Immigration Support Services Ref No: HRMC 9/17/10a  
Provincial Manager's Office: Eastern Cape Ref No: HRMC 9/17/10b  
Provincial Manager's Office: Western Cape Ref No: HRMC 9/17/10c. (This is a re-advertisement. Interested applicants who applied previously are requested to re-apply)
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Financial Management or Accounting in a related field as recognised by SAQA. A post graduate qualification

will be an added advantage. 5 years' experience in a middle /senior managerial level in a related field. Previous experience with the management of operational budgets, reconciliations and financial compliance under the Public Finance Management Act (PFMA). Knowledge of relevant legislation and prescripts as well as how this post contributes to the implementation of National Development Plan. Experience in managing Human Resources, IT Services and other support functions. Computer literacy. A valid drivers' licence, willingness to travel extensively and work extended hours is essential.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Provide guidance on financial administration and support services. Identify and develop projects and initiatives to improve business processes and procedures. Effectively manage projects in accordance with best practice standards, time, quality and budget. Create and build partnerships with various stakeholders. Participate within departmental forums on audit, performance management, asset control, risk management and administrative compliance. Monitor and evaluate expenditure according to budget allocation. Ensure the administration of the integrated financial administration systems. Provide input into the compilation and administration of the annual budget. Liaise with internal business units to ensure effective Supply Chain and Asset Management. Agree and act on the training and development needs of the Directorate. Manage the implementation of the Employment Equity Plan and implement effective talent management processes. Develop and implement governance processes, frameworks and procedures. Monitor and ensure compliance with legislation, regulations, policies and procedures. Ensure compliance with all audit requirements. Represent the Province at management and other government forums.

**ENQUIRIES** : Ms P Reddy, Tel no: (012) 406-7263  
**APPLICATIONS** : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: IMSrecruitment@dha.gov.za (Head Office)  
 ECreruitment@dha.gov.za (Eastern Cape)  
 WCrecruitment@dha.gov.za (Western Cape)

**POST 06/48** : **DIRECTOR: IMMIGRATION SERVICES (PORTS OF ENTRY) REF NO: HRMC 9/17/11**  
 This is a re-advertisement. Interested applicants who applied previously are requested to re-apply  
 Branch: Immigration Services, Chief Directorate: Port Control, Directorate: Ports of Entry  
 This role will see the appointee responsible for managing the Immigration operations and overseeing the implementation of services at the Port of Entry (PoE). A key focus will be ensuring effective development and alignment of the Port of Entry functions with the business unit's plan and strategic objectives.

**SALARY** : An all-inclusive salary package of R898 743 to R1 058 691 per annum (Level 13), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE** : O.R Tambo International Airport,  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Operations Management, Law/Public Administration/Social Sciences or related field as recognised by SAQA. A post graduate qualification will be an added advantage. 5 years' experience at a middle /senior managerial level in the relevant field. Experience in Border Control and Security environment. Extensive knowledge of the Immigration Act, Refugees Act and regulations. Extensive knowledge of ports of Entry and Inspectorate Operations and procedures. The South African Constitution and related legislation, Public Service Act and Regulations, Public Finance Management Act (PFMA), and the South African Passports and Travel Documents Act. An understanding of departmental legislation as well as Human Resources legislation and prescripts. An understanding of international and regional agreements and instruments relating to the PoE. People management and empowerment. Knowledge management. Programme and project management. Computer literacy. A valid driver's licence and willingness to travel and work extended hours are essential.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Develop the business plan for the unit and ensure effective prioritisation and resource planning. Provide leadership with regard to the control

over the admission of persons and facilitation of movement at the Port of Entry (PoE). Coordinate, monitor and report on the performance against the agreed objectives, timeframes and priorities of the unit. Develop technical expertise and ensure the implementation of innovation initiatives. Provide strategic advice and guidance on matters relating to Ports of Entry. Oversee the effective implementation of processes and systems enhancement initiatives. Ensure effective and efficient service delivery within the Directorate. Ensure effective improvement on operations and security at the Port of Entry. Ensure that there is compliance with legislation, regional and international agreements and instruments at the port of entry. Represent DHA at stakeholder forums. Ensure effective data quality management and reporting on statistics, trends and turnaround times. Ensure the implementation of standardised operating procedures, policy, structures and frameworks at the Port of Entry. Interpret legislation, international agreements and other related documentation and communicate that for implementation and compliance. Engage with operators of conveyances on operational issues. Ensure effective and efficient management of resources and the implementation of people management strategies, policies and procedures within the Unit. Ensure good governance and compliance within the Directorate.

**ENQUIRIES**  
**APPLICATIONS**

- : Ms R Anker, Tel no: (012) 406 4126
- : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: [IMSrecruitment@dha.gov.za](mailto:IMSrecruitment@dha.gov.za)

**DEPARTMENT OF HUMAN SETTLEMENTS**

*The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference. To further the objectivity of representivity within the Department, Male and People with Disabilities will receive preference.*

- APPLICATIONS** : The Director-General, Department of Human Settlements, Private Bag X644, Pretoria, 0001 or Hand delivery 260 Justice Mohammed Street, Govan Mbeki House, Sunnyside, Pretoria, 0001.
- FOR ATTENTION** : Ms E Motsepe/Ms N Nortman
- CLOSING DATE** : 24 February 2017
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department Human Settlements. Applicants must note that further checks will be conducted once they are short listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. Applicants will be expected to subject themselves to a comprehensive assessment programme as part of the selection process. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detail CV, together with certified copies of qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful

**OTHER POSTS**

- POST 06/49** : **DEPUTY DIRECTOR: BENEFICIARY AND COMMUNITY EMPOWERMENT REF NO: DOHS/93/2017**  
Three years contract  
Sub Directorate: Training and Skills Development
- SALARY** : R612 822 per annum all inclusive salary package, Level 11
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate recognised Bachelor's degree or National Diploma; 5 to 6 years' experience and 3 years management experience in the public sector environment, preferably in the human settlements sector; Knowledge of and understanding of the housing sector legislative framework; Learning and Development methodologies; Knowledge of the Human Settlements projects and programmes; Programme and Project Management; Knowledge of Training and Skills development legislation, understanding of IGR and relevant legislation; Strategic capability and leadership; Report writing and document preparation; Good facilitation and presentation skills; Research analysis and training skills; Budgeting and financial management skills; Change management, service delivery innovation, public service regulations and PFMA; Ability to work under pressure; A valid driving licence is required. Willingness to travel and work long hours.
- DUTIES** : Develop and implement Human Settlements beneficiary and community empowerment programmes policies and procedures; Manage the overall customization and production of educational materials for beneficiary and community empowerment programmes; Ensure consistency in the use of materials and empowerment processes; Develop and implement monitoring and evaluation systems and tools on beneficiary and community empowerment and awareness programmes; Advice management on the effectiveness of the programmes; Liaise with municipalities and provinces on their beneficiary lists to determine the Human Settlement programmes relevant to the particular community; Conduct annual review of the training manuals; Conduct beneficiary workshops on consumer education for municipal officials, CDWs, provincial officials and other stakeholders in the provinces; Identification and assessment of the training needs of relevant stakeholders; Facilitate the roll out of consumer education programme; Training of beneficiaries and communities on HS consumer education; Creation of partnership with other stakeholders; Harness and mobilise the available resources for HCE awareness; Facilitate and implement HCE awareness through road-shows, door-



to-door campaigns and information sessions; Develop and implement business plan and annual performance plan of the sub-directorate; Provide budget inputs for the sub-directorate; Performance and Talent management for the sub-directorate; Development and compilation of specifications for services to be procured.

**ENQUIRIES**

**NOTE**

: Mr J Sebola (012) 444 9114.  
: Representivity: Diversity is promoted. People with Disabilities and Male candidates are encouraged to apply

**POST 06/50**

: **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DOHS/91/2017**  
Three Years Contract  
Chief Directorate: COO

**SALARY**

**CENTRE**

**REQUIREMENTS**

: R612 822 per annum all inclusive salary package, Level 11  
: National Office Pretoria  
: A Bachelor's degree or equivalent qualification preferably in Risk Management plus exposure to government/public sector at junior or middle management level, Five years' experience in Risk Management and Audit environment in which 3 years is at supervisory level, A valid driver's license, Knowledge of Public Sector Risk Management Framework and relevant Risk Management Prescripts including IRMSA Standards, COSO Framework, ISO31000, King Report etc. Knowledge and exposure to public sector environment, Knowledge of Risk Management software (preferably BarnOwl). Knowledge of Public Finance Management Act and Treasury regulations, Knowledge of Division of Revenue Act, Broader knowledge of Corporate Governance, Membership with the Institute of Risk IRMSA preferably at an Associate level will be an added advantage, Skills and Competencies Strategic capability and leadership skills, Good communication (written and verbal) and liaison skills, Facilitation and Presentation skills, Interpersonal relationships, Planning and organising skills, Analytical Skills, Monitoring and evaluation skills, Policy development and implementation skills, Problem solving skills, Coordination skills, Advocate of team work, Research and analytical skills, Interpersonal skills, Negotiation skills. Attributes Assertiveness, Ability to work independently, Compliance, Diplomacy, Flexibility, and Ability to work under pressure, Decisiveness, Adaptability, Confident, Accuracy, integrity and Trustworthy.

**DUTIES**

: Implementation Of Risk Management Plan, Planning, coordination and facilitation of strategic, functional risk assessments at all branch levels, Liaise with Internal Audit and Special Investigation in ensuring integrated combined assurance. Updating and maintaining records of risk profiles and related action plans of all branches within the department. RISK AWARENESS, Develop Risk Management Awareness program and conduct risk management awareness throughout the department as per the approved risk awareness programme and plan , Coordinate activities for the assessment of risk maturity within the organization, Risk Monitoring: Monitor implementation of risk management strategies at strategic and branch level, Regular consultation and discussions with Risk Champions within branches during the risk monitoring process, Ensure regular update of risk registers with emerging risk and mitigation strategies and evaluate overall effectiveness of risk management strategies , Risk Reporting Produce regular progress report to the Chief Risk Officer on all activities of risk implementation plan executed, Compile, review and consolidate relevant information in preparation for the status report to RMC and Audit Committee and well as information to be presented to Executives Management Committee (EMT) and Joint Branch Management Committee (JBMC) as and when required, Review, analyse, consolidate and present information to the Risk Champions Forum as per the scheduled, programme, Review Of Risk Management Policy, Strategy And Plan, Research and benchmarking with best practices, guidelines and standards during review of existing risk management policy strategy and plan, Consultation and sourcing of input within the Department's and other outside stakeholders for the purpose of updating existing policies, SUPERVISION OF SUBORDINATES Identification and provision of both on the job training and technical development of subordinates, Empowerment and delegation, Review, monitoring and consolidation of work performed by the subordinates, Ad hoc Activities Execution of any ad hoc activities as delegated by the Chief Risk Officer ,Assist in any other function within the Directorate for effective implementation of risk management practices.

**ENQUIRIES**

**NOTE**

: Mr J Sebola, Tel no: 012 444 9114  
: Representivity: Diversity is promoted. People with Disabilities and Male candidates are encouraged to apply

<b><u>POST 06/51</u></b>	:	<b><u>ASSISTANT DIRECTOR RISK MANAGEMENT REF NO: DOHS/90/2017</u></b> Three Years Contract Chief Directorate: Internal Audit, Risk Management and Special Investigations
<b><u>SALARY</u></b>	:	R311 784 per annum + 37% In lieu of Benefits, Level 09
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised Degree preferably in Risk Management and or Internal Auditing plus three years' experience in risk management and exposure to government/public sector at junior management level. A valid driver's licence _Knowledge of Public Finance Management Act. Knowledge of Treasury Regulations Knowledge of the Division of Revenue Act. Knowledge of Public Sector Risk Management Framework and relevant Risk Management Prescripts including IRMSA Standards, COSO Framework, ISO31000, King Report etc. Knowledge and exposure to public sector environment. Knowledge of Risk Management software (preferably BarnOwl). Membership with the Institute of Risk Management South Africa, preferable at an Associate Level will be an added advantage. Competencies needed: Project management skills. Communication (written, verbal and presentation) and liaison skills. Planning and organising skills. Strategic capability and leadership skills. Customer Care skills. Analytical skills. Monitoring and evaluation skills. Policy development and implementation skills. Presentation and facilitation skills. Negotiation skills. Computer Skills. Research Skills. Problem solving skills. Coordination Skills. Interpersonal skills. Diversity Management, Initiative Skills, Team Work Attributes: Assertiveness. Ability to work independently and as part of a team. Compliance. Diplomacy. Ability to work under pressure. Decisiveness. Adaptability. Confident. Accuracy. Compliant. Self-starter. Trustworthiness. Integrity. Skills and Competencies Project Management Skills Computer skills Good communication (written and verbal) and liaison skills Facilitation and Presentation skills. Planning and organising skills, Customer Care skills Analytical Skills Attributes Assertiveness Ability to work independently Compliance Diplomacy Ability to work under pressure
<b><u>DUTIES</u></b>	:	Planning, coordination and facilitation of operational risk assessments processes including amongst others, BCM, Compliance, Fraud, ITC, SCM,HR, Losses and Events, OHS, Security and Projects in line with the approved risk management policy, strategy and plan. Conduct risk awareness at an operational level. Monitor implementation of risk management strategies at an operational level. Facilitate identification emerging risks and updating of operational risk registers thereof. Prepare complete, relevant, reliable and timely risk management information for reporting to Risk Champions Forum and other governance structures including Risk Management Committee and Audit Committee. Report on the status for implementation of risk treatment plans Coordinate activities of Risk Champions Forum. Maintain operational risk registers and evaluate the overall effectiveness of risk management strategies. _Assist with any other ad-hoc and administrative activities as may be delegated by the DD or the Chief Risk Officer to ensure effective implementation of risk management plan.
<b><u>ENQUIRIES</u></b>	:	Ms E Motsepe Tel no: (012) 444 9119.
<b><u>NOTE</u></b>	:	Representivity: Diversity is promoted. People with Disabilities and Male candidates are encouraged to apply
<b><u>POST 06/52</u></b>	:	<b><u>ASSISTANT DIRECTOR TECHNICAL TRAINING AND SKILLS DEVELOPMENT REF NO: DOHS/86/2017</u></b> Three Years Contract Chief Directorate Technical Capacity Development
<b><u>SALARY</u></b>	:	R311 784 per annum + 37% In lieu of Benefits, Level 09
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of an appropriate recognised National Diploma or Bachelor's degree in Social Sciences or Learning and Development or an equivalent qualification coupled with 3 to 5 years' experience in the public sector environment preferably in the human settlements sector. Knowledge of and understanding of the housing sector legislative framework; Learning and Development methodologies; Knowledge of the Human Settlements programmes and policies; Project Management; Report writing and document preparation; Good facilitation and organising skills; Budgeting and financial management skills; Service delivery innovation, public service regulations and PFMA; Ability to work under pressure. The candidate must have a valid driver's license and be able to drive

<b><u>DUTIES</u></b>	:	Conduct induction programme in the provinces for elected Councillors in partnership with SALGA, Provinces, Housing Institutions and Municipalities; Arrange the logistics in terms of venue, facilitators and training materials; Provide Management reports Human Settlements policies and programmes; Implementation of Training Programme for officials; Stakeholder Management.
<b><u>ENQUIRIES</u></b>	:	Ms E Motsepe Tel no: (012) 444 9119.
<b><u>NOTE</u></b>	:	Representivity: Diversity is promoted. People with Disabilities and Male candidates are encouraged to apply
<b><u>POST 06/53</u></b>	:	<b><u>ASSISTANT DIRECTOR: MUNICIPAL ACCREDITATION SYSTEMS AND MONITORING REF NO: DOHS/87/2017</u></b> Three Years Contract Chief Directorate: Operational Policy Frameworks
<b><u>SALARY</u></b>	:	R311 784 per annum + 37% In lieu of Benefits
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in a possession of an appropriate recognised Bachelor's degree/Diploma in Social Science. Preferably specialisation in Public Administration or Development Studies with 3 to 5 years' experience at administrative level within the public sector. Knowledge of and understanding of the housing sector legislative framework; Strategic capability and leadership; Programme and Project Management; Stakeholder management and communication; Policy Analysis and Development; Research and Analysis; Risk and change management; Knowledge of Treasury Regulations, PFMA, Public Service Regulations and Financial Management; Problem solving, negotiation, facilitation and coordination skills.
<b><u>DUTIES</u></b>	:	Provide accreditation implementation support; Provide administrative and system support to the implementation of the Municipal accreditation programme; Conduct periodic monitoring and evaluation of the impact of the accreditation programme; Coordinate the development of systems and procedures in support of Municipal Accreditation; Coordinate the development and maintenance of the accreditation policy, framework and guidelines liaison and facilitation of municipal accreditation; Coordinate the development and implementation of the processes and procedures to effect the distribution of powers and functions between provinces and accredited municipalities; Coordinate awareness programmes on the Accreditation process to the municipalities; Facilitate capacity development workshops to level 1 accredited municipalities; Administration and secretarial functions to the IGR Forum for the accredited municipalities; Coordinate meetings for the Accreditation panel; Coordination of directorate's projects; Provide administrative support on the Municipal Accreditation Grant; Procurement of resources related to the Municipal Accreditation grant; Coordinate the compilation and administration of the Directorate's budget.
<b><u>ENQUIRIES</u></b>	:	Ms E Motsepe Tel no: (012) 444 9119
<b><u>NOTE</u></b>	:	Representivity: Diversity is promoted. People with Disabilities and Male candidates are encouraged to apply
<b><u>POST 06/54</u></b>	:	<b><u>ASSISTANT DIRECTOR: CORPORATE PLANNING AND PERFORMANCE MONITORING REF NO: DOHS/99/201</u></b> Three Years Contract Chief Directorate: Regulatory Compliance Services This is an erratum candidates who previously applied are requested to re-apply
<b><u>SALARY</u></b>	:	R311 784 per annum +37 In lieu of Benefits, Level 09
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must have: An appropriate relevant Bachelor's degree or National diploma in Public Management / Social Science and 3-5 years' experience in performance monitoring within the public sector industry; knowledge and understanding of government planning frameworks, programme and project management; excellent report writing and communication skills, interpersonal skills, problem solving skills and be able to work under pressure.
<b><u>DUTIES</u></b>	:	The appointee will be responsible to: Provide technical support to the human settlements entities with the drafting of strategic and annual performance plans; monitoring and evaluation of the performance of human settlements entities; provide administrative support to the sub-directorate; monitor the implementation of remedial actions to address non-performance; Coordinate meetings between entities and the Department regarding performance. Monitor adherence of human settlements entities to the agreed strategic objectives as outlined in the approved

		strategic and annual performance plans and adherence to their mandates. Facilitate the approval of plans.
<b><u>ENQUIRIES</u></b>	:	Ms E Motsepe Tel no: (012) 444 9119
<b><u>NOTE</u></b>	:	Representivity: Diversity is promoted. People with Disabilities and Male candidates are encouraged to apply
<b><u>POST 06/55</u></b>	:	<b><u>ASSISTANT DIRECTOR IGR DELIVERY COLLABORATION REF NO: DOHS/89/2017</u></b> Three Years Contract Chief Directorate Stakeholder Management & Intergovernmental Relations
<b><u>SALARY</u></b>	:	R311 784 per annum + 37% In lieu of Benefits, Level 09
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a recognized Bachelor's Degree/National Diploma in Public Administration, Public Management, Social Studies or relevant field with a minimum of at least two (2) years relevant experience, Knowledge of National Housing Code and Intergovernmental Relations Framework Act. Knowledge of government processes, planning cycle and an understanding of the human settlement's stakeholder value chain are critical. The candidate must have good communication (verbal & written) skills, good report writing, interpersonal skills, presentation, facilitation skills and general management skills. He/she must also have knowledge of budget planning including an understanding of the PFMA. The candidate must be able to work under pressure and long irregular hours to meet deadlines. Computer literacy is essential. In addition, the applicant must have the ability to maintain sound interpersonal relations and work as part of a Team. The applicant must be willing to travel often and at short notice and must be in possession of a valid driver's license.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following: Ensure the implementation of procedures and systems for the management of Intergovernmental Relations Forums within the Department, Assist in the review of Intergovernmental Relations strategies of the Department, Assist in the coordination and management of the Provincial and Municipal Performance Assessment forum, Assist in the coordination and management of Intergovernmental workshops; Task Teams and working groups. Track the implementation of agreed decisions of IGR forums, workshops, task teams and working groups. Draft and administer official correspondence, minutes, submissions, agendas, reports, claims and advances, procurement documentation and correspondence with sector departments, provincial departments of human settlements and metropolitan municipalities.
<b><u>ENQUIRIES</u></b>	:	Ms E Motsepe Tel no: (012) 444 9119.
<b><u>NOTE</u></b>	:	Representivity: Diversity is promoted. People with Disabilities and Male candidates are encouraged to apply.
<b><u>POST 06/56</u></b>	:	<b><u>ASSISTANT DIRECTOR: ASSURANCE AUDITS (IT AUDITS) REF NO: DOHS/97/2017</u></b> Three Years Contract Chief Directorate Internal Audit, Risk Management & Special Investigation
<b><u>SALARY</u></b>	:	R311 784 per annum + 37% In lieu of Benefits, Level 09
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The ideal candidate must have: A three year tertiary internal audit/ IT Auditing/Information Technology or Computer Science qualification, Minimum of 3 years experience in IT auditing. Studying towards CIA, CISA or any relevant professional qualification. Required knowledge, skills and competencies: Exceptional analytical and decision-making skills, Results orientation skills, Strong prioritisation skills and ability to meet deadlines, Excellent written and verbal communication skills as well interviewing skills and problems solving abilities, strong leadership, strategic planning and management, organizational, interpersonal and planning skills. Knowledge of the legislative requirements in the Public Sector e.g. Public Finance Management Act, Treasury Regulations, Strategic Plan (audit universe, three-year rolling plan) and General Accepted Accounting Practices and Standards for the Professional Practice of Internal Auditing. Be a Member of the Institute of Internal Auditors. Ability to use the working paper tool TeamMate and knowledge and experience in auditing techniques (CAATs), data analytics, including scripting, A valid driver's licence.
<b><u>DUTIES</u></b>	:	The successful candidate will be required to: Analyse the audit universe and identify auditable areas to be included in the Internal Audit Plan. Assist with the

development of the three year rolling plan and one year Internal Audit Operational Plans. Planning of the ICT audits in line with the approved IT Audit Methodology and to ensure that the engagement objectives are achieved. Plan the allocation of the assigned audit resources. Document the Audit Program. Conduct audit fieldwork by evaluating the adequacy and effectiveness of risk management, control and governance processes. Assess and analyse data, reports and documents to reach a reasonable conclusion. Gather sufficient, relevant, reliable, and useful evidence to support the work performed. Conclude on the work performed based on the audit objectives and document the audit outcomes. Draft preliminary audit findings with concise root causes and value adding recommendations. Evaluate the adequacy of management action plans and monitor progress made in implementing them. Contribute to reviews of audit progress and against engagement, operational and strategic plans. Identify areas for improvement and recommend necessary training needs. Assist the Senior Internal Auditor in identifying training and needs and developing a Personal Development Plan. Assess and review the application controls as per the operational audit plan (ISACA Standards). Assess and review the general controls as per the operational audit plan (ISACA Standards) Supervise staff members.

**ENQUIRIES** : Ms E Motsepe Tel no: (012) 444 9119  
**NOTE** : Representivity: Diversity is promoted. People with Disabilities and Male candidates are encouraged to apply.

**POST 06/57** : **COMMUNICATION OFFICER: PRODUCTION AND DESIGN REF NO: DOHS/98/2017**  
 Three Years Contract  
 Chief Directorate: Communications Services

**SALARY** : R171 069 per annum + 37% In lieu of Benefits, Level 06  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The ideal candidate will have a National Diploma/Degree in Graphic Design or related studies. At least one year experience in working in a design environment. The candidate should have design and layout experience on Apple Mac, using the Adobe Creative Cloud Suite: InDesign CC, Photoshop CC, Illustrator CC, Acrobat CC, Muse CC, Dreamweaver CC and have knowledge of Word, PowerPoint and Excel. Good interpersonal and collaborative skills. The ability to work under pressure with strict deadlines. Good written and verbal communication skills; Language and proofreading proficiency with design content; and update the Departmental photo library/gallery by sorting and uploading new photos after each event.

**DUTIES** : Concept development and implementation of design and layout of all printed and promotional material and electronic interactive communication vehicles. Liaise with clients and service providers when designing and producing work. Implement brand compliance with all departmental design-related jobs, based on the Governmental Corporate Identity.

**ENQUIRIES** : Ms E Motsepe Tel no: (012) 444 9119  
**NOTE** : The Graphic Designer in Design and Production will promote communication via the design and layout and production of different publications/ brochures/ flyers/newsletters/reports/journals/advertisements and other communication marketing materials (posters/cards/pull-up's/banners/web-banners). The Designer reports to the Deputy Director: Design and Production. Representivity: Diversity is promoted. People with Disabilities and Male candidates are encouraged to apply.

## 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** : 27 February 2017 at 16:00
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://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.
- Erratum: Withdrawal of posts that were erroneously advertised on PSVC No: 5 of 2017 with a closing date of 20 February 2017. The withdrawn posts are as follows: Mpumalanga Province: Supervisor: Registration Services( 2 post) for labour Centre: Mashishing-Ref No: HR4/4/7/24, Labour Centre: Secunda-Ref No: HR4/4/7/25, Office Administrator( Executive Secretary): IES Ref No: HR4/4/42, Client Service Officer( 2 posts) Labour Centre: Sabie- Ref No: HR4/4/7/28, Labour Centre: Eerstehoek-Ref No: HR4/4/7/29, Inspector: Inspection Services( 2 posts) for Labour Centre: Mkhondo-Ref No: HR4/4/7/47, Labour Centre: Emalahleni-Ref No: HR4/4/7/49 and Administration Clerk: Management Support Service for Labour Centre: Emalahleni-Ref No: HR4/4/7/81. Eastern Cape: Administration Clerk: Management Support for Labour Centre: Port Elizabeth-Ref No: HR4/4/8/31. Gauteng: Office Aid for Labour Center: Soweto- Ref No: HR4/4/4/11/03. Western Cape: Drive/ Supervisor: Mobile Labour Centre- Ref No: HR4/4/10/190. And also note that the correct salary notch of the post of Psychometrist/ Registered Counsellor (Grade 1) Ref No: HR4/4/8/35 is: Commencing R479,475 to R532 143( OSD)

## MANAGEMENT ECHELON

- POST 06/58** : **CHIEF DIRECTOR: OPERATIONS MANAGEMENT REF NO: HR4/4/3/CDOM/UIF**
- SALARY** : R1 068 564 per annum (All inclusive)
- CENTRE** : Unemployment Insurance Fund, Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF level 7) as recognised by SAQA in Operations Management; Operations Research, Industrial Engineering, Public Management, Business Administration, Finance. A Post Graduate Qualification will be added advantage e.g. MBL; MBA. Five (5) years experience in a Senior Managerial position. Five (5) years functional experience in Operations Management. Knowledge: Public Finance Management Act (PFMA). Sound and in-depth knowledge of relevant prescripts and legislative framework. Government Public Service (PSR, PSA) UIF and Contribution Act. Human Resource Management.

Development, Sound Labour Relations, Constitution, Project Management, Diversity Management. Skills: Financial Management, Report Writing, Human Resource Management, Motivation, Project Management, Analytical.

**DUTIES** : Lead the development of strategies and policies to guide the monitoring and management of Operation Support. Provide strategic guidance with regard to management of Contact Centre and develop mechanism to improve services offered to the Clients. Provide strategic guidance with the management of the registrations, declarations and maintenance of the database in accordance with Unemployment Insurance Act. Provide leadership and strategic direction with regards to compliance to Unemployment Insurance Fund (UIF) Regulations, policies and Procedures. Provide strategic direction, guidance and monitoring on Claims Processing Environment within the Fund. Manage resources (Human, Finance, Equipment, Assets) in the Chief Directorate.

**ENQUIRIES** : Ms HD Mhlongo Tel no: 012 337 1984

**APPLICATIONS** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resource Management, UIF

#### OTHER POSTS

**POST 06/59** : **DEPUTY DIRECTOR: CHANGE MANAGEMENT REF NO: HR4/4/3/2DDCM/UIF**

**SALARY** : R612 822 per annum (all inclusive)

**CENTRE** : Unemployment Insurance Fund: Pretoria

**REQUIREMENTS** : A three years tertiary qualification in Industrial and Organisational Psychology or Human Resources Management Post graduate diploma or Advanced Programme in Organisational Development will be added advantage. Five (5) years experience in managing and implementing change management interventions at various levels of the Organisation to improve efficiency and effectiveness of which two (2) years must be management experience. Knowledge: Public Finance Management Act (PFMA). Change Management Principles and Methodologies, Project Management approaches, tools and phases, Public Service Regulations (PSR), Public Service Act (PSA), Basic Conditions of Employment Act (BCEA), Labour Relation Act (LRA). Change Management Framework. Skills: People Management. Problem Solving, Presentation, Planning and Organising, Strong Analytical, Communication (both written and verbal), Ability to influence, Computer Literacy, Report writing.

**DUTIES** : Develop, implement, review, monitor and evaluate change management framework, strategy and intervention. Manage employee engagement in the Fund. Participate in multi-disciplinary projects in order to inculcate change acceptance and enable the department to meet its objectives. Manage resources within the Sub-directorate.

**ENQUIRIES** : Ms ML Molefe, Tel no: 012 337 1815

**APPLICATIONS** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**FOR ATTENTION** : Sub-directorate: Human Resource Management, UIF

**POST 06/60** : **ASSISTANT DIRECTOR: EMPLOYER REGISTRATION REF NO: HR4/4/3/2ASDER/UIF**

**SALARY** : R311 784. 00 per annum

**CENTRE** : Unemployment Insurance Fund: Pretoria

**REQUIREMENTS** : Three years tertiary qualification in Public Administration / Administration Management / Administration. Two (2) years supervisory experience. Two (2) years functional experience in UI Operations. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Treasury Regulations, Batho Pele Principles, Basic Condition of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Operations Systems. Skills: Communication, Listening, People Management, Numeracy, Computer Literacy, Time Management, Customer Relations, Analytical, Interpersonal, Report Writing, Planning and Organizing.

**DUTIES** : Monitor and provide support on the registration of employers and employees declaration. Manage maintenance of employer and employee database. Manage resources (Human, Finance, Equipment, Assets) in the section.

**ENQUIRIES** : Mr TC Buys, Tel no: 012 337 1851

**APPLICATIONS** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**FOR ATTENTION** : Sub-directorate: Human Resource Management, UIF

**POST 06/61** : **SUPERVISOR: REGISTRATION SERVICE REF NO: HR4/4/4/01/03**

**SALARY** : R262 272 per annum

**CENTRE** : Labour Centre: Carletonville

**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 B Mosoeu, Tel no: (011) 788 3281

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivery at 77 Korte Street, Braamfontein.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Gauteng

**POST 05/62** : **INSPECTOR: INSPECTION SERVICES 2 POSTS**

**SALARY** : R171 069 per annum

**CENTRE** : Labour Centre: Bethal- Ref No HR4/4/7/06 (1 post)  
Labour Centre: Maclear- Ref No: HR 4/4/1/56 (1 post)

**REQUIREMENTS** : Three year relevant tertiary qualification in Labour Relations / Human Resource Management/ Law No experience required. 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, 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** : Mr TJ Dhlamini, Tel no: (017) 647 5212  
PM Dweba, Tel no: (045) 932 1424

**APPLICATIONS** : Chief Director Provincial Operations: Private Bag X7263, Emalahleni, 1053, or hand delivery at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank. For Attention: Sub-directorate: Human Resources Management, Emalahleni  
Deputy Director: Labour Centre Operations: P O Box 397, Maclear, 5780 For Attention: Sub-directorate: Labour Centre Operations, Maclear

**POST 06/63** : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES REF NO: HR 4/4/1/50**

**SALARY** : R171 069 per annum

**CENTRE** : Labour Centre: Butterworth

**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  
APPLICATIONS  
FOR ATTENTION**

: Mr T Madikazi, Tel: (047) 4910 656  
: Deputy Director: Labour Centre Operations: Private Bag X3081, Butterworth, 4960  
: Sub-directorate: Labour Centre Operations, Butterworth

## DEPARTMENT OF MINERAL RESOURCES

<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Francis Baard Street, former Schoeman, Sunnyside
<b><u>CLOSING DATE</u></b>	:	24 February 2017
<b><u>FOR ATTENTION</u></b>	:	Ms T Sibutha or Ms N Maseko
<b><u>NOTE</u></b>	:	Applications should be on Z83 form (which should be completed in full, accurately, legibly, signed and dated) and must be accompanied by a comprehensive CV, and originally certified copies of qualifications as well as ID not longer than 3 months (Where a drivers licence is a requirement, a certified copy must be attached). NB: Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered). Requirements stated on the advertised posts are minimum inherent requirements; therefore criterion for shortlisting will depend on the proficiency of the applications received. The Department reserves the right to determine suitable candidate(s) during the Selection process. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

## MANAGEMENT ECHELON

<b><u>POST 06/64</u></b>	:	<b><u>CHIEF DIRECTOR: RISK MANAGEMENT AND SOE OVERSIGHT REF NO: DMR/17/0001</u></b>
<b><u>SALARY</u></b>	:	R1 068 564 per annum (all inclusive package), Level 14
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification (NQF Level 7) plus 5 years experience at a Senior Managerial level PLUS the following key competencies: Knowledge: Enterprise-wide risk management, Internal Audit, Corporate Services, Public Finance Management Act (PFMA), Understanding of DMR policies and functions as well as projects Skills: Strategic capability and Leadership, Negotiation and Consultation, Problem solving and analysis, Financial Management, People Management and Empowerment, Good interpersonal relations at all levels, Advanced analytical Communication: Ability to communicate at different level, verbal and written Creativity: Ability to analyse information, creative/innovative thinker, Logical, Objective, Accurate and Diplomatic.
<b><u>DUTIES</u></b>	:	Direct and lead all functions related to monitoring the Departmental Public Entities, consolidate and measure performance against the plan. Give strategic direction and guidance with respect to strategic planning, risk management, monitoring and evaluation as well as State Owned Enterprise Oversight. Support the Minister, Director-General and other senior managers in the execution of their functions relating to strategic planning, risk management, monitoring and evaluation as well as State Owned Enterprise Oversight. Drive the Department's risk management strategy and lead special assignments/investigations. Manage the Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms P Gamede Tel no: 012 444 3005
<b><u>NOTE</u></b>	:	This is a re-advert candidates who previously applied and are still interested must re-apply. 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 interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. Women, Coloureds, Indians as well as people with disabilities are encouraged to apply.
<b><u>POST 06/65</u></b>	:	<b><u>CHIEF DIRECTOR: SPECIAL PROGRAMMES AND OUTREACH PROJECTS REF NO: DMR/17/0002</u></b>
<b><u>SALARY</u></b>	:	R1 068 564 per annum (all inclusive package), Level 14
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification (NQF Level 7) plus 5 years experience at a Senior Managerial level PLUS the following key competencies: Knowledge: Code of Good

Practice (Disability as well as HIV AND Aids), National Gender Policy, International documents (CEDAW), Beijing Platform of Action, etc) Legislation and National policies governing Special programmes, Calendar of National Events, Project Management, Government policies and National Economic as well as Development strategies, Understanding of DMR policies and functions as well as projects Skills: Strategic capability and Leadership, Negotiation and Consultation, Problem solving and analysis, Financial Management, People Management and Empowerment, Good Interpersonal relations at all levels, Advance analytical, report writing, Events management, presentation Communication: Ability to communicate at different levels and written Creativity: Ability to analyse information, creative/innovative thinker, Logical, Objective, Accurate and Diplomatic.

**DUTIES** : Manage the functions of the Chief Directorate: Special Programmes and Outreach Projects by Facilitation and coordination of special programmes. Identification and promotion of outreach projects. Development and implementation of projects and programmes to uplift/empower/mainstream disadvantaged and vulnerable groups within the Department. Give strategic direction and guidance with respect to special programmes and outreach projects. Liaise with relevant role-players in the mineral resources sector to secure donor funding and sponsorships as well as promoting rural and urban community development. Represent the Department at national and international forums. Monitor and access special programmes and priorities and the Departmental policies and strategies. Provide advice and guidance to the Minister, Director-General, management and staff on all matters related to the upliftment/empowerment/mainstreaming of disadvantaged and vulnerable groups. Manage the Chief Directorate

**ENQUIRIES** : Ms P Gamede Tel no: 012 444 3005  
**NOTE** : This is a re-advert candidates who previously applied and are still interested must re-apply. 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 interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. Women, Coloureds, Indians as well as people with disabilities are encouraged to apply.

**POST 06/66** : **COMPLIANCE MANAGER: GOVERNANCE MATTERS REF NO: DMR/17/0003**

**SALARY** : R898 743 per annum (all inclusive package), Level 13  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : An appropriate qualification (NQF Level 7) plus 5 years experience at a Senior Managerial level PLUS the following key competencies: Knowledge: Government policies governing SOE's, corporate governance framework in which SOE's operate, PFMA and Treasury Regulations; Skills: Decision making skill, good research ability, detail oriented and document construction, computer skills; Communication: Oral and written communication skills and the ability to clearly articulate opinions and influence decisions, Innovative and independent thinking; Creativity: Ability to achieve the objective of the Directorate.

**DUTIES** : Monitor and report on public entities: compliance and adherence to legislation pertaining to legal and governance matters, compliance and adherence to the principles of good governance pertaining to legal and governance matters. Develop, maintain and implement a compliance schedule and programme for Public Entities pertaining to legal matters. Develop and maintain a database of State Owned Entities board members and stakeholder. Provide advice and guidance on matters pertaining to the oversight of State Entities pertaining to legal and governance. Review legislation governing all Public Entities reporting to the Minister and make recommendations, represent the Department with regard to the oversight of State Owned Enterprise pertaining to legal and governance matters.

**ENQUIRIES** : Ms Cathy Leso Tel no: 012 444 3100  
**NOTE** : Coloureds, Indians as well as people living with disabilities are encouraged to apply.

**OTHER POSTS**

**POST 06/67** : **DEPUTY DIRECTOR: MINERAL ENVIRONMENTAL MANAGEMENT REF NO: DMR/17/0004**

**SALARY** : R726 276 per annum Level 12  
**CENTRE** : Free State, Welkom

<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Natural Science/Environmental Management coupled with 3 year relevant experience in environmental field at junior Management level and a valid driver's licence PLUS the following key competencies: Knowledge The National Environmental Management Act (107 of 1998). The National Environmental Management: Waste Act (Act 59 of 1998). Mineral and Petroleum Resources Development Act 2002. Minerals Act 1991, Mining Procedures and Environmental Impact Process. Sound knowledge of environmental impact assessment and remediation. Knowledge of impact assessment and evaluation methods. Knowledge of environmental legislation. Knowledge of mining methods, mining processes, mining waste generation and disposal, Knowledge of environmental resources economics, mineral economics and financial risk assessment. Skills: Good negotiation skills. Good research skills, intergration of social, economic, bio-physical and cultural-historical impacts. Personnel Management. Working and creating team work. Good verbal and non-verbal communication skills, Excellent English reading and writing skills. Communication: Ability to interact with people on various levels. Sound written & verbal communication. Ability to interpret and apply legislation, good interpersonal skills. Creativity: Recommend innovatively corrective actions to exert vision and foresight in dynamics of mining environmental management, Creative thinking. Assertive and confident approach ability to analyse problems. Other:
<b><u>DUTIES</u></b>	:	Manage the Mine Environmental Management Sub Directorate. Supervise and develop staff. Manage the adequacy of financial provision, rehabilitation of liquidated or incapacitated mines and address and manage legacy issues. Manage EIA process (basic assessments, scoping reports, EIAR/EMP and listed activities), closure plans and other technical and environmental documents. Monitor Compliance, Auditing and performance Assessment. Evaluate environmental risk and manage the closure of mines within the stipulated time frames. Consult with other Departments and Agencies on environmental matters and serve on such committees to promote co-operative governance. Conduct compliance inspections. Manage and resolve complaints and con
<b><u>ENQUIRIES</u></b>	:	Mr N Zindela Tel no: (057) 391 1300
<b><u>NOTE</u></b>	:	Coloureds, Indians as well as people living with disabilities are encouraged to apply.
<b><u>POST 06/68</u></b>	:	<b><u>ASSISTANT DIRECTOR: MINERAL LAWS ADMINISTRATION 3 POSTS</u></b>
<b><u>SALARY</u></b>	:	R389 145 per annum, Level 10
<b><u>CENTRE</u></b>	:	Free State, Welkom Ref No: DMR/17/0005 Gauteng Ref No: DMR/17/0006 Northern Cape Regions Ref No: DMR/17/0007
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Law coupled with a minimum of 3 years experience with a valid driver's licence PLUS the following key competencies: Knowledge: Knowledge of MPRDA, Knowledge of relevant mineral legislation, Knowledge of administration procedures, Knowledge of Departmental Policies iro Mineral Regulation, Knowledge of computer programs Skills: Ability to write reports, submissions, conduct meetings, Ability to interpret applicable/relevant laws Communication: Written and verbal communication Creativity: Be able to think when exposed to demanding situations.
<b><u>DUTIES</u></b>	:	Administer the administrative process for each right, or permit in accordance with the Law. Research potential conflict between applications. Prior rights and land usage to advise in the decision-making process. Ensure the arrangements for payment of royalties and prospecting fees to the state are in accordance with the Law. Identify illegal prospecting and mining operations and take appropriate corrective action where required. Assist clients through the process of administrative justice. Conduct compliance inspections. Supervise and develop staff.
<b><u>ENQUIRIES</u></b>	:	Mr Khaya Maseti Tel no: (011)358 9781 Mr N Zindela Tel no: (057) 391 1300 Mr Mmboneni Kevin Mutheiwana Tel no: 053 807 1700
<b><u>NOTE</u></b>	:	Ability to perform under pressure and work beyond officials working hours. Coloureds, Indians as well as people living with disabilities are encouraged to apply.
<b><u>POST 06/69</u></b>	:	<b><u>ASSISTANT DIRECTOR: ENVIRONMENT 2 POSTS</u></b>
<b><u>SALARY</u></b>	:	R389 145 per annum, Level 10
<b><u>CENTRE</u></b>	:	Gauteng Region Ref No: DMR/17/0008

		Umtata Satellite Office Ref No: DMR/17/0009
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Environmental Management/ Natural Science or Environmental Science or equivalent qualification with a minimum of three (3) years of relevant experience in the field of Environmental Management. A valid driver's license is required. Knowledge: Knowledge and understanding of the Mineral and Petroleum Resource Development Act (Act 28 of 2002); the National Environmental Management Act (NEMA) (62 of 2008); the NEMA EIA 2014 Regulations; the NEMA Waste Management Act and the National Water Act. Understand the policies, rules and regulations that govern environmental management in the mining sector in South Africa; Knowledge of the Financial Provision Regulations for rehabilitation; Understanding of the concepts of Sustainability and Integrated Environmental Management, Knowledge of the NEMA Public Participation Process; Knowledge of interpreting spatial data. Skills: Ability to interpret the relevant environmental legislation; Ability to apply the principles of integrated environmental management and sustainability within the decision making process, taking into account the various legislative frameworks; Ability to conduct inspections and review compliance with the various environmental legislation; Interpersonal skills; Computer utilization skills; Time management skills; Conflict resolution skills; Ability to work under pressure and beyond office hours. Communication: Well developed written skills; Excellent verbal, communication skills; Ability to issue clear directives to Applicants. Creativity: Analytical thinking and proactive decision making; Creative thinking to provide advice and solutions on site; Ability to evaluate technical documents and make recommendations thereon. Other: Conflict management, ISO and OSHAS Systems.
<b><u>DUTIES</u></b>	:	Evaluate and assess Scoping Reports, Basic Assessment Reports; Environmental Impact Assessments and Environmental Management Programmes/Plans; Evaluate and audit Performance Assessment Reports and monitor compliance with the Environmental Management Programmes/Plans; Evaluate documents and make recommendations thereon; Monitor, inspect, audit and assess environmental performance of mines; Conduct compliance inspections; Regulate the closure of mines within the stipulated time frames; Identify environmental liabilities for operations and ensure evaluation of adequacy of the required financial provision; Investigate and resolve mine environmental management related issues, queries and complaints received; Consult with other state departments; Supervise, train and develop staff.
<b><u>ENQUIRIES</u></b>	:	Ms M Maduka Tel no: 011 3589700 Ms Deidre Thompson Tel no: 041 403 6623
<b><u>NOTE</u></b>	:	Coloureds, Indians as well as people living with disabilities are encouraged to apply.
<b><u>POST 06/70</u></b>	:	<b><u>OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER REF NO: DMR/17/0010</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R262 272 per annum, Level 08 Head Office, Pretoria
	:	A three year tertiary qualification in Occupational Health and Safety/ Environmental Health, PLUS the following key competencies: Knowledge: Interpersonal, Customer relation, Computer literacy, Financial, Analytical, Organizing and planning skills. Well-developed ability to listen and interpret information. Facilitation and Problem solving skills Communication: Well developed communication skills (verbal and written) Telephone Etiquette, Creativity, Prioritizing skills, Record keeping, ability to work under pressure. Skills: First Aid, Fire Fighting, Occupational Health & Safety protocol. Knowledge and understanding of the Public Service. Understanding of relevant policies, regulations, prescripts and legislation, Office administration Communication: Ability to communicate at all levels Creativity: Innovative and Creative, Other: Conflict management, ISO and OSHAS Systems.
<b><u>DUTIES</u></b>	:	Implement and administer the requirements of Occupational Health and Safety Act (Act 85 of 1993). Assist in the development of health and safety policies, guidelines and practices in the department. Provide advice to management and staff on current and proposed OHS Legislative and practice requirements. Provide inputs to the development of policies and procedures that will reduce risks and promote safety awareness. Implement a disaster and disease management plan. Prepare reports for senior management on the DMR's OH&S performance (Provide statistics regarding safety inspections, health and safety incidents). Conduct OHS

inspections and facilitate emergency evacuation drills and response. Ensure that the DMR is compliant with legislative and regulatory requirements.

**ENQUIRIES** : Mr M Moshokoa Tel no: 012 444 3079  
**NOTE** : Coloureds, Indians as well as people living with disabilities are encouraged to apply.

**POST 06/71** : **HUMAN RESOURCE PRACTITIONER REF NO: DMR/17/0011**

**SALARY** : R262 272 per annum, Level 08  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : A three year tertiary qualification in Human Resource Management or related field coupled with relevant experience and a valid driver's licence PLUS the following key competencies: Knowledge: Recruitment and Selection process. Performance Management & Development System, PERSAL, Understanding policy research analysis and development process. HR legislation (with an emphasis on those applicable to recruitment and selection, Skills: Ability to interpret and apply policies, Report writing and formulation, Analytical, Computer literacy, Interpersonal skills; Communication: Good verbal and written, Creativity: Must be innovative thinker and be able to express the creativity.

**DUTIES** : Develop, implement and maintain Human Resource Provisioning Policies and practices. Administer the recruitment and selection of human resources as well as the retention of staff. Liaise with Employment Relations Management with a view to resolve grievances relating to recruitment, selection and placement. Render professionals advice and guidance to line managers on Human Resource Provisioning & PMDS issues. Co-ordinate all assessment information and recording including minutes, work plans/performance agreements and ensure proper documentation, filling, tracking and easy retrieving when requested. Identifying shortcomings and make recommendations on computerised PMDS. Give advice to employees on PMDS related issues.

**ENQUIRIES** : Mr T Mnisi Tel no: 012 444 3361  
**NOTE** : Coloureds, Indians as well as people living with disabilities are encouraged to apply.

**POST 06/72** : **TELECOM OPERATOR/RECEPTIONIST REF NO: DMR/17/0012**

**SALARY** : R119 154 per annum, Level 04  
**CENTRE** : Free State, Welkom  
**REQUIREMENTS** : A Senior Certificate with relevant experience in Telecom Operator/receptionist. PLUS the following key competencies: Knowledge: Knowledge of the telephone system. Public Service Act. Basic conditions of Employment. Skills: Ability to communicate - written and oral Ability to act as mediator between (aggressive) parties. Communication: Ability to interact with people on various levels Sound written & verbal communication good interpersonal skills Creativity: A creative, assertive & confident approach, Ability to analyse problem Ability to be pro-active and effective in the process of problem-solving and the improvement of productivity.

**DUTIES** : Answer and route incoming calls. Take messages and route message to relevant officials. Operate telecommunications equipment Maintain telephone directory. Provide information to callers using reference files. Managing the reception area.

**ENQUIRIES** : Ms C De Vos Tel no: 057 391 1322  
**NOTE** : Coloureds, Indians as well as people living with disabilities are encouraged to apply.

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation, attention Ms J Mchunu, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. website: www.dpme.gov.za
- CLOSING DATE** : 24 February 2017 @ 12:00 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s), Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Note: Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.
- MANAGEMENT ECHELON**
- POST 06/73** : **DIRECTOR: PRESIDENTIAL HOTLINE REF NO: 004/2017**
- SALARY** : R898 743–R1 058 691 per annum all-inclusive salary package, Level 13
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 year tertiary qualification (NQF 7 as recognised by SAQA) or equivalent plus a minimum of 8 years appropriate experience of which 5 years must be at a middle/senior management level. A post-graduate tertiary qualification will serve as an added advantage. Must have experience in implementing performance improvement initiatives with government departments. Managing call centres and complaint resolution programmes would be an added advantage. High level of understanding of the workings of government across all sectors, experience of executive-level report writing and experience of managing large teams of staff. Should possess the following skills: a high level of problem solving and analytical skills, systems development, project/programme management, report/document writing, computer literacy, financial management, human resource management, communication, client orientated and customer focussed, people management and empowerment. The implementation partners for this programme are very senior and the incumbent will therefore require high level skills in written and verbal communication.
- DUTIES** : The incumbent of the post will be responsible for managing the Presidential Hotline Directorate and implement the Hotline programme. This entails Strategic and

operational planning for the Presidential Hotline Directorate; manage effective financial management and control in the Directorate; managing optimal human resources planning in the directorate. Ensuring the setting up and operationalising of performance monitoring and performance management for the unit; manage the operational efficiency of the Presidential Hotline within the parameters of the agreed processes and procedures; manage the knowledge management, communications and reporting functions for the Hotline. Manage and oversee the performance of the call centre service provider in line with the signed Service Level Agreement (SLA); design and manage improvements to the operations of the Hotline; manage the high level relationships with all sector departments and provinces to ensure the quality and speed of complaints resolution by stakeholders. Develop and maintain effective stakeholder relations and manage the direct intervention into special cases, to ensure speedy resolution.

**ENQUIRIES**

: In connection with the applications kindly contact Ms J Mchunu, Tel no (012) 312-0462 and in connection with the post, Dr N Behari at Tel no (012) 312 0220



**DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM**

*DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.*

<b><u>CLOSING DATE</u></b>	:	24 February 2017 at 16:00
<b><u>NOTE</u></b>	:	All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report with their qualification(s) at the time of application, if not the qualification will not be considered. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post below <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a> . Please ensure that all required documents are uploaded with your application. Required documents to be uploaded with your application include form Z 83, obtainable from any Public Service department and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 6 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Failure to submit the requested documents electronically may result in your application not being considered. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. Applications will not be considered after the closing date.

**MANAGEMENT ECHELON**

<b><u>POST 06/74</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: LAND TENURE AND ADMINISTRATION REF NO: 3/2/1/2017/032</u></b> Branch: Land Tenure and Administration
<b><u>SALARY</u></b>	:	R1 299 501 per annum, Level 15 (All inclusive package to be structured in accordance with the rules for SMS)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Law or Social Science (NQF level 7) and post graduate equivalent qualification (NQF level 8). 8–10 years' experience at a senior managerial level in the implementation of land reform policies or related field, Senior Management generic functions, policy and legislative development. Understanding of agrarian transformation as well as key priorities of government. Understanding of comprehensive rural development programmes. Knowledge of Transformation of Certain Rural Areas Act. Strategic planning skills. Financial management skills. Project management skills. People management skills. Communication skills. Presentation skills. Report writing skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Ensure development of Tenure Reform, Land Administration and Land Rights Policies, procedures and products. Develop Land Rights Policies, Systems and products. Ensure the registration and management of Land Holding Institutions (CPI). Develop Communal Tenure Security Policies, Systems and Products. Oversee provision of property management and advisory support services. Manage and provide state land information. Provide property management and policy development services. Provide property research and immovable asset management support. Oversee provision of programme support and service delivery coordination services. Provide Land Tenure and Land Administration Information, Risk and Compliance Management Services. Provide program management and service delivery coordination services. Provide Land Tenure and Administration programme and administrative support services. Ensure provision property management support services at provincial and district level. Administer and provide property holdings and disposals services. Administer and provide lease administration support. Ensure implementation tenure reform and land rights products at provincial and district. Provide land tenure rights implementation support. Provide communal land rights support. Provide communal property

holdings establishment support. Ensure effective and efficient application of resources for the Branch. Establish and maintain appropriate systems (analytical tools, information systems, projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensure accurate forecasting, budgeting and allocation of financial resource within the Branch. Ensure effective management of external contractors and suppliers within the Branch. Ensure effective capacity management within the Branch to ensure sustained service delivery. Ensure the development and implementation of a skills development strategy within the Branch in conjunction with human resources. Ensure effective talent management within the Branch (attraction, retention, development) in conjunction with human resources. Ensure effective and compliant implementation of performance management within the Branch in conjunction with human resources. Ensure effective management of grievances, discipline and terminations within the Branch in conjunction with human resources. Manage strategic, business and operational plans of the branch.

**APPLICATIONS** : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>

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

**POST 06/75** : **DEPUTY DIRECTOR-GENERAL: LAND REDISTRIBUTION AND DEVELOPMENT REF NO: 3/2/1/2017/033**  
Branch: Land Redistribution and Development

**SALARY** : R1 299 501 per annum, Level 15 (All inclusive package to be structured in accordance with the rules for SMS)

**CENTRE** : Pretoria

**REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Agricultural Economics (NQF level 7) and a post graduate equivalent qualification (NQF level 8). 8-10 years of experience at a senior managerial level in the implementation of Land Reform Policies or related field, Senior Management generic functions, Policy and Legislative Development. Understanding of agrarian transformation as well as key priorities of government. Understanding of current Land Reform Policies and Legislation. Understanding of the Recapitalization and Development Programme. Understanding of Agricultural Land Holdings Accounts. Understanding of prescripts pertaining to land reform and redistribution. Strategic planning skills. Financial management skills. Project management skills. People management skills. Communication skills. Presentation skills. Report writing skills. A valid driver's license.

**DUTIES** : Ensure provision of strategic land reform intervention support. Direct provision of Land Acquisition and Warehousing Services. Manage mobilisation of land reform strategic institutional partnerships. Ensure development and provision of strategic support to farmers and cooperatives. Coordinate the implementation of the policy on Strengthening of Relative Rights of People working the Land. Oversee the implementation of the one hectare one Household Programme. Oversee provision of Land Redistribution Programme support and service delivery coordination. Manage provision of project management and service delivery coordination. Manage provision of land redistribution and development information, risk and compliance management. Ensure provision of Land Acquisition and Recapitalisation Services at provincial and district level. Manage provision of Land Acquisition and Warehousing Services. Manage Liaison and facilitation of strategic institutional partnerships. Ensure effective and efficient application of resources for the Branch. Establish and maintain appropriate systems (analytical tools, information systems, projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensure accurate forecasting, budgeting and allocation of financial resource within the Branch. Ensure effective management of external contractors and suppliers within the Branch. Ensure

effective capacity management within the Branch to ensure sustained service delivery. Ensure the development and implementation of a skills development strategy within the Branch in conjunction with human resources. Ensure effective talent management within the Branch (attraction, retention, development) in conjunction with human resources. Ensure effective and compliant implementation of performance management within the Branch in conjunction with human resources. Ensure effective management of grievances, discipline and terminations within the Branch in conjunction with human resources. Manage strategic, business and operational plans of the branch.

**APPLICATIONS** : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>

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

#### **OTHER POSTS**

**POST 06/76** : **DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: 3/2/1/2017/030**  
Directorate Financial Accounting and Reporting

**SALARY** : R612 822 per annum, Level 11 (All-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE** : Pretoria

**REQUIREMENTS** : A National Diploma/Bachelor's Degree in Financial Accounting, Cost Management and Accounting and Auditing or B Com. 3-5 Years experience in working in the financial reporting, debt and revenue management environment. A valid driver's licence. Knowledge of Financial Accounting Systems (BAS, LOGIS). Knowledge of Generally Recognized Accounting Principles (GRAP). Knowledge of the Modified Cash Standards. Knowledge of Generally Accepted Accounting Principles (GAAP). Knowledge of International Financial Reporting Standards (IFRS). Project Management skills. Budget Forecasting skills. Resource planning skills. Facilitation skills. Computer literacy. Problem solving and decision making skills. Time management skills.

**DUTIES** : Provide annual financial statement and interim financial statement. Review and submit interim financial statements and annual financial statement. Review and submit monthly compliance reporting. Manage debtors, revenue and bookkeeping. Liaise with the internal and external auditors. Manage staff.

**APPLICATIONS** : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>

**NOTE** : Coloured, Indian, White Males and African, Coloured, Indian and White Females and People with disabilities are encouraged to apply. NB: This is an erratum; the post requires a valid driver's licence.

**POST 06/77** : **DEPUTY DIRECTOR: BUDGET PERFORMANCE REF NO: 3/2/1/2017/031**  
Directorate Budget Performance Management

**SALARY** : R612 822 per annum, Level 11 (All-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE** : Pretoria

**REQUIREMENTS** : Degree/National Diploma in Financial Management/ Economics or equivalent qualification. 3- 5 years working experience in the budgeting and financial performance analysis environment of which two years were in supervisory capacity. Experience in producing organizational performance reports. Sound knowledge of the government wide budget and strategic planning process. Good operational knowledge of the Basic Accounting system (BAS) and Vulindlela system. Extensive knowledge and experience of the application and interpretation of the Public

Finance Management Act (PFMA) and Treasury Regulations. Good understanding of the government's monitoring and evaluation process. Ability to formulate targets and indicators. Good presentation and report writing skills. Programme and project management skills. Financial management as well as service delivery innovation skills. People Management and Empowerment skills. Good verbal and written communication skills. Work under pressure. Valid driver's licence.

**DUTIES**

: Coordinate the budget performance of the Department and its entities. Monitor and report on value for money and impact assessment of allocated budgets. Report on all expenditure, forecasting and trends. Render management advisory services in terms of spending in the Department. Develop and maintain the financial and performance management systems to support the day to day operations of the Department and its entities. Produce accurate and reliable financial information on programme costs and performance. Co-ordinate the management of non-financial data in the Branch: Financial Services. Manage the financial performance of the project (e.g. monitoring hours and expenditure, variation orders, contribution versus amount billed, account payable, contractual obligations, appropriate sign-off and value for money, according to donor requirement, the PFMA and Treasury Regulations. Monitor the implementation of the Department's spending plans in order to ensure full realisation of its objectives and goals. Provide financial support and guidance in the in the implementation of Departmental projects. Manage staff and measure its performance through the utilisation of the Personnel Performance Management System (PPMS).

**APPLICATIONS**

: The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>

**NOTE**

: Coloured, Indian, White Males and African, Coloured, Indian and White Females and People with disabilities are encouraged to apply.

## 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** : 24 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 06/78** : **DEPUTY DIRECTOR: CHILDREN BENEFITS REF NO: D1/A/2017**  
Directorate: Children and Family Benefits
- SALARY** : R612 822 per annum, This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE** : Harlequins Office Park, Groenkloof
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree or equivalent qualification in the Social Sciences plus credible experience in the field of children and social protection. Knowledge and thorough understanding of the policy making process. Knowledge and thorough understanding of research methods. Knowledge and thorough understanding of policies, legislation, regulations and strategies in relation to social assistance and more broadly, social protection. Knowledge of international collaboration and partnerships. Knowledge and application of economics in relation to policy making will be an added advantage. Competencies: Analytical skills. Report writing skills. Project management skills. Computer literacy. Communication (written and verbal) skills. Quality management skills. Presentation and facilitation skills. Problem solving skills. Financial and human management skills. Monitoring and evaluation skills. Planning and organising skills. Interpersonal relations skills. Networking (nationally and internationally) skills. Attributes: Assertive and confident. Ability to work under pressure. Independent and logical thinker. Persuasive and open-minded. Ability to work in a team and independently. Creative and innovative. Good listener. Pays attention to detail. Professional approach to time, costs and deadlines. Positive and adaptable. Confidentiality. Honesty, trustworthy and integrity. Networking Assertiveness. Achievement orientated. Cost consciousness. Confidentiality. Respectful and disciplined.

**DUTIES** : Key Responsibilities: Analyse, evaluate and review existing policies, legislation and strategies to improve access to social protection for poor and vulnerable children. Identify needs, policy and legislative gaps in respect of social assistance to poor and vulnerable children using research. Develop social assistance policies and legislation in respect to poor and vulnerable and facilitate the implementation thereof. Facilitate and monitor the implementation and strategies to improve accessibility to social protection for poor and vulnerable children. Facilitate stakeholder consultation on social assistance policy initiatives and legislative frameworks in relation to poor and vulnerable children. Review international conventions, agreements and policies on matters relating to social protection for poor and vulnerable children.

**ENQUIRIES** : Dr M Mogotsi Tel no: 012 741 6835  
**NOTE** : In terms of the Chief Directorate's employment equity target, Indian and White females & males as well as persons with disabilities are encouraged to apply.

**POST 06/79** : **SYSTEM ANALYST 2 POSTS REF NO: D1/B/2017**  
 Directorate: Systems Development

**SALARY** : R311 784 per annum  
**CENTRE** : Pretoria, HSRC Building  
**REQUIREMENTS** : An appropriate Bachelor's Degree or National Diploma in Information Technology PLUS credible experience in IT solutions/systems development. Knowledge of the Public Service Regulations. Knowledge of information technology business systems. Knowledge and understanding of system development methodology and project management. Knowledge and understanding of ASP.net, VB.net or C#, SQL, XML, HTML, JavaScript. Competencies: Communication (written and verbal) skills. Planning and organising skills. Computer literacy. Facilitation and presentation skills. Project management skills. Quality management skills. Technical report writing skills. IT research skills. Negotiating skills. Analytical skills. Interpersonal and liaison skills. Attributes: 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** : Key Responsibilities: Develop implementation (roll-out) plans in consultation with relevant directorates. Manage the roll-out projects on the systems. Manage the JAD sessions (Joint Application Design sessions) and secure release of different stakeholders from their directorates to join projects. Provide feedback to the custodians and beneficiaries of the system. Align the business systems with the departmental strategic direction. Regularly share the department's strategic initiatives with relevant stakeholders. Integrate all business systems initiatives with the national efforts. Consolidate links with provinces for smooth running of national projects on systems.

**ENQUIRIES** : Ms M Nkhethoa Tel no: 012 312 7108  
**NOTE** : In terms of the Chief Directorate's employment equity target, African and Coloured males, Coloured, Indian and White females as well as persons with disabilities are encouraged to apply.

**POST 06/80** : **INTERNAL AUDITOR: FINANCIAL AUDITS REF NO: D1/C/2017**  
 Directorate: Governance and Performance Audits

**SALARY** : R262 272 per annum  
**CENTRE** : Pretoria, HSRC Building  
**REQUIREMENTS** : An appropriate recognised Bachelor's Degree or National Diploma in 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 player.

**DUTIES** : Responsibilities: 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** : Mr V Rikhotso Tel no: 012 312 7253

**POST 06/81** : **INTERNAL AUDITOR: PERFORMANCE AUDITS REF NO: D1/D/2017**  
Directorate: Financial, Compliance and IT Audits

**SALARY** : R262 272 per annum

**CENTRE** : Pretoria, HSRC Building

**REQUIREMENTS** : An appropriate recognised Bachelor's Degree or National Diploma in Accounting/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 Accounting Standards. Registration with the Institute of Internal Auditors and partially completed audits 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 player.

**DUTIES** : Responsibilities: 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** : Mr B Fikeni Tel no: 012 312 7883

**NOTE** : In terms of the Chief Directorate's employment equity target, Coloured and Indian males, African and White females as well as persons with disabilities are encouraged to apply.

**DEPARTMENT OF TRADITIONAL AFFAIRS**

*The Department of Traditional Affairs is poised to play a key strategic role - not only in assisting the institution of traditional leadership to transform itself to be a central partner with Government in the development of traditional communities, including the Khoi-San communities - but also in coordinating the traditional affairs activities of this Department and those of other Government departments at National, Provincial and Local Government levels, so as to ensure that the needs of traditional and Khoi-San communities (of development, service delivery, governance, access to indigenous knowledge systems, traditional courts and indigenous law, traditional healers and indigenous languages, etc) are sufficiently met. In addition, the Department must ensure that sufficient resources (human, financial and infrastructural) are provided by the State to transform the landscape in the functional domain of the Department of Traditional Affairs.*

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to the following address: P O Box 1132, Rivonia 2128 or hand deliver to 3 Autom Road, Rivonia or Fax to 086 609 1178 or email to: admin@konesolutions.co.za Enquiries for applications: Tumi Morake, Tel no: 011 257 8061
- CLOSING DATE** : 17 February 2017
- NOTE** : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 be subjected to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, certified copy of ID, copies of qualifications and academic record. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to attach the signed Z83 form, certified copy of ID, copies of qualifications and academic record will result in automatic disqualification. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

**MANAGEMENT ECHELON**

- POST 06/82** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT (SALARY LEVEL 13) REF NO: K27607**
- SALARY** : An all-inclusive remuneration package of R898 743 per annum. The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Human Resource Management as recognised by SAQA with 5 year's relevant work experience at middle/ senior management in a human resource environment. Core competencies: strategic capacity and leadership. Stakeholder relationship management. Programme and project management. Change management. Financial management. People management and empowerment. Technical competencies: Public Service Management Framework. Public Service Act. Public Service Regulations. Collective Agreements. Labour Relations Act. White Paper on Transformation in the Public Service. Broad knowledge of PERSAL. National skills development strategy and organisational strategy. Process competencies: knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus and communication.
- DUTIES** : The successful candidate will perform the following duties: Manage the integrated human resources management and ensure the alignment of organisational structures to the strategic plan. Manage the development and maintenance of the



job profiles and the execution of job evaluation for the Department. Manage the administration, development and implementation of the Human Resource strategy, policies and guidelines. Manage and monitor the implementation of PMDS, Skills Development legislation and promote the optimal utilisation of human resources. Manage health and wellness programme and labour relations. Manage recruitment and implementation of benefits.

**ENQUIRIES**

:

Mr OM Aphone, Tel no: 012 334 4971

**THE PRESIDENCY**

*The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of "Top Secret".*

<b><u>APPLICATIONS</u></b>	:	The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at 535 Johannes Ramokhoase Street (former Proes Street), Arcadia, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Mr N Molepo
<b><u>CLOSING DATE</u></b>	:	24 February 2017
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

**OTHER POSTS**

<b><u>POST 06/83</u></b>	:	<b><u>DEPUTY DIRECTOR: LOGISTICS MANAGEMENT</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	An all-inclusive remuneration package of R612 822 per annum including choice of basic salary between 70% and 75% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service guidelines.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate plus a recognised three (3) year National Diploma/Degree or an equivalent on NQF 6 plus a minimum of three (3) years relevant experience as an Assistant Director. Experience with regard to LOGIS, BAS, Financial Management and Annual Financial Statements. Computer literacy. Knowledge of Supply Chain Management procedures, LOGIS, BAS, PPPFA, PFMA and Treasury Regulations and SCM practice notes. Good interpersonal relations. Good communication skills (written and verbal). Good organisational, planning, project management and supervisory skills. Valid Code B driver's licence.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for managing and controlling of the Sub-directorate: Logistics Management. Continuous evaluation and monitoring of the appropriateness and effectiveness of departmental policies with regard to logistical management. Executing delegated tasks as per relevant policies, legislation and job description. Liaising with the line functionaries, other departments and contractors on logistical matters. Ensuring that proper and adequate processes are in place to update and maintain the LOGIS system in compliance with legislation with regard to: orders and payments as well as warehouse management. Ensuring that correct reporting levels and asset categories are implemented and maintained on LOGIS in relation to warehouse items. Ensuring that correct economic classifications are used (BAS). Ensuring appropriate reporting. Managing the departmental cell phone account in verifying payments before they are processed. Ensure optimal utilisation of stores and maintenance of proper stock levels. Taking effective and appropriate steps to prevent unauthorised, irregular, fruitless and wasteful expenditure. Keeping appropriate records and maintain systems to produce accurate and reliable inputs for the Annual Financial Statements (AFS). Answering internal and external audit queries. Developing and managing a training programme to develop and maintain capable and motivated personnel in Logistics Management. Maintaining of the quarterly assessment reports of the Logistics Management Unit officials. Supervise the logis system controller and ensure that all users are managed. Have extensive experience in reporting on accrual and commitments, have a clear understanding of SCM processes as a whole. The incumbent must be prepared to be subjected to a technical exercise during the recruitment process.
<b><u>ENQUIRIES</u></b>	:	Mr K Futhane Tel no: 012 300 5995

<b><u>POST 06/84</u></b>	:	<b><u>DEPUTY DIRECTOR: CONTRACT MANAGEMENT</u></b> Chief Directorate: Office of the Chief Operations Officer
<b><u>SALARY</u></b>	:	An all-inclusive remuneration package of R612 822 per annum including choice of basic salary between 70% and 75% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service guidelines.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A Senior Certificate plus a recognised three (3) year National Diploma/Degree in Commercial/ Law or equivalent qualification on NQF level 6 majoring in Contract or Commercial Law. Working experience in Supply Chain Management. At least 3 years' experience in contract management. A minimum of 2 years proven middle management experience. Training in Business or Contract Law will serve as an added advantage.
<b><u>DUTIES</u></b>	:	Develop a contract management system. Coordinate and monitor the implementation of contracts and service level agreements. Provide advice on contracts. Negotiate contracts with strategic and non-strategic suppliers. Develop and maintain procurement and contract management strategies, policies, procedures and practices. Oversee the total enquiry tender process. Proactively identify supply risks and develop mitigating strategies. Ensure compliance with legal and statutory requirements and internationally accepted quality standards. Compile a dashboard for the management, cancellation, re-negotiation of contracts.
<b><u>ENQUIRIES</u></b>	:	Mr K Futhane Tel no: 012 300 5995

**DEPARTMENT OF WOMEN**

*The Department of Women is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration.*

- APPLICATIONS** : The Director-General, Department of Women, Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr J Mahlangu
- CLOSING DATE** : 24 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](http://www.gov.za/documents) and must be accompanied by a comprehensive CV as well as certified copies of all qualification(s) and ID-document. Non-RSA citizens/ permanent resident permit holders must attach a copy of their Permanent Residence Permit. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to make appointment(s) to the post(s). Successful candidates shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department. Note: if the applicant fails to sign the Z-83 form that will constitute an automatic disqualification. Women and persons with disabilities are encouraged to apply. Appointment(s) will only be made on the first notch of the advertised salary level. The purpose of the Department of Women is to lead, coordinate and oversee the transformation agenda on women's socio-economic empowerment, rights and equality through mainstreaming, monitoring and evaluation.

**OTHER POST**

- POST 06/85** : **INTERNAL AUDITOR REF NO: DOW 001/2017 2 POSTS**
- SALARY** : R211 194 per annum, Level 07 excluding applicable benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate diploma in Internal Audit or a relevant NQF 6 qualification. A minimum of 1 year experience as an Internal Auditor. Knowledge of International Standards for the Professional Practice of Internal Auditing; Institute of Internal Auditors Code of Ethics; Enterprise Risk Management Framework; best practices regarding systems of internal control and governance processes; audit methodologies; phases of internal audit processes; Public Finance Management Act and Treasury Regulations, Public Service Regulatory Framework as well as applicable departmental legislative and regulatory requirement. Applicant must possess the following skills and personal attributes: analytical; investigative; report writing; written and verbal communication; problem solving and analysis; interpersonal; computer literacy (MS Office); innovative; must have pay attention to detail as well as high level of integrity. The successful applicant will be subject to personal security vetting at a confidential level.
- DUTIES** : Assist with the planning of audit engagements; execute audit programmes including the formulation of audit findings, determining the root causes for deviations identified during an audit and recommending alternative and appropriate corrective measures for the deviations; make inputs during the annual audit planning of the Directorate; assist with logistic and secretariat arrangements for Audit and Risk Committee meetings; assist with administrative duties of the Directorate; conduct continuous assessments and evaluations of audit findings and ensure that agreed solutions between Internal Audit and departmental management are implemented; assist with the assessment and evaluation of departmental policies and procedures.
- ENQUIRIES** : Ms Thoriso Siko Tel no: 012 359 0225)

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : District Ekurhuleni South [ES]: Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal, Alberton. Postal Address: Private Bag X8001, ALBERTON 1450. Enquiries: Xolani Kheswa TEL: (011) 389-6034,  
District Johannesburg South [JS]: Physical Address: 100 Northern Parkway, Crownwood Ormonde, JOHANNESBURG Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: TEL: (011) 247-5957  
District Sedibeng East [SE]: Physical Address: Corner Joubert & Kruger street SL & M Building VEREENIGING Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Nntombi Moyo: TEL: (016) 440-1861  
Head Office [HO] Physical Address: 111 Commissioner street, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: check enquiries on the advert
- CLOSING DATE** : 24 February 2017
- NOTE** : Application must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently Updated CV as well as certified copies of all qualification/s an ID document (no copies of certified copies allowed). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Applications received after the closing date, e-mailed or faxed applications will not be considered.  
Erratum: Please note that following posts of Senior Provisioning Admin Officer posts for Sedibeng East Ref No: SE2017/01/14, Chief Admin Clerk: Auxiliary Services Gauteng North Ref No: GN2017/01/21, Principal Personnel Officer: Conditions of Service Ekurhuleni North Ref No: EN2017/01/23, Senior Accounting Clerk Sedibeng West Ref No: SW2017/01/35, Senior Personnel Officer: Conditions of Service Sedibeng East Ref No: SE2017/01/39, Messenger: Office Service Pool Sedibeng East Ref No: SE2017/01/72, advertised in PSVC 04 has been withdrawn
- OTHER POSTS**
- POST 06/86** : **DEPUTY DIRECTOR: PROJECT COORDINATOR REF NO: HO2017/02/90**  
Directorate: Infrastructure Delivery Management
- SALARY** : R612 822 per annum (All-inclusive remuneration package)
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : An appropriate recognized three year National Diploma/ Relevant B Degree. At least a minimum of five years' experience in infrastructure data management, which three years must be at supervisory level. Knowledge of Division of Revenue Act, DoRA Circulars, IDMS, Treasury Instruction: Standard for Infrastructure Procurement and Delivery Management, PFMA and Treasury Regulations. SKILLS: Good reports writing and presentations. Able to design and implement document management system. Computer literate. A valid driver's license.
- DUTIES** : Manage the validation of information for updating on IRM, database and related systems. Validate existing information on IRM and NEIMS to determine gaps and credibility. Identify stakeholders and engage to collect credible information. Collect information on an ongoing basis. Review information and ascertain that it is credible before capturing on IRM and or financial database and submit to relevant stakeholders. Manage updating of IRM on an ongoing basis through inputs from the project and programme managers. Manage updating of infrastructure financial database and full alignment with In Year Monitoring Reports. Manage validation of information for NEIMS and manage submission of information to national basic education for updating on NEIMS. Sign off on NEIMS reports on a monthly basis. Managing information for EFMS and manage updating of EFMS. Manage and coordinate the process of obtaining the EFMS system for use in the Department and the maintenance of the system. Manage updating of EFMS on an ongoing basis. Sign off on NEIMS reports on a monthly basis before submission to DBE. Manage Infrastructure administrative Support Functions. Manage the arrangement of monthly meetings with Implementing Agent and other stakeholders such as Gauteng Provincial Treasury. Prepare instruction/authorization letters for new projects. Prepare the HR DoRA Reports on a quarterly basis with inputs from Human Resources.

**ENQUIRIES** : Mr. Reginald Mokalapa Tel no: 011 355 0269 (HO)

**POST 06/87** : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: HO2017/02/91**  
 Directorate: Education Research and Knowledge Management

**SALARY** : R311 784 per annum (Plus Benefits)  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : Applicants should have a recognized and an appropriate four year qualification in Library and Information Science or Knowledge Management including relevant experience in implementing Knowledge Management programmes PLUS 3-5 years knowledge management. Good understanding of knowledge management platforms such as Communities of Practices (CoP's) and Portals. They must have excellent computer skills (e.g. Excel, Word and PowerPoint) with database and portal management, a good working knowledge of and experience in electronic content (records) management systems, preferably MS SharePoint. They must have excellent communications skills (both written and verbal), good interpersonal relations skills, planning and organizing skills. They should have an interest in current affairs and socio-political situation in South Africa. The following will serve as recommendations: A good understanding of the principles of knowledge management, project management and presentation skills, a good understanding of Government's structures and functions, and previous experience in working with MS SharePoint, ability to manage knowledge and information via online databases, collaborative technologies and web-based services, Understanding and knowledge of Batho Pele Principles, Public Service Act, Public Service Regulations, Understanding and Knowledge of the National Archives Act No.43 of 1996, Minimum Information Security Standards (MISS), Electronic Communication Act, Promotion of Access to Information Act, Legal Deposit Act, Copyright Act, Public Finance Management Act (PFMA) and a valid Driver's license.

**DUTIES** : Contributes to the implementation of the departmental knowledge management strategy. Provide "hands-on" expertise required to manage organizational knowledge and information resources. Establish and co-ordinate knowledge sharing events, maintenance of the knowledge portal. Co-ordinate the collection of information for the knowledge portal. Provide training to internal staff on the knowledge management system, frameworks and projects. Support the promotion of knowledge sharing through the department's operational business processes and systems. Facilitate and arrange structured discussions in forums such as communities of practice, forums including workshops, and maintain a knowledgebase of expertise Liaise with staff and information providers internally and externally. Gather information on lessons learned for reporting purpose.

**ENQUIRIES** : Mr. Tshipinare Marumo, Tel no: (011) 355 1077

**POST 06/88** : **ASSISTANT DIRECTOR 4 POSTS REF NO: HO2017/02/92**  
 Directorate: Education Research and Knowledge Management

**SALARY** : R311 784 per annum (Plus Benefits)  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : Diploma or Bachelor's degree or equivalent qualification and experience in research. An Honors degree and a valid driver's license will be an advantage. Skills required: Research skills; Good Excel skills; Good communication skills i.e. both verbally and written; Data analysis, Development of graphs, Ability to work in a team as well as understanding of Legislative Frameworks. Knowledge of statistical analysis such as SPSS or STATA will serve as an advantage.

**DUTIES** : Responsible for the distribution and collection of research surveys conducted. Assist with Research Coordination sub-directorate's activities including research coordination processes. Assist with the capturing of data and validate data from the source. Assist with the analysis of data and report writing. Assist with the strategic and operational planning and budgeting. Support the dissemination of research outputs. Responsible for the storage and retrieval of documents and files. Support and implement the approved research projects. Coordination of research outputs; collection of data and the production of research reports through conducting of surveys. Compile monthly statistics and reports.

**ENQUIRIES** : Mr. Tshipinare Marumo, Tel no: (011) 355 1077

**POST 06/89** : **SENIOR PROVISIONING ADMIN OFFICER REF NO: SE2017/02/93**  
Sub Directorate: Financial and Administration  
Section: Office Service Pool

**SALARY** : R262 272 per annum (Plus Benefits)  
**CENTRE** : Sedibeng East District  
**REQUIREMENTS** : An appropriate, recognized Tertiary qualification Degree / Diploma in Finance -plus 3 years' in relevant experience. Procurement directives (Supply chain management manual). Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. How to do basic research/gather information. Administration procedures relating to specific working environment, including norms and standards. Planning and organizing. Computer operation. Client service. Reporting procedures. Compilation of Management reports. Computer. Mathematics. Planning and organizing. Ability to perform routine tasks. Ability to operate computer (both hardware and software). Interpersonal relations. Problem solving. Maintaining discipline. Formulating and editing. Conflict resolution. Computer literacy. Verbal exchange of information requiring helpfulness and politeness. Routine notes, memorandums, reports, minutes and letters. Knowledge of SCOM, SRM, SAP, and BAs Motivations with regard to PMDS. Share information with team members. A driver's license will be added advantage

**DUTIES** : Compile procurement plan. Assist with defining specifications for goods and services. Ensure quotations are sourced according to policy. Contact management and LSD reports. Vendor management. Ensure procurement is done according to SCM regulations. Release shopping carts on SRM, monitoring delivery of purchase orders. Assist with responses to audit queries from Head Office and Auditor General. Maintain asset register, quarterly stock taking and annual asset verification. Assist with transfers, bar coding and disposal of assets. PMDS and leave administration. Function as team leader by supervising responsibilities of lower levels. Advice on office administration matters. Provide training staff on procedures and processes. Check and authorize the work of subordinates. Execute any reasonable task requested by supervisor. Provide management information (weekly/monthly/quarterly reports). Give written feedback on queries (internal and external). Attend meetings. Perform Assistant Director duties and responsibilities when assigned to do so.

**ENQUIRIES** : Ms. Ntombi Moyo, Tel no: (016) 440 1748(SE).

**POST 06/90** : **SENIOR ADMIN OFFICER: SERVICE LEVEL ANALYST REF NO: HO2017/02/94**  
Directorate: Information Technology Service Management

**SALARY** : R262 272 per annum (Plus Benefits)  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate three years IT Diploma qualification or equivalent in Information Technology and Three year extensive experience in an ICT operational customer service environment. ITIL Foundations Certification will be an added advantage. Experience of COBIT standards and/or certification is a pre-requisite. Proven ability in legal and contract management is critical for this post. Extensive knowledge of how government systems work will be an added advantage. Valid unendorsed driver's license will be Advantageous. Ability to work under pressure. Ability to analyse and develop reports for presentation to senior management. Good verbal and written communication skills. Service delivery innovation skills. Client oriented and customer focused. Ability to take initiative and make decisions.

**DUTIES** : Maintain and improve IT service quality through a constant cycle of agreeing, monitoring and reporting to meet the customers' business objectives. Identifying the customers' requirements in the context of overall business objectives. Monitoring performance and taking action where targets are not met. Reporting deviation from set standards and agreed performance standards and taking corrective action when necessary. Analysis of IT Service Delivery function. Recommend and assist implementation of required changes. Monitor SLAs, OLAs, UCs for violations. Reporting on progress. Customer satisfaction surveys. Office administration

**ENQUIRIES** : Ms. Nare Matsena, Tel no: (011) 843 6681 (HO).

<b><u>POST 06/91</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT 2 POSTS REF NO: HO2017/02/95</u></b> Directorate: Internal Control
<b><u>SALARY</u></b>	:	R262 272 per annum (Plus Benefits)
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized three year National Diploma/ Degree in Law/Policing/Business Administration/ Finance/Accounting/Auditing/Risk Management/Forensic Auditing. 3 -5 years' experience within Audit, Risk Management or Forensic Audit environment. Knowledge of Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, King Report on Corporate Governance, Public Service Anti-corruption Strategy and departmental anti-corruption measures. General tools and techniques of risk management. National Treasury Risk Management Framework. Risk Maturity Model (IRMSA). Forensic Investigation. Planning and organizing. Excellent Report writing skills. Excellent facilitation skills. Ability to work with all levels of management and across business units of the department. Ability to analyse and interpret large volumes of data. Ability to manage time and subordinates effectively. Strong analytical skills. Strong communication skills (written, oral); Good problem solving skills. Excellent communications and presentation skills, to be able to inform and persuade internal and external stakeholders both orally and in writing. This means excellent written and spoken English. A valid driver's license.
<b><u>DUTIES</u></b>	:	Planning and conducting forensic audits/fraud investigations. Collect, document and analyse relevant evidence. Conduct interviews and compile statements. Conducts forensic analysis of financial data. Testify and present evidence in court or at disciplinary inquiries where necessary. Compiling investigation reports. Liaise with law enforcement agencies and other relevant stakeholders. Advise on fraud prevention and detection strategies. Conduct fraud risk assessments and fraud awareness campaigns. Identify internal control weaknesses and advise on improvements thereof. Promoting professional ethics within the Department. Ensure the protection of information and persons providing information. Ensure protection of identities of whistle-blowers. Ensure protection of confidential reports relating to anticorruption.
<b><u>ENQUIRIES</u></b>	:	Mr. Eva Myaluza, Tel no: (011) 011 355 0261 (HO).
<b><u>POST 06/92</u></b>	:	<b><u>SENIOR ADMIN CLERK REF NO: JS2017/02/96</u></b> Sub Directorate: Examination Administration
<b><u>SALARY</u></b>	:	R142 461 per annum (Plus Benefits)
<b><u>CENTRE</u></b>	:	Johannesburg South District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Matric certificate) or equivalent qualifications and at least relevant experience will be added as advantage. An understanding of the exam operations. Knowledge and experience in monitoring of programmes. Proven experience in compiling reports. Knowledge of legislative framework applicable in the examination and administration. Good interpersonal skills and communication skills (verbal and written) computer literacy and practical experience, administrative, analytical, planning and organizational skills. Ability to work under pressure and in a team.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible in capturing of entry forms for the NSC, AET level 4, supplementary and remark/recheck. Filing and retrieving of documents. Interacting with stakeholder i.e. Principals, learners and parents. Report writing. Receiving, controlling and scanning bulk of scripts from examination centres. Compile monitoring reports from school visits, reply to queries, compile/type correspondence, documentation, faxing and photocopying, Make logistical arrangement for meeting/workshops and events. Provide administrative support, update and safe-keeping all records, office provisioning receive and track correspondence & order stationery. Perform administrative duties that will be assigned. Overall management of the office administration functions. Managing the office diary, receiving visitors & document management. Handling basic enquiries and assisting clients.
<b><u>ENQUIRIES</u></b>	:	Mr. Patrick Sesane Tel no: 011 247 5957
<b><u>POST 06/93</u></b>	:	<b><u>SWITCHBOARD OPERATOR: CONTACT CENTRE REF NO: HO2017/02/97</u></b> Directorate: Contact Centre
<b><u>SALARY</u></b>	:	R142 461 per annum (Plus Benefits)
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg



- REQUIREMENTS** : Grade 12 (Matric certificate) or equivalent qualifications and at least relevant experience. Relevant tertiary qualification in Office Management will be added an advantage. Good interpersonal skills (verbal and written). Computer literacy, administrative, analytical, planning and organisational skills. Ability to work under pressure and in a team.
- DUTIES** : Timeous acknowledgement and resolution of queries at first point of contract. Handle queries telephonically through switchboard, call centre. Draft, receive and respond to frequently asked questions electronically through GDE info Referral of unresolved queries and effectively tracking of those queries. Manning of reception/walk in area. Provide administrative support to directorate. Update and safe-keeping of all records and databases.
- ENQUIRIES** : Ms. S Darmas Tel no: 011 355 1005.
- POST 06/94** : **DRIVER/MESSENGER 2 POSTS**  
Sub Directorate: Finance & Administration  
Section: Office Service Pool
- SALARY CENTRE** : R119 154 per annum (Plus Benefits)  
Sedibeng East District Ref No: SE2017/02/98, Ekurhuleni South District Ref No: ES2017/02/99
- REQUIREMENTS** : Grade 10 or equivalent with 3 -5 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Excellent verbal and written communication skills. Good inter-personal relations skills. In possession of a valid driver's license. Ability to work independently and under pressure. PDP served as added advantage.
- DUTIES** : Provide driver's services. Management of incoming and outgoing correspondence. Delivery and collection of documents and assets at all levels within the Department. Tracking of documents that were delivered and/or collected. Provide administrative support to the office.
- ENQUIRIES** : Ms. Nntombi Moyo, Tel no: (016) 440 1748 (SE). Mr. Xolani Kheswa Tel no: 011 389 6034 (ES)

#### **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](http://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. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. 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.

## MANAGEMENT ECHELON

<b><u>POST 06/95</u></b>	:	<b><u>CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: 000048</u></b> Directorate: Family Medicine Unit
<b><u>SALARY</u></b>	:	R981 093 per annum (all-inclusive package)
<b><u>CENTRE</u></b>	:	Sedibeng District Health Services
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with HPCSA as a Medical Officer. Registration with HPCSA as a Medical Practitioner. Minimum of 13 years appropriate/recognizable experience as a Medical Officer Grade 3 of which 3 years as a Medical officer Grade 3. Valid code 8/10 driver's license is essential. Must have vas clinical experience, with the ability to lead, manage as well as transfer skills to all medical officers at PHC level. PERSON PROFILE: Excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to Technical and non-technical personnel at various levels in the organization.
<b><u>DUTIES</u></b>	:	Support the Family Medicine Unit in the management of district medical officers and ensure human resource development through training activities in the district. Provide management and clinical support in the provision of after hour service coverage by medical officer. Ensure leadership and clinical guidance in the provision quality clinical services within a sub-district complex. Provide leadership and clinical support to the extension of HAST, communicable disease, non-communicable disease programs and clinical forensic medico-legal services in the district. Render clinical expertise to the district PILIR and quality assurance programs. Interpret, disseminate and implement Department policies related to core clinical standards and support the Family Medicine Unit in the development of clinical audits, protocols, guidelines and referral support. Sign performance contract in annual basis. Take part in Gauteng Turnaround Strategy, PHC Reengineering and Establishment of the Sub-district.
<b><u>ENQUIRIES</u></b>	:	Dr. A. Kalain, Tel no: 016 428 7193
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct applications to The HR Manager-Sedibeng DHS Private Bag X023 Vanderbijlpark 1900 or hand deliver at 2 <sup>nd</sup> Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office. NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83.or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	24 February 2017
<b><u>NOTE</u></b>	:	The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability.

## OTHER POSTS

<b><u>POST 06/96</u></b>	:	<b><u>MEDICAL SPECIALIST REF NO: HRM 15/2017</u></b> Directorate: Radiation Oncology
<b><u>SALARY</u></b>	:	R924 378 per annum plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Medical Specialist Radiation Oncology. Registration with the HPCSA.
<b><u>DUTIES</u></b>	:	Experience in the management of cancer and radiation oncology. Joint appointment with University of Pretoria and Steve Biko Academic Hospital. Management of oncology patients. Participate in departmental teaching and research activities.
<b><u>ENQUIRIES</u></b>	:	Prof. R Lakier Tel no: 012 354 2747
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	24 February 2017

**POST 06/97** : **DENTAL SPECIALIST GRADE 1/2/3 REF NO: 000091**  
 Directorate: Maxillo Facial Oral & Surgery

**SALARY** : R924 378 – R1 226 595 per annum (inclusive package) + excluding commuted overtime

**CENTRE** : Wits Oral Health Centre

**REQUIREMENTS** : Registration with HPCSA as Dental Specialist in Maxillofacial and Oral Surgery. Minimum three years' experience as a Dental Specialist after registration with the HPCSA within the relevant discipline including experience in Clinical.

**DUTIES** : Implementation, monitoring and evaluation of academic dental services on the Oral Health Teaching Platform. Supervisory and administrative role with regards to teaching and training of both undergraduate and postgraduate students. Responsible for quality assurance on teaching/training and clinical governance. Carry out own and supervise research. Participate in any other activity as directed by the Head of Department

**ENQUIRIES** : Ms. JS Rautenbach, Tel no: 011 488 4850

**APPLICATIONS** : Applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). Upload your certified documents if you apply online

**CLOSING DATE** : 24 February 2017

**NOTE** : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

**POST 06/98** : **DEPUTY DIRECTOR: ENVIRONMENTAL HEALTH REF NO: NP 000078**  
 Directorate: Sub Directorate: Environmental Health

**SALARY** : R716 706 per annum (All inclusive remuneration package)

**CENTRE** : Central Office

**REQUIREMENTS** : A Bachelor's Degree / National Diploma or equivalent NQF 6 Qualification in Environmental Health and current registration with the HPCSA as an Environmental Health Practitioner. A minimum of 3 years appropriate experience after registration with HPCSA. At least ten (10) years' experience in Environmental Health of which is five (5) years must be in junior management will be advantageous. Knowledge and experience in policy making processes. Knowledge of South African environment and health related legislation related to water quality, sanitation and hygiene promotion, food safety and surveillance, control and prevention of communicable diseases. Good communication (written and verbal), administrative, research planning, organizing, finance decision making and computer skills (MS Office Package). Must be able work under pressure and travel within the province. A valid driver's licence. RECOMMENDATIONS: Computer literacy (Word, Excel, Access, Power point). Knowledge of Batho Pele Principles.

**DUTIES** : Ensure management, development and implementation of environmental health related policies, guidelines, plans, norms and standards and procedures relating to food, water, sanitation and hygiene promotion, surveillance, control and prevention of communicable diseases. Provide capacity to Municipalities including provincial staff on existing and newly promulgated legislation and norms and standards related to the above. Coordinate, support, monitor and evaluate implementation of the FCD Act 1972 and its Regulations. Collaborate with interest and affected parties in the food industry to protect public health. Coordinate support, monitor and evaluate the implementation of water quality monitoring programmes by Municipalities. Capacitate Environmental Health Practitioners in the province on norms and standards for health water quality monitoring, monitor water and sanitation related disease trends. Coordinate, support, monitor and evaluate surveillance, control and prevention of communicable diseases (excluding vaccination) for protection of public health, participate actively in provincial outbreak response team. Coordinate the implementation of hygiene promotion programmes within the province towards the implementation of sustainable development goals. Build capacity of environmental health practitioners, health promoters community health workers and communities on hygiene behavior change promotion.

**ENQUIRIES** : Mr Marumo, Tel no: (011) 355 3479

**APPLICATIONS** : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified or apply online by visiting [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 24 February 2017

**POST 06/99** : **DEPUTY MANAGER: TRAVEL CLINIC REF NO: 000076**  
Directorate: Sub Directorate- Environmental Health

**SALARY** : R705 057 per annum (All inclusive package)  
**CENTRE** : Central Office  
**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/Degree in nursing management). Have current proof of registration as Professional Nurse with SANC in General Nursing, with Midwifery and Nursing management of which 4(four) years must be appropriate/recognizable experience at management level. Must have been a travel clinic manager for 5years. Knowledge of initiating and manage Project, certificate in travel medicine and Clinical Nursing Science, Health assessment Treatment and Care will be an added advantage. Knowledge and application of essential drug list, consultation, diagnosis and referral of clients' .Understanding of customer service is crucial. Knowledge, Skills and Competencies: Problem solving, resilient and innovative. Engaging diversity, teambuilding, motivator, action management, verbal & written communication skills, customer responsiveness, organizational awareness, leading by example, excellent orientation. Visible leadership. Ethical behaviour, building relationships, in-depth knowledge and understanding of travel clinic processes, understanding of all health related acts and IHR (2005) grievance procedure, disciplinary code & procedures and financial management act (PFMA). Knowledge of revenue collection policies and treasury rules. Report writing, facilitation, skills co-organization and good interpersonal skills. Computer literacy (Word, Excel, Access, Power point). And driver's licence. Knowledge of Batho Pele Principles and Patient, Right Charter.

**DUTIES** : Supervise, manage and provide leadership, guidance and direction to travel health services. Co-ordinate travel clinic services in the province, Productive (and meaningful) relationships with internal and external stakeholders. Establish and maintain productive relationships with members of the multi-disciplinary team and various external stakeholders through ongoing communication session to achieve patient outcomes and organizational objectives. Active participation in travel health related matters including research, emerging and re-emerging communicable diseases, Knowledge and Application of the epidemiology of travel medicine and risk assessment. Provide direction and supervision of Travel Clinic for the implementation of the nursing care plans, risk assessment in Travel Health, quality of practice guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patients' care through proper management of nursing care/ Travel Health programs. Advocate for professionalism. Develop and monitor the implementation of policies and standards pertaining to Travel Health, apply good financial performance, Good business planning and execution within the operational environment, demonstrate excellence in marketing and public relations. Utilize information technology and other management information for the enhancement of the service delivery practices within the health care laws. Utilize human material and physical resource efficiently and effectively. Health and Safety must/should be provided for both patients and staff and adherence to OHS measures.

**ENQUIRIES** : Mr K.A.Marumo, Tel no:011 355 3479  
**APPLICATIONS** : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified or apply online by visiting [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 24 February 2017

**POST 06/100** : **DEPUTY MANAGER: NURSING (PN-A8) REF NO: 000030**  
Directorate: Health

**SALARY** : R705 057 per annum (all-inclusive package)  
**CENTRE** : Sedibeng District Health

- REQUIREMENTS** : A basic R425 qualification (i.e. Diploma/ Degree) in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post basic qualification, with a duration of at least one year accreditation with the SANC in one of the specialties in (Primary Health Care or Advanced Midwifery) referred to in the glossary of terms. A minimum of 9 (nine) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 4 (four) years of the period referred to above must be appropriate/recognizable experience at management level. A Diploma/Degree in Nursing Management/Administration will be an added advantage. A valid code 8/10 driver's license is essential. Person Profile: Excellent time management, organizational skills, communication skills, good listening skills, people management skills, Presentation and team work skills, self-motivated and goal orientated, analytical and solution orientated, ability to thrive well under pressure, ability to efficiently communication to technical and nontechnical personnel at various levels in the organization.
- DUTIES** : Facilitate the planning and implementation of National and Provincial priority programmes in the District. Facilitate and support the planning and implementation of norms and standards for services provision across all services. Ensure that appropriate referral systems are in place. Facilitate and implement outreach programmes and community based services. Co-ordinate outbreaks response. Support, monitoring and auditing of clinical services, including allied, PHC and health programmes. Provide regular reports on service delivery with recommendations. Monitor and control the resources and budget allocated to health programmes. Sign performance contract on annual basis. Advocate and ensure the promotion of nursing ethos and professionalism. Establish, maintain and participate in enter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Take part in the Gauteng Turnaround Strategy, PHC Reengineering, National Core Standards and Ideal Clinic Realisation.
- ENQUIRIES** : Ms. S. Hllahane, Tel. No (016) 950 6000
- APPLICATIONS** : Quoting the relevant reference number, direct applications to The HR Manager-Sedibeng DHS Private Bag x023 VANDERBIJLPARK 1900 or hand deliver at 2<sup>nd</sup> Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 24 February 2017
- NOTE** : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability.
- POST 06/101** : **REGISTRAR DENTAL REF NO: 000031**  
Directorate: Oral Rehabilitation /Prosthodontics  
NB: Please note that this is re-advert. The post was previously advertised with closing date of 30 September 2016. All interested individuals must apply inclusive of those that applied before. Upload your certified documents if you apply online.
- SALARY** : R686 322 per annum (inclusive package) excluding commuted overtime
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Registration with HPCSA as a Dentist in category Independent Practice. Two years experience as a Dentist excluding Community Service. Primary Exams is a strong recommendation. Applicant must show specific interest in Prosthodontics.
- DUTIES** : Incumbent will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in Prosthodontics. This requires treatment of a variety of patients in oral and craniofacial rehabilitation, carry out and present a research report, assist with training of undergraduate students and involvement in the administrative duties of the department.
- ENQUIRIES** : Ms. JM Tema, Tel no: 011 488 4850
- APPLICATIONS** : Applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered at Wits Oral Health Centre c/o Charlotte Maxeke JHB Academic Hospital, area 385, Block 3 (Orange block), HR Office Room 09 & 10, Parktown, Johannesburg or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 24 February 2017
- NOTE** : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant

certificates, current proof of HPCSA. Applications without proof of necessary documents will be disqualified.

- POST 06/102** : **DENTIST GRADE 1/2/3 REF NO: 000070**  
Directorate: Maxillo-Facial and Oral Surgery (MFOS)
- SALARY** : R666 186 – 910 716 per annum (All inclusive package)  
**CENTRE** : Wits Oral Health Centre  
**REQUIREMENTS** : Registration with HPCSA as Dentist in category independent practice. Two years' experience as a dentist post-Community Service. MSC and/or postgraduate qualification in MFOS are prerequisites.
- DUTIES** : Dentist will be responsible for clinical services, teaching, research and participation in all departmental activities and related administration.
- ENQUIRIES** : Ms JS Rautenbach (011) 488 4850  
**APPLICATIONS** : Applications must be send to Wits Oral Health Centre, Private Bag X15 Braamfontein, 2017 and or hand delivered at Wits Oral Health Centre c/o Charlotte Maxeke JHB Academic Hospital Parktown, Johannesburg, Area 385 Block 3 (Orange Block, HR Office Room 9 or 10 Parktown, Johannesburg or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). (Upload your certified documents if you apply online)
- CLOSING DATE** : 24 February 2017  
**NOTE** : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.
- POST 06/103** : **DEPUTY DIRECTOR: PROFESSIONAL DEVELOPMENT REF NO: 000080**  
Directorate: Professional Development Sub-Directorate
- SALARY** : R612 822 per annum (all inclusive remuneration package)  
**CENTRE** : Central Office  
**REQUIREMENTS** : Relevant 3 or 4 year Diploma/Degree in the field of Health Sciences. Diploma or Degree in Management and Education. 5 year experience in the field of Education, Training and Development. 3-5 years work experience as a middle manager. Current Registration with Professional Body. Knowledge of Health Sciences environment and legislation applicable to Public Health. Competence in project and financial Management. Proficient in computer skills in particular Excel, Word, Power Point and Outlook. Valid driver's license. Competencies needed: Good Communication (written, verbal, presentation, liaison and deliberation skills. Good coordination skills. Ability to supervise, mentor and manage team. Project management skills. Ability to function independently. Good coordination and negotiations skill. Knowledge of PFMA, Financial Management and Procurement procedures. Facilitation and coordination skills. Knowledge of policy and curriculum development. Attributes: Ability to make informed decisions and solve problems. A high level of diligence and commitment in ensuring that all duties are performed according to standard, quality and meet time frames set for submission of training reports and spend budget within specified time frames. An independent critical thinker.
- DUTIES** : Responsible for the performance of the Professional Development. Sub-Directorate's Objectives. Align, plan, coordinate, manage monitor and evaluate the clinical training related activities of the Professional Development Sub Directorate in response to the identified needs to meet the goals of the Department. Develop and review of policies and guidelines. Conduct skills audit. Establish systems to manage and monitoring of CPD points for all professionals and mid-level workers. Management of special programmes e.g. SA-Cuban medical programme, Clinical Associates etc. Develop and manage business and operational plans. Develop and manage systems for internal financial control and procurement systems for the Sub Directorate. Secure budget, manage monitor and evaluate the expenditure. Advice on curriculum development, manage accreditation of the new clinical programmes and career pathing of the mid-level workers. Manage activities for standardization and accreditation of all training programmes. Manage the coordination and support related health sciences projects. Market the health sciences courses. Establish profession specific training committees in the province. Manage clinical learnership, internship and training programmes for mid – level workers. Implement structured in-service trainings across the Province. Develop training programs for HCW in support of new developments and priority needs in the department.

**ENQUIRIES** : Ms M H Lawrence, Tel no: 079 881 5720  
**APPLICATIONS** : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified or apply online by visiting [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 24 February 2017

**POST 06/104** : **ASSISTANT MANAGER NURSING--(SPECIALTY) (PN-B4) DAY AND NIGHT DUTY REF NO: 000028**  
Directorate: Nursing Services

**SALARY** : R509 148 per annum (plus benefits)  
**CENTRE** : Sterkfontein Hospital, Krugersdorp  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification (Advanced Psychiatry), with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R 212. Nursing Administration qualification will be an added advantage. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. 6 years of the period above must be recognizable/appropriate experience after obtaining the 1 year post-basic qualification in advanced psychiatry. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of SCM and HRM procedures, the MHCA 17 OF 2002, public sector relevant legislative frameworks. Strong leadership, sound interpersonal and good communication skills. A valid driver's license.

**DUTIES** : To supervise comprehensive, quality nursing care programs according to the needs of the patient based on Batho -Pele principles; Patients' rights charter and National Core Standards. Manage effectively the utilization and supervision of resources and assist in recruitment and mentoring of nurses. Develop nursing policies and procedures to enhance quality nursing care and management. Ensure effective implementation of the HR and SCM policies in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance. Take extra-mural assignments as may be delegated by the Nursing Service Manager or CEO. Assist in career planning and development of nursing staff. Conduct clinical audits at the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in her absence. Take charge of the hospital during the day, night, public holidays and weekends.

**ENQUIRIES** : Ms. M.M Sono, Tel no: 011 951 8222  
**APPLICATIONS** : Application must be submitted or hand-delivered on Z83 form, certified copies of C.V., ID, and Qualifications to be attached. Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 24 February 2017  
**NOTE** : Those who applied previously can re-apply.

**POST 06/105** : **ASSISTANT MANAGER NURSING (SPECIALITY UNIT) PNB4 OPERATING THEATRE REF NO: 000049**  
Directorate: Nursing

**SALARY** : R509 148 per annum (plus benefits)  
**CENTRE** : Tembisa Provincial Tertiary Hospital  
**REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with the SANC as a professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 Orthopaedic Nurses. A minimum of 10 years appropriate / recognisable experience in nursing after Registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable. Experience after obtaining the 6 years post – basic qualification in the relevant Speciality in Operating Theatre. At least 3 years of the period referred to above must be appropriate / Recognisable experience at management level. Computer literacy and Drivers licence.

**DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the hospital. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter - professional, inter- sectoral and multi - disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guideline, practice, standard and procedures. Manage and Monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing service. Maintain professional growth / ethical standard and self-development. Be informed with Labour Act Practices

**ENQUIRIES** : Mr. W.N. Mothwane, Tel no: 011 923 - 2050

**APPLICAAIONS** : Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 OlifantsFontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665.or apply online at: www.gautengonline.gov.za

**CLOSING DATE** : 24 February 2017

**POST 06/106** : **OPERATIONAL MANAGER NURSING (SPECIALITY UNIT) PNB3 ANC WARD**  
**REF NO: 000050**  
Directorate: Nursing

**SALARY** : R465 939 per annum (plus benefits)

**CENTRE** : Tembisa Provincial Tertiary Hospital

**REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma / Degree in nursing that allows registration with SANC as a Professional Nurse). Registration with the SANC as a Professional Nurse and proof of current registration. A post – basic Nursing qualification with duration of at least 1 year. Accredited with the SANC in one of the specialities referred to in the glossary of terms. A minimum of 7 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate / Advance Midwife. Financial management skills, human resource management skills, leadership and organizational skills, decision making and problem solving skills and sound knowledge of public service policies and Code of Conduct. Computer literacy and rivers license will be added as advantage. Recognisable experience after obtaining the 1 year post – basic qualification in the relevant Speciality, appropriate/recognisable experience at Management Level.

**DUTIES** : Supervise and ensure the provision of effective and efficient patient care through Adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the hospital. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter professional, inter- sectoral and multi disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guideline, practice, standard and procedures. Manage and Monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing service. Maintain professional growth / ethical standard and self development. Ensure that staff is informed with Labour Act Practices.

**ENQUIRIES** : Mr WN Mothwane Tel no: 011 923 - 2050

**APPLICATIONS** : Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 OlifantsFontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

**CLOSING DATE** : 24 February 2017

**POST 06/107** : **ASSISTANT MANAGER NURSING (AREA) REF NO: 000062**  
Directorate: Nursing Department

**SALARY** : R465 939 per annum (inclusive packages)+ excluding commuted overtime

**CENTRE** : Wits Oral Health Centre

**REQUIREMENTS** : A minimum of 8years appropriate/ recognisable experience in nursing after registration as Professional nurse with SANC in general nursing. At least 3 years



of the period referred to above must be appropriate/recognisable experience at management level. Additional qualification in management will be an added advantage.

- DUTIES** : Supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant and accurate information on health. Participate in the analysis, formulation and implementation of nursing guidelines, practise, standard and procedures. Manage human, financial and physical resource including risk management
- ENQUIRIES** : Dr.MS Nmutandani Tel no: 011 488 4893
- APPLICATIONS** : Applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). No faxed /E-mailed applications will be accepted.
- CLOSING DATE** : 24 February 2017
- NOTE** : Applicants to attach all the necessary documents which are certified in your application including your valid identity document and relevant qualifications, current proof of SANC. Applications without proof of the necessary documents will be disqualified.
- POST 06/108** : **OPERATIONAL MANAGER NURSING (SPECIALITY UNIT) PNB3 LABOUR REF NO: 000018**  
Directorate: Nursing
- SALARY** : R465 939 per annum (plus benefits)
- CENTRE** : Tembisa Provincial Tertiary Hospital
- REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma / Degree in nursing that allows registration with SANC as a Professional Nurse). Registration with the SANC as a Professional Nurse and proof of current registration. A post – basic Nursing qualification with duration of at least 1 year. Accredited with the SANC in one of the specialities referred to in the glossary of terms. A minimum of 7 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate / Advance Midwife. Financial management skills, human resource management skills, leadership and organizational skills, decision making and problem solving skills and sound knowledge of public service policies and Code of Conduct. Computer literacy and rivers license will be added as advantage. Recognisable experience after obtaining the 1 year post – basic qualification in the relevant Speciality, appropriate/recognisable experience at Management Level.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care through Adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the hospital. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter professional, inter- sectorial and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guideline, practice, standard and procedures. Manage and Monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing service. Maintain professional growth / ethical standard and self development. Ensure that staff is informed with Labour Act Practices.
- ENQUIRIES** : Mr WN Mothwane, Tel no: 011 923 - 2050
- APPLICATIONS** : Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 Olifants Fontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 24 February 2017
- POST 06/109** : **ASSISTANT MANAGER NURSING: AREA PNA-7 REF NO: 000017**  
Directorate: Nursing Department
- SALARY** : R465 939 per annum (plus benefits)
- CENTRE** : Pretoria West Hospital

<b><u>REQUIREMENTS</u></b>	:	Grade 12. Basic qualification with South African Nursing Council in Terms of Government Notice 425, i.e diploma/degree in Nursing as Professional Nurse. Diploma/degree in Nursing Management will be an added advantage. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at Management level. Experience in managing Casualty or OPD will be an added advantage. Strong leadership, good communication and sound interpersonal skills are necessary. Must be computer literate. Service certificates from the previous employer/s are compulsory.
<b><u>DUTIES</u></b>	:	Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and stakeholders (i.e inter-professional, inter-sectoral and multi disciplinary team worker). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources, monitor and ensure proper utilization of financial and physical resources .Maintain profession growth/ethical standards and development of self and subordinates. Will be responsible to ensure implementation of national core standards.
<b><u>ENQUIRIES</u></b>	:	Ms HMM Strydom Tel no: 012 380 1206
<b><u>APPLICATIONS</u></b>	:	Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117 or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, council receipt and ID All qualifications will be verified. If any discrepancies found, services will be terminated with immediate effect.
<b><u>CLOSING DATE</u></b>	:	24 February 2017
<b><u>POST 06/110</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (SPECIALITY UNIT) PNB3 ICU REF NO: 000019</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R465 939 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Provincial Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma / Degree in nursing that allows registration with SANC as a Professional Nurse). Registration with the SANC as a Professional Nurse and proof of current registration. A post – basic Nursing qualification with a duration of at least 1 years, Accredited with the SANC in one of the specialities referred to in the glossary of terms. A minimum of 7 years appropriate/recognisable experience in nursing after Registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the 1 year post – basic qualification in the relevant Speciality, appropriate/recognisable experience at Management Level.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care through Adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the hospital. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter professional, inter- sectoral and multi disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guideline, practice, standard and procedures. Manage and Monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing service.maintain professional growth / ethical standard and self development. Be informed with Labour Act Practices.
<b><u>ENQUIRIES</u></b>	:	Mr. W.N. Mothwane, Tel no: 011 923 - 2050
<b><u>APPLICATIONS</u></b>	:	Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 OlifantsFontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665 or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	24 February 2017

**POST 06/111** : **CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: 000029**  
Directorate: ALLIED

**SALARY** : R385 899 per annum (TCE Package)  
**CENTRE** : Sterkfontein Hospital, Krugersdorp  
**REQUIREMENTS** : Degree in Occupational Therapy. Registered with HPCSA as an Occupational Therapist. Minimum of 5 years' experience required. Extensive knowledge regarding the Psychiatric field especially Forensic Psychiatry will be required. A valid driver's license.

**DUTIES** : Render an Occupational Therapy Service (including promotion and prevention campaigns) in allocated areas of work that complies with the standards and norms as indicated by Health Policies.

**ENQUIRIES** : Ms LR Hendricks, Tel no: 011 951 8352  
**APPLICATIONS** : Application must be submitted or hand-delivered on Z83 form, certified copies of C.V., ID, and Qualifications to be attached. Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 24 February 2017

**POST 06/112** : **OPERATIONAL MANAGER: NURSING (GENERAL) 2 POSTS REF NO: 000071**  
Directorate: Nursing

**SALARY** : R367 815 per annum (plus benefits)  
**CENTRE** : Tambo Memorial Hospital  
**REQUIREMENTS** : SANC Registration as General Nurse and Midwife must be in possession of a Diploma / Degree in General Nursing Science. Minimum of seven years appropriate experience in nursing after registration as a Professional Nurse.

**DUTIES** : Overall supervision of staff in the unit. Ensure the formulation and availability of standards and policies in the Department. Provide a quality good directed services which is cost effective. Ensure the availability and maintenance of facilities, equipment and resources required for safe and effective practices. Provide in-service and continuing education programs to all levels of staff. Allocation of personnel according to acuity levels in the department. Effective monitoring and management of absenteeism. Maintain infection control / occupational health and safety principles to ensure a safe environment for patients and staff. Facilitate the implementation of disciplinary measure. Efficient communication with multidisciplinary team. Accountable for all nursing activities in the unit. Enhance research in the unit.

**ENQUIRIES** : Mrs J Phaswana, Tel no: 011 898 8314  
**APPLICATIONS** : Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online at [www.gauteng.gov.za](http://www.gauteng.gov.za)

**CLOSING DATE** : 24 February 2017

**POST 06/113** : **CLINICAL PROGRAMME COORDINATOR-TRAINING 2 POSTS**  
Directorate: Professional Development

**SALARY** : R367 815 per annum (plus benefits)  
**CENTRE** : Regional Training Centre (RTC), Westrand (1 Post), Ref No: 000082 Sedibeng (1 Post) Ref No: 000084  
**REQUIREMENTS** : Diploma/Degree in Nursing (or equivalent qualification) plus 7 years work experience as a Professional Nurse. Post graduate qualification in Nursing Education, Nursing Administration/ Management. Work in the field of PHC, DHS, non-communicable diseases, and communicable (HIV/AIDS, STI and TB), Mother, Youth and Child Health Programmes. Proof of current registration with SANC and short courses in HIV, TB, STI, PMTCT and IMCI will be an added advantage. Competencies needed: Excellent Communication (written, verbal, presentation and liaison skills. Ability to plan, organize and facilitate training courses including CHW qualification and other priority courses. Ability to develop and manage curricula. Project management skills. Ability to function independently. Proficient in Microsoft Office in particular Excel, Word, Coordination and Negotiations skills. Must have a valid driver's licence and able to drive. Knowledge of different training methodologies. Attributes: Ability to solve problems. A high level of diligence and commitment in ensuring that all duties are performed within tight timeframes and are of high standard. An ability to work independently. Ability to work in a team.

**DUTIES** : Plan, organize, implement, manage and monitor activities pertaining to the RTC. Management of human, physical and financial resources Participate according to delegated projects. Coordinate and support the implementation of the RTC Business Plans. Participate in the development and management of the internal financial and procurement systems for the RTC. Participate in activities for the curriculum development, standardization and accreditation of all training programmes in order to meet the minimum requirements set by the National Department of Health. Conduct skills audits and training needs analysis. Facilitation of RTC Training programmes. Participate in related policy development and review. Develop annual RTC training schedule. Coordination of training programmes across all districts in Gauteng.

**ENQUIRIES APPLICATIONS** : Ms MH Lawrence, Tel no: 079 881 5720  
: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified or apply online by visiting [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 24 February 2017

**POST 06/114** : **CLINICAL COORDINATOR REF NO: 000013**  
Directorate: Employee Health and Wellness Programme

**SALARY** : R367 815 – R413 976 per annum (plus benefits)  
**CENTRE** : Tara the H. Moross Centre, Sandton  
**REQUIREMENTS** : Diploma in General Nursing B-Tech/ National Diploma in Occupational Health Nursing science. Evidence of registration with Professional Regulatory Body. A minimum of Three years' experience in the implementation of health and wellness programmes: EAP, HIV AIDS, STI & TB, OHS. Valid driver's licence

**DUTIES** : Provide operational and effective management of the integrated Employee Health and wellness Program which include the following- procedures, strategy development implementation in line with the Policy and Public Service framework pillars. Provide confidential assessments, counselling, and follow-up on referrals. Identify and maintain relationships with all relevant stakeholders for effective implementation of the programme. Provide onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service or lifestyle development interventions Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programmes to enhance the health and wellness of employees and the organization. Provide Occupational Health services to employees that will promote, protect and restore employee's health within a safe working environment. Conduct Medical Surveillance (which may include clinical examinations, biological monitoring and medical tests and diseases. Management of occupational injuries and TB, HEP B, lost time statistic's and cost data report for safety committee. Inspects facilities, observe operations and activities, investigate health and safety complaints. Ensure that OHS committee meets monthly and compile report for management. Ensure that hazardous materials are inventoried and securely handled, stored, and transported. Perform audits at hazardous-waste disposal areas. Liaise with private waste collection companies. Keep statistical records and prepare reports ensuring that current waste disposal/handling/transportation legislation is complied with. Monitor levels of pollution from waste disposal sites. Identify waste materials, training management and staff on the proper safety guidelines to follow, and conducting risk assessments on hazardous materials. Evaluate and coordinate storage and handling of hazardous waste.

**ENQUIRIES APPLICATIONS** : Ms M Ngobeni Tel no: 011 535 3190  
: Applications must be delivered to:- Tara the H. Moross Centre, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara H. Moross Centre Private Bag x7 Randburg 2125 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 24 February 2017

**POST 06/115** : **CLINICAL PROGRAMME COORDINATOR REF NO: 000016**  
Directorate: HAST CCLO

**SALARY** : R367 815 - 413- 976 per annum (plus benefits)  
**CENTRE** : West Rand District Health Region A

<b><u>REQUIREMENTS</u></b>	:	Diploma or Degree in nursing and Midwifery. Registration with the SANC as a Professional Nurse. Minimum Seven (7) Years as a Professional Nurse. Valid Driver's Licence. Knowledge of HAS Programmes.
<b><u>DUTIES</u></b>	:	Coordinate HIV/AIDS/STI and related programmes within the District. Liaise with communities and civil society. Liaise with other departments on implementation of HAS Programmes. Be part of Sub District management teams. Compile and submit all relevant reports.
<b><u>ENQUIRIES</u></b>	:	Ms Nonkumbulo Ntozakhe, Tel no: 011 953 4515
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted on a Z83 form with a C.V, certified copies of ID document, driver's license and Qualifications attached. Applications should be submitted directly at the West Rand District Health CNR Vlei and Luipaard Street Krugersdorp or posted to Private  Bag x 2053 Krugersdorp, 1740 or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	24 February 2017
<b><u>POST 06/116</u></b>	:	<b><u>ASSISTANT DIRECTOR: FMU REF NO: 000020</u></b> Directorate: Facility Management Unit
<b><u>SALARY</u></b>	:	R311 784 per annum (plus benefits)
<b><u>REQUIREMENTS</u></b>	:	An appropriate National diploma in building/mechanical with 3-5years as inspector. A qualification in project management will be an added advantage. Knowledge of PFMA, OHS Act, Project management, inspection, presentation and analytical skills. Knowledge of managing Facility Management services in a hospital environment will be an added advantage. Knowledge of National Building Regulations will be an added advantage. Good financial management skills and conflict management. Must be computer literate (MS Office, MS Excel and PowerPoint) Excellent time management and organizational skills. Good communication skills (verbal and non-verbal), report writing skills, negotiation, teambuilding, problem solving, conflict resolution and ability to work under pressure. A valid driver's license.
<b><u>DUTIES</u></b>	:	Ensure overall management of Facility Management Unit, Parking, Accommodation, Garden services and DID – Artisans (Electrical, Mechanical, Building, Plumbing, Carpentry). Supervise and manage resources in Facility Management Unit services departments within the institution. Strengthen record keeping process and implement record management policies. Monitor and report on the quality standard required by the institution. Monitor and report on proper implementation of the National Core Standard requirements of the FMU. Ensure compliance and maintaining the quality standard required by the institution. Monitoring and evaluation of DID staff performance on site. Communicating and liaising with the relevant inspectors and staff from DID and Central Office Infrastructure Management. Attend FMU and DID meetings and compile weekly, monthly and quarterly reports. Participate in inter and intradepartmental committees that deals with issues of FMU. Responsible for performance appraisal and development of staff. Ensure achievement of strategic objectives of the component by ensuring suitable infrastructure in terms of identified need of budget and monitoring construction. Conduct building audits and infrastructure in terms of identified need of budget and monitoring construction. Conduct building audits and identified areas that need attention. Control FMU budget and monitor expenditure. Ensure proper utilization of the infrastructure and Day to Day maintenance budget by monitoring and reporting expenditure. Ensure the implementation of FMU practices, procedures, guidelines and policies. Responsible for implementation of Occupational Health and Safety act. Participate in the development of strategic and operational plans for Facility management sections. Attend meetings for projects and strategic planning. Attend to human resource matters, do record keeping and statistics, compile and submit reports. Plan and implement training programs for FMU staff. Fulfil duties as per PMDS contract and job description. Perform any other duties as delegated by management.
<b><u>ENQUIRIES</u></b>	:	Ms Phumzile Mathabe, Tel no: 011 923-2000
<b><u>APPLICATIONS</u></b>	:	Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665. Or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	24 February 2017

**POST 06/117** : **DENTAL THERAPIST REF NO: 000060**  
Directorate: Community Dentistry

**SALARY** : R262 020–R363 582 per annum (plus benefits)  
**CENTRE** : Wits Oral Health Centre  
**REQUIREMENTS** : Basic qualification accredited with the HPCSA. Registration as a Dental Therapist with the Health Professional Council of South Africa. Proof of current registration. Postgraduate qualification is a requirement. A postgraduate Masters qualification will be an advantage. Recommendation: A postgraduate Masters qualification will be an advantage.

**DUTIES** : Clinical service delivery to communities via Mobile Dental Clinics and at Wits Oral Health Centre; Primary Oral Health Care service delivery such as restorations, scaling and polishing, extractions, emergency root treatment, impressions for study models, pain and sepsis management. Planning and implementation of basic research in oral health; Supervision of undergraduate dental and oral hygiene students involved in outreach programmes; Planning and supervision of oral health education and oral health promotion activities in schools, crèches and communities; Management of activities, timetables, resources and equipment related to mobile dental unit; Compilation of monthly and/or weekly reports of community outreach programmes and clinical service delivery relating to patients; Funding and promotional activities relating to the Division’s Community Outreach Programmes and activities. NB: The candidate should be prepared to perform under pressure and after hours to support academic activities to improve service delivery.

**ENQUIRIES** : Ms L.M. Mazibuko Tel no: 011 488 4898/4850  
**APPLICATIONS** : Applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). No faxed /E-mailed applications will be accepted.

**CLOSING DATE** : 24 February 2017  
**NOTE** : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

**POST 06/118** : **DIAGNOSTIC RADIOGRAPHER GRADE 1/2/3, REF NO: 000059**  
Directorate: General Dental Practice

**SALARY** : R262 020–R363 582 per annum (plus benefits)  
**CENTRE** : Wits Oral Health Centre  
**REQUIREMENTS** : Registration with Health Professional Council of South African as a Diagnostic Radiographer. Basic qualification accredited with the HPCSA and proof of current registration. Postgraduate qualification will be an added advantage.

**DUTIES** : Clinical service delivery to dental patients at Wits Oral Health Centre. Assist with the teaching and clinical supervision of undergraduate dental students. Be able and responsible for the production of high quality diagnostic radiographs in accordance with established departmental protocol. Assist with quality assurance procedures. Provide and ensure a high standard of patient care, safety and radiation protection. Assist in the management and administrative aspects of patient flow in the Dental Radiology Section. Willingness and prepared to development in Maxillo-facial and Oral Radiograph discipline.

**ENQUIRIES** : Ms LM Mazibuko Tel no: 011 488 4898/4850  
**APPLICATIONS** : Applicants to attach all the necessary documents which are certified in your application including your valid identity document, CV with referees, relevant certified qualifications, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified. Applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). NB: Upload your certified documents if you apply online. No faxed /E-mailed applications will be accepted.

**CLOSING DATE** : 24 January 2017  
**NOTE** : NB: The candidate should be prepared to perform under pressure and after hours to support academic activities to improve service delivery

**POST 06/119** : **SOCIAL WORKER GRADE 1 REF NO: 000039**  
Directorate: Allied

**SALARY** : R211 263.per annum (plus benefits)  
**CENTRE** : Sterkfontein Hospital, Krugersdorp  
**REQUIREMENTS** : Formal Tertiary Qualification in Social Work that allows Professional Registration with the SACSSP. Computer Literate. Valid Driver's License

**DUTIES** : Must have knowledge and understanding of Human behavior and social systems. Must be able to intervene at the points where people interact with their environment in order to promote social well-being. Must be able to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Must understand and be able to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Must demonstrate an understanding of social work policies, legislation and related legal and ethical social work practices. Must be able to work effectively within teams including social work teams and multi-disciplinary teams. Must be able to work effectively, co-operatively, amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work. Must demonstrate basic computer literacy as a support tool to enhance service delivery. Must demonstrate compassion, be able to respect and build positive relationships with clients. Must be able to build a positive relationship of trust with colleagues. Must demonstrate social work values and the principles of human rights and social justice. Must have a basic understanding of the Mental Health Care Act.

**ENQUIRIES** : Ms RO Reddy, Tel no: 011 951-8298  
**APPLICATIONS** : Application must be submitted or hand-delivered on Z83 form, certified copies of C.V., ID, and Qualifications to be attached. Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 24 February 2017

**POST 06/120** : **HUMAN RESOURCE OFFICER REF NO: 000021**  
Directorate: Human Resource Development

**SALARY** : R211 194 per annum (plus benefits)  
**CENTRE** : Tembisa Provincial Tertiary Hospital  
**REQUIREMENTS** : Degree/ National Diploma or equivalent qualification in training field with 2 years experience at Human Resource. Grade 12 with 5 to 10 years experience in Human Development. Excellent communication (verbal and written). Good interpersonal relations and organizational skills. Ability to interpret HR policies and prescripts. Knowledge of PERSAL, ability to work with confidential information and under pressure, Driver's license and knowledge of Employee Relations will be an added advantage. A driver's licence.

**DUTIES** : Monitor and coordinate PMDS, implement and execute effective Human Resource functions. Manage and update staff Human Resource Skills Development. Liaise with different work streams at GDF and internally on service benefits issues. Manage Skills Audit and Identification of Training needs. Co-ordinate the development of Policies. Manage development of course Manuals. Manage facilitation of internship and Learnership Programmes. Manage the implementation of AET (Adult Education Training) programme. Manage compilation of Workplace Skills Plan (WSP) and HRD report. Coordinate and render an effective HR advisory service to management Performance Management Development System. Provide training and support to subordinates. Allocate and control delegated work, provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Coordinate recruitment and selection processes. Attend to HR related enquiries.

**ENQUIRIES** : Mr N Ramolumisi, Tel no: 011 923-2080  
**APPLICATIONS** : Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 OlifantsFontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev RJT Namene Drive Olifantsfontein 1665 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 24 February 2017

**POST 06/121** : **HUMAN RESOURCE CLERK REF NO: 000022**  
Directorate: Human Resource

**SALARY** : R142 461 per annum (plus benefits)  
**CENTRE** : Tembisa Provincial Tertiary Hospital  
**REQUIREMENTS** : Grade 12 Qualification or equivalent. (Diploma in Human Resource will be an added advantage). To have appropriate and relevant experience with minimum of 1- 2 years. Computer literacy (Ms Word, Ms Excel). Knowledge of the Human Resource Administration Processes. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle information confidentially. Sound verbal and written communication skills. Good telephone etiquette and interpersonal relations skills. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within human resource department. Knowledge of regulations and the legislative framework related to personal administration. Knowledge and experience of the PERSAL System will be an added advantage.

**DUTIES** : Perform administration duties, PMDS, assist in managing and update staff Human Resource Skills Development, and perform duties such as appointments, promotions, transfers, staff establishment, and HR information, and leave Management, salary and terminations. Assist with the co-ordination the development of Policies and assist in managing development of course Manuals. Administer in facilitation of internship and learnership Programmes. Attend to the implementation of AET (Adult Education Training). Assist in compilation of Workplace Skills Plan (WSP) and HRD report. Coordinate and render an effective HR advisory service to Management Performance Development System. Provide monthly statistics and reports. Provide administrative service and ensure compliance with applicable legislation. Attend to HR related enquiries.

**ENQUIRIES** : Mr. N. Ramolumisi Tel no: 011 923-2080  
**APPLICATIONS** : Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 OlifantsFontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namane Drive Olifantsfontein 1665 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 24 February 2017

**POST 06/122** : **SECRETARY: FMU REF NO: 000023**  
Directorate: Facility Management Unit

**SALARY** : R142 461 per annum (plus benefits)  
**REQUIREMENTS** : Secretarial Diploma with 1 year experience/Grade 12 with 3 years Secretarial experience. Computer literacy (Microsoft Word, Excel and PowerPoint, Outlook) plus ability to work independently. Recommendations: Office organization skills; General Filing Skills; Communicate efficiently (verbal and written).

**DUTIES** : Receive works order, log call for maintenance and clinical engineering unit; record all works orders in the recording system accordingly; liaise with workshop on works orders not attended to; handle routine inquiries; keep and maintain the filing system for the unit; stock control of office stationery; record movement of documents (incoming and outgoing); file documents orderly perform FMU functions, make copies, fax documents, send and receive e-mails; order, issue and receive stock; compile weekly and monthly report of all call logged maintenance and clinical engineering unit.

**ENQUIRIES** : Ms Phumzile Mathabe, Tel no: 011 923-2000  
**APPLICATIONS** : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665. Or apply online at: [ww.gautengonline.gov.za](http://ww.gautengonline.gov.za)

**CLOSING DATE** : 24 February 2017



## PROVINCIAL TREASURY

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



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 24 February 2017
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. 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 POST

- POST 06/123** : **DEPUTY DIRECTOR: AUDIT COMMITTEE SECRETARIAT**  
Chief Directorate: Risk Management  
Re-advertisement. This position was previously advertised in circular 43 of 2016, post 43/93. Candidates who applied previously are encouraged to re-apply.
- SALARY** : R612 822 per annum (All-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : National Diploma/Degree in Business/Public Administration, 3-5 years experience in the public sector in the area of minute taking or report writing of which 2 years should be in a supervisory role. Experience in a Finance/Auditing environment will be an added advantage.
- DUTIES** : Ensure that Audit Committees are managed effectively and efficiently as per legislation and framework in place. Facilitate and attend Audit Committee meetings. Ensure prompt minute-taking and distribution to Members and relevant Stakeholders. Facilitate the review and implementation of the Audit Committee Charter and the evaluation of the Audit Committee. Provide support to Cluster Audit Committees and ensure Members operate in an enabling environment in order to meet their objectives and operate in accordance with the Audit Committee Charter. Overall management and development of staff members within the unit.
- ENQUIRIES** : Ms. Tshiamo Sokupha Tel no: (011) 227-9000
- NOTE** : All shortlisted candidates will be required to write a simulation test.

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL  
DEPARTMENT OF HEALTH**

- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
- CLOSING DATE** : 24 February 2017
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS, THERE WILL BE NO PAYMENT OF S&T CLAIMS.

**OTHER POSTS**

- POST 06/124** : **MEDICAL SPECIALIST REF NO: MEDSPECPAED/1/2017**  
Department: Paediatric Medical Dept
- SALARY** : Grade 1: Medical Specialist- R924 378 pa all inclusive salary package (excluding commuted overtime). Experience: No Experience required. Registrars who have completed Registrar training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Medical Specialist (Paediatrics).  
Grade 2: Medical Specialist- R1 056 915 pa all inclusive salary package (excluding commuted overtime). Experience :5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics).  
Grade 3: Medical Specialist– R1 226 595 pa all inclusive salary package (excluding commuted overtime). EXPERIENCE: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics).
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: MB; ChB; Current registration with the HPCSA as a Specialist in Paediatrics. The incumbent must have a strong interest in Paediatric haematology and oncology. Advantage: Experience in Haematology and or Oncology will be an advantage  
KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED: Broad knowledge of working in general Paediatrics and Ethics. Good communication and supervisory skills.. Appropriate specialist assessment, diagnosis and management of patients. .Familiarity with procedures and management protocols. Working with multi-disciplinary teams. .Supervision and teaching of Undergraduates and post-graduates, Behavioral attributes: Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.
- DUTIES** : The core function of this post is to assist in the delivery of Paediatric Oncology services for the province. This includes outpatient consultation and management and the commissioning of in-patient beds at IALCH for the subspecialty. The duties will include training of registrars, undergraduate and postgraduate students. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. The incumbent is expected to work closely with other cancer units in the country and to utilize national protocols where appropriate. Duties also include participating in the Outreach programme and appropriate research. The incumbent will assist with Paediatric services as determined by the Clinical HOD Paediatric Medical. The incumbent is expected to perform after hours calls and relief duties and be part of multi-disciplinary team when deems necessary
- ENQUIRIES** : Dr R Thejpal (Clin HOD Paediatric Medical) at (031) 2401536.

## DEPARTMENT OF SOCIAL DEVELOPMENT

**CLOSING DATE** : 24 February 2017  
**NOTE** : Applications must be submitted on form Z83 and should be accompanied by a CV and original certified copies of all educational qualifications, Identity document and A valid driver's license required by the post advertised. Applications must be forwarded to relevant address. Applicants must indicate the reference number of the post applied and the centre on Form Z83. Application forms Z83 (Application for Employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer. Applicants who will promote the achievement of employment equity targets and who meet minimum appointment requirements will be given preference. The employment is subject to signing of the employment contract and annual performance agreement. The candidates will be required to undergo security clearance, competency based assessment and to disclose financial interests in accordance with relevant prescripts. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his/ her application was not successful.

### MANAGEMENT ECHELON

**POST 06/125** : **DEPUTY DIRECTOR-GENERAL: SOCIAL SERVICES REF NO: DSD1/01/2017HO**

**SALARY** : R1 299 501 per annum, Level 15 (all inclusive remuneration package)  
**CENTRE** : Head Office: Pietermaritzburg  
**REQUIREMENTS** : Qualifications: Honours Degree in Social Sciences (NQF level 8); 8-10 years of experience at a senior managerial level. A valid driver's license Knowledge: Constitution of the Republic of South Africa; Policy analysis; Public Sector; Public Service Act and Regulations; Labour Relations Act; Social Welfare Laws; Community Development; Administrative Law; Research Methodology; PFMA and Treasury Regulations; Provincial Growth and Development Plan; Organizational behavior analysis; Development systems. Skills/Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

**DUTIES** : Manage the provision of social services; Manage the provision of development and research; Integrate, coordinate and manage service delivery at district offices; Provide quality assurance services; Manage the provision of office management and support and special project services; Manage resources of the branch.

**ENQUIRIES** : Ms NG Khanyile Tel no: 033 264 5400/06  
**APPLICATIONS** : Direct your application to: The Head of Department: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200. Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg 3200

**FOR ATTENTION** : Dr ML Ngcongco

**POST 06/126** : **CHIEF DIRECTOR: FINANCIAL SERVICES REF NO: DSD3/01/2017 HO**  
Re-advertisement

**SALARY** : R1 068 564 per annum, Level14 (all inclusive remuneration package)  
**CENTRE** : Head Office: Pietermaritzburg  
**REQUIREMENTS** : Qualifications: Bachelors Degree in Financial Management/ Accounting (NQF level 7); 5 years experience at a senior managerial level and in Financial Management field; A valid Driver's license. Knowledge: Constitution of the Republic of South Africa , Public Sector; Policy analysis and development; Public Service Act and Regulations; PFMA and Treasury Regulations; Labour Relations Act; Interpretation of Statutes; Administrative Law; Research Methodology; Procurement Legislation. Skills/Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

**DUTIES** : Ensure effective rendering of accounting services; Ensure the provision of budget control services; Ensure the provision of effective supply chain management services; Ensure the effective and efficient provision of infrastructure and management services; Manage the provision of strategic direction and ensure the formulation of policies in relation to financial management; Ensure sound management of resources within the component. Candidates who applied previously are encouraged to apply.

**ENQUIRIES APPLICATIONS** : Ms NG Khanyile Tel no: (033) 264 5400/06  
: Direct your application to: The Head of Department: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200. Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg 3200

**FOR ATTENTION** : Dr ML Ngcongo

**POST 06/127** : **DIRECTOR: ACCOUNTING SERVICES REF NO: DSD4/01/2017 HO**  
Re-advertisement

**SALARY CENTRE REQUIREMENTS** : R898 743 per annum, Level 13 (all inclusive remuneration package)  
: Head Office: Pietermaritzburg  
: Qualifications: Bachelors Degree in Financial Management/ Accounting (NQF level 7); 5 years experience at a middle managerial level; A valid Driver's license. Knowledge: Constitution of the Republic of South Africa, Public Sector; PFMA and Treasury Regulations, Financial Handbook, Public Service Act and Regulations, Procurement Legislation. Skills/Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

**DUTIES** : Ensure the rendering of expenditure control services; Facilitate the implementation of a comprehensive financial management system and provide BAS systems support for the Department; Ensure the rendering of banking services; Ensure the rendering of salaries administration services; Ensure effective management of suspense accounts; Manage and co-ordinate resources for the Directorate. Candidates who applied previously are encouraged to apply

**ENQUIRIES APPLICATIONS** : Mr TE Mposula Tel no: (033) 264 5412  
: Direct your application to: The Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg 3200. Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg 3200

**FOR ATTENTION** : Dr ML Ngcongo.

**POST 06/128** : **DIRECTOR: AMAJUBA DISTRICT REF NO: DSD5/01/2017 AMAJ**

**SALARY CENTRE REQUIREMENTS** : R898 743 per annum, Level 13 (all inclusive remuneration package)  
: Amajuba District  
: Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a social worker; 5 years experience at a middle managerial level; A valid Driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; PFMA and Treasury Regulations; Fraud Prevention Strategies; Social Welfare Laws; Labour Relations Act; Non-Profit Organizations Act; Basic Conditions of Employment Act; Procurement Legislation; Public Participation; Community Outreach; Service Delivery Framework; Provincial Growth and Development Plan. Skills/Core competencies: strategic capability and leadership; people management and empowerment; Programme and Project Management; Financial management; change management; Knowledge Management; Service Delivery Innovation; problem solving and analysis; Client Orientation and Customer Focus; Communication; Computer; Facilitation; Presentation.

**DUTIES** : Ensure the rendering of effective and efficient social welfare services; Ensure the rendering of effective and efficient community development services; Undertake service delivery quality assurance; Ensure the rendering of financial management services; Ensure the rendering of effective and efficient corporate support services; Manage and co-ordinate resources of the District.

**ENQUIRIES APPLICATIONS** : Mrs PM Mhlongo Tel no: (036) 634 6600  
: Direct your application to: The District Director: Department of Social Development, Private Bag X6680, Newcastle 2940. Or Physical Address: 113 Panorama Drive, Lenoxton, Newcastle 2940. For Attention: Mr TM Nguse.

**OTHER POSTS**

- POST 06/129** : **DEPUTY DIRECTOR: CORPORATE SUPPORT SERVICES 5 POSTS REF: DSD18/01/2017ILEMB (UTHUKELA DISTRICT) REF: DSD19/01/2017UTHUK, (UMZINYATHI DISTRICT) REF: DSD20/01/2017UMZ REF: DSD17/01/2017ETHND**
- SALARY CENTRE** : R726 276 per annum, Level 12 (all inclusive remuneration package)  
: (Ugu District) REF: DSD16/01/2017UGU, (Ethekwini North District), (Ilembe District)
- REQUIREMENTS** : Qualification: Bachelor's Degree/ 3 year National Diploma in Financial Management/ accounting/ Human Resource Management/ Public Administration/ Management/ Business Administration; 3 - 5 years Junior management experience; A valid driver's license Knowledge: Constitution of the Republic of South Africa ; Working knowledge of the Public Sector; Public Service Act and Regulations; PFMA and Treasury Regulations; Supply Chain Management Practices and Procedures; Labour Relations Act; Basic Condition of Employment Act; Service Delivery Frameworks; PERSAL; Code of Conduct. Skills: Communication; Listening; decision making; Leadership; management; Planning and organizing; Interpersonal relations and networking; Coordinating; problem solving; Project Management; Presentation; Time management; Financial and human resource management; Computer literacy; Analytical Thinking.
- DUTIES** : Manage and Facilitate the provisioning of Human Resource Management Services; Provide Financial Management and Accounting Services; Provide auxiliary Services; Provide Supply Chain Management services; Manage the provision of Information Communication and Technology Services; Ensure the implementation and coordination of corporate service policies in the district; Manage resources of the component.
- ENQUIRIES** : Mr ST Mphuthi Tel no: (039) 682 7506 (Ugu District); Ms NPD Hlatshwayo (Umzinyathi District) (034) 212 3972; Mrs NC Mhlongo (Ethekwini North District) (031) 336 8872; Mrs SM Sikhakhane (Ilembe District) (031) 336 8818; Ms N Murugan (036) 634 6600 (Uthukela District)
- APPLICATIONS** : Direct your application to: For Ugu District please use this address: The Chief Director, Department of Social Development, Private Bag X1724, Pietermaritzburg, 3200. Or Physical Address: 158 Langalibalele Street, Karl Eggers Building, Pietermaritzburg, 3200. For Attention: Mr MN Mhlongo.  
For eThekweni North and Ilembe District: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8<sup>th</sup> Floor, Durban, 4000. For Attention: Mrs ZM Nzimande.  
For Uthukela District: District Director, Department of Social Development, Private Bag X9917, Ladysmith, 3370. Or Physical Address: 108 Rholihlahla Street, Peters, Ladysmith, 3370. For Attention: Mr PM Mpanza.  
For Umzinyathi District: District Director, Department of Social Development, Private Bag X2057, Dundee, 3000. Or Physical Address: 50 Grey Street, Dundee, 3000. For Attention: Mr VN Nyathikazi.
- POST 06/130** : **SERVICE OFFICE MANAGER 5 POSTS**
- SALARY CENTRE** : R726 276 per annum, Level 12 (all inclusive remuneration package)  
: Hlabisa Service Office DSD21/01/2017HLA (Umkhanyakude District); Umzumbe Service Office DSD22/01/2017UMZ (Ugu District); Dukuza Service Office DSD23/01/2017DUK (Uthukela District); KwaDukuza Service Office DSD24/01/2017KWADUK (Ilembe District); Maphumulo Service Office DSD25/01/2017MAPH (Ilembe District)
- REQUIREMENTS** : Qualifications: Bachelor's Degree in Social Work; registration as a Social Worker with South African Council for Social Services Profession (SACSSP). 7 years' experience as a Social Worker plus 3-5 years junior managerial experience. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; PFMA and Treasury Regulations; Labour Relations, Service Delivery Frameworks; Human Resource Management; Public participation; Community outreach; extensive understanding of Social Welfare Services, Development and research as well as relevant legislation and policies. Skills: Communication, Report writing; Time management; Project Management; Leadership; Diversity Management; Decision Making; Presentation and facilitation; Problem solving; Conflict management; Interpersonal Relations, Interviewing.

- DUTIES** : Provide strategic direction and leadership to the Service Office. Provide Social Welfare Services; Provide Community Development Services; Ensure the provision of Corporate Support Services; Implement service delivery improvement programme; Manage the resources of the Service Office.
- ENQUIRIES** : Ms B Mchunu (035) 395 9637 (Umkhanyakude District)  
Mr ST Mphuthi (039) 682 7506 (Ugu District);  
Ms N Murugan- Uthukela District) (036) 634 6600;  
Mrs SM Sikhakhane (Ilembe District) (031) 336 8818
- APPLICATIONS** : Direct your application to: For Umkhanyakude District please use this address: The Chief Director, Department of Social Development, Private Bag X33, Ulundi, 3838. Or Physical Address: King Dinuzulu Highway, Administration Building, 2nd floor zone 3, Ulundi, 3838. For Attention: Mrs FN Ntombela.  
For Ugu District: The Chief Director, Department of Social Development, Private Bag X1724, Pietermaritzburg, 3200. Or Physical Address: 158 Langalibalele Street, Karl Eggers Building, Pietermaritzburg, 3200. For Attention: Mr MN Mhlongo.  
For Uthukela District: District Director, Department of Social Development, Private Bag X9917, Ladysmith, 3370. Or Physical Address: 108 Rholihlahla Street, Peters, Ladysmith, 3370. For Attention: Mr PM Mpanza.  
For Ilembe District: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8<sup>th</sup> Floor, Durban, 4000. For Attention: Mrs ZM Nzimande.
- POST 06/131** : **MANAGER: COMMUNITY DEVELOPMENT GRADE 1 6 POSTS**
- SALARY CENTRE** : R664 332 per annum (all inclusive remuneration package)  
Umgungundlovu District REF: DSD6/01/2017UMG, Ethekwini South District REF: DSD7/01/2017ETHSD, Amajuba District) REF: DSD8/01/2017AMAJ, Ilembe District REF: DSD9/01/2017ILEMB, (Harry Gwala District) REF: DSD10/01/2017HARRY, Ugu District REF: DSD11/01/2017UGU
- REQUIREMENTS** : Qualifications: Bachelor's Degree/ National Diploma in Development Studies/ Community Development, plus a minimum of 10 years recognizable experience in Community Development field/arena. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Non-Profit Organizations Act; Extensive knowledge on theories and systems, skills, attitudes and values in Community Development; understanding of individual and group behavior, its interrelations within community structures, dynamics of community and current legislation to enable interventions; the ability and competence to manage community development and structures; ability to influence individual and groups to participate in their own self-empowerment ventures; PFMA and Treasury Regulations. Skills: Communication; Presentation; Problem solving; Complex research; Financial Management; Project management; Computer literacy; Policy formulation and implementation; Complex report writing.
- DUTIES** : Manage the identification; facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders through efficient; Effective and economical utilization of resources by the unit/sub directorate; Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements; Develop proposals to amend/ maintain the relevant acts and policies where required; Manage a community development unit/ sub-directorate to ensure that efficient and effective community development service is delivered through the Proper utilization of human, financial and physical resources; Keep up to date with new development in the community development and management field to enhance service delivery; Plan and ensure that research on community development is undertaken; Manage the resources of the component.
- ENQUIRIES** : Mrs CD Zondi (033) 395 9748 (Umgungundlovu District); Mr ST Mphuthi (039) 682 7506 (Ugu District); Ms NJ Mzizi (039) 834 1176 (Harry Gwala District); Mr TI Mzolisa (Ethekwini South District) (031) 336 8700; Mrs SM Sikhakhane (Ilembe District) (031) 336 8818; Mr DBB Msimango (Amajuba District) (034) 317 2529
- APPLICATIONS** : Direct your application to: For Umgungundlovu, Harry Gwala and Ugu District please use this address: The Chief Director, Department of Social Development, Private Bag X1724, Pietermaritzburg, 3200. Or Physical Address: 158 Langalibalele Street, Karl Eggers Building, Pietermaritzburg, 3200. For Attention: Mr MN Mhlongo.  
For eThekwini South and Ilembe District: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr

Pixley KaSeme Street, Liberty Towers 8<sup>th</sup> Floor, Durban, 4000. For Attention: Mrs ZM Nzimande.

For Amajuba District: District Director, Department of Social Development, Private Bag X6680, Newcastle, 2940. Or Physical Address: 113 Panorama drive, Lenoxton, Newcastle, 2940. For Attention: Mr TM Nguse.

**POST 06/132** : **SOCIAL WORK MANAGER GRADE 1 2 POSTS REF NO: DSD12/01/2017ETHSD, REF NO: DSD13/01/2017AMAJ**

**SALARY** : R 664 332 per annum (all inclusive remuneration package)  
**CENTRE** : (Ethekwini South District) (Amajuba District)  
**REQUIREMENTS** : Qualifications: Bachelor's Degree in Social Work, Registration with the South African Council for Social Services Profession as a social worker, plus a minimum of 10 years' experience in Social Work after registration as Social Worker with SACSSP. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; KZN Provincial Growth and Development Strategy; Millennium Development goals; White Paper on Social Welfare Services; Social Service Professions Act as amended; Framework for Social Welfare Services; Professional Compliance Framework for Social Welfare Services; Integrated Social Development Strategy; Generic Business Processes for Social Welfare; Supervision Framework in Social Welfare Services; Human Rights in the delivery of Social Welfare Services; The Constitution of Republic of South Africa; Non-Profit Organizations Act; Policy on Financial Awards 2005; Promotion of Equality and Prevention of Unfair Discrimination Act (PEPUDA). Skills: Communication, Listening, Interpersonal, Computer, Research, Problem solving, Advance report writing, Conflict management, Time management, Advanced welfare counseling, Presentation, Financial Management, Leadership.

**DUTIES** : Provide a Social Work service of the highest, most advanced and specialized nature within a defined area/s of specialization with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders; Attend to any other matters that could result in, or stem, social instability in any form; Facilitate the development and planning of programmes and interventions to render a Social Work service through the efficient, economical and effective utilization of financial resources; Manage Social Work unit to ensure that efficient and effective Social Work service is delivered through the efficient utilization of human resources; Keep up to date with new developments in the community development field to enhance service delivery; Plan and ensure that Social Work research and development are undertaken; Manage the resources of the component.

**ENQUIRIES** : Mr TI Mzolisa- Ethekwini South (031) 336 8700; Mr DBB Msimang (034) 317 2529  
**APPLICATIONS** : Direct your application to: For eThekweni South District please use this address: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8<sup>th</sup> Floor, Durban, 4000. For Attention: Mrs ZM Nzimande.  
For Amajuba District: District Director, Department of Social Development, Private Bag X6680, Newcastle, 2940. Or Physical Address: 113 Panorama drive, Lenoxton, Newcastle, 2940. For Attention: Mr TM Nguse.

**POST 06/133** : **SOCIAL WORK MANAGER GRADE 1-QUALITY ASSURANCE REF NO: DSD14/01/2017ETHSD**

**SALARY** : R 664 332 per annum (all inclusive remuneration package)  
**CENTRE** : Ethekwini South District  
**REQUIREMENTS** : Qualifications: Bachelor's Degree in Social Work, Registration with the South African Council for Social Services Profession as a social worker, plus a minimum of 10 years experience in Social Work after registration as Social Worker with SACSSP. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; KZN Provincial Growth and Development Strategy; Millennium Development goals; White Paper on Social Welfare Services; Social Service Professions Act as amended; Framework for Social Welfare Services; Professional Compliance Framework for Social Welfare Services; Integrated Social Development Strategy; Generic Business Processes for Social Welfare; Supervision Framework in Social Welfare Services; Human Rights in the delivery of Social Welfare Services; The Constitution of Republic of South Africa; Non-Profit Organizations Act; Policy on Financial Awards 2005; Promotion of Equality and Prevention of Unfair Discrimination Act (PEPUDA). Skills Communication,

Listening, Interpersonal, Computer, Research, Problem solving, Advance report writing, Conflict management, Time management, Advanced welfare counseling, Presentation, Financial Management, Leadership.

**DUTIES** : Ensure that professional quality assurance service is provided at highest level within a defined area of specialization with regard to care, support, protection of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders; Facilitate the development and planning of programmes and interventions to render a Social Work service through efficient, economical and effective utilization of financial resources; Implement professional quality assurance programmes in the District; Keep up to date with new developments in the community development field to enhance service delivery; Plan and ensure that Social Work research and development are undertaken.

**ENQUIRIES APPLICATIONS** : Mr TI Mzolisa (Ethekwini South District) (031) 336 8700.  
: Direct your application to: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8<sup>th</sup> Floor, Durban, 4000

**FOR ATTENTION** : Mrs ZM Nzimande

**POST 06/134** : **DEPUTY DIRECTOR: SKILLS DEVELOPMENT STRATEGIES REF NO: DSD15/01/2017 HO**

**SALARY CENTRE REQUIREMENTS** : R 612 822 per annum (all inclusive remuneration package), Level 11  
: Head Office: Pietermaritzburg  
: Qualifications: Degree/ National Diploma in Human Resource Management/ Public Administration/ Management. 3-5 years' junior managerial experience in Human Resource Management. A valid driver's license Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations, PFMA and Treasury Regulations, Sector Skills Plan; All training legislation. Skills: Communication; organizing; leadership, interpersonal relations; report writing; problem solving; project management; analytical thinking.

**DUTIES** : Develop and maintain a work place skills plan; Advise and guide the line function on training; Monitor and evaluate skills development programme; Facilitate performance management; develop policies and strategies aimed at improving service delivery; manage resources of the sub directorate.

**ENQUIRIES APPLICATIONS** : Mr VW Gumede (033) 264 2208/2078  
: Direct your application to: The Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200. Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg, 3200

**FOR ATTENTION** : Dr ML Ngcongo

**POST 06/135** : **ASSISTANT DIRECTOR: SUSTAINABLE LIVELIHOODS 5 POSTS**

**SALARY CENTRE** : R402 966- R453 540, per annum, Grade 1  
: Ethekwini North District REF: DSD104/01/17ETHEND  
: Ethekwini South District REF: DSD105/01/17ETHESD  
: Uthukela District REF: DSD106/01/17UTHUK  
: Harry Gwala District) REF: DSD107/01/17HARRY  
: Ugu District) REF: DSD108/01/17UGU

**REQUIREMENTS** : Qualification: Bachelor's Degree/ National Diploma in Development Studies/ Community Development plus a minimum of 8 years' experience in community development field/arena. A valid driver's license. Knowledge: Non-Profit Organizations Act; PFMA and Treasury Regulations; Public Service Act and Regulations; Labour Relations; Community development; inter-sectoral collaboration and partnerships; inter-governmental relations; Knowledge and understanding of individual and group behavior. Skills: Project management; Planning and organizing; Problem solving, Conflict resolution; Computer literacy, communication, Complex research; Presentation; Policy formulation and implementation.

**DUTIES** : Implement and maintain sustainable livelihood policies; Keep up to date with new developments in the sustainable livelihoods field; Conduct research and development; Implement poverty alleviation and community mobilization programmes. Manage resources.

**ENQUIRIES** : Mrs NC Mhlongo (031) 336 8872 eThekweni North District  
: Mr TI Mzolisa (031) 336 8787 Ethekwini South District  
: Mrs ET Majola (036) 634 6600 Uthukela District  
: Mrs NJ Mzizi (039) 834 1176 (Harry Gwala District



<b><u>APPLICATIONS</u></b>	: Mr ST Mphuthi (039) 682 7506 Ugu District Direct your application to: For eThekweni North and eThekweni South District; please use this address: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8 <sup>th</sup> Floor, Durban, 4000. For Attention: Mrs ZM Nzimande. For uThukela District: District Director, Department of Social Development, Private Bag X9917, Ladysmith, 3370. Or Physical Address: 108 Rholihlahla Street, Peters, Ladysmith, 3370. For Attention: Mr PM Mpanza. For Harry Gwala and Ugu District: The Chief Director, Department of Social Development, Private Bag X1724, Pietermaritzburg, 3200. Or Physical Address: 158 Langalibalele Street, Karl Eggers Building, Pietermaritzburg, 3200. For Attention: Mr MN Mhlongo.
<b><u>POST 06/136</u></b>	: <b><u>SOCIAL WORK SUPERVISOR 12 POSTS</u></b>
<b><u>SALARY CENTRE</u></b>	: R 318 102 - R368 766 per annum, Grade 1- 4 Umbumbulu Service Office (2) DSD31/01/2017UMBU (eThekweni South District); Ensimbini Service Office DSD32/01/2017ENSI (eThekweni South District); KwaDukuza Service Office DSD33/01/2017KWADUK (Ilembe District) Engoje Service, Office DSD34/01/2017ENGO ( Zululand District); Nqutu Service Office DSD35/01/2017NQU (Umzinyathi District); Kokstad Service, Office (2) DSD36/01/2017KOK (Harry Gwala District); Phoenix Service Office DSD37/01/2017PHOEN (eThekweni North District); Dundee Service Office DSD38/01/2017DUND (Umzinyathi District); Harding Service Office DSD39/01/2017HARD (Ugu District); Maphumulo Service Office DSD40/01/2017MAPH ( Ilembe District)
<b><u>REQUIREMENTS</u></b>	: Qualifications: Bachelor's degree in Social Work; Registration with the South African Council for Social Services Professions as Social Worker; Proof of current registration; plus a minimum of 7 years recognizable experience in social work after registration as Social Worker with SACSSP. A valid driver's license Knowledge: Knowledge and understanding of human behavior and social system, The ability and competency to ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem solving capabilities, prevent and alleviate distress and use resources efficiently and effectively, Understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at risk and effectively, Ability to compile complex report. Skills: Presentation, Problem solving, Computer, Interpersonal relationship, Communication; Research, report writing, Financial management, Supervisory, welfare counseling, analytical, organizing, conflict management.
<b><u>DUTIES</u></b>	: Ensure that a social work service with regard to care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all administrative functions required in the unit and undertake the higher level administrative functions.
<b><u>ENQUIRIES</u></b>	: Mrs NG Zungu (031) 915 0011(Umbumbulu and Ensimbini Service Office) Mrs SM Sikhakhane (031) 336 8819/35 (KwaDukuza and Maphumulo Service Office) Mrs T Msane (034) 907 5083 (Engoje Service Office) Ms Z Nkomentaba (034) 271 1921 (Nquthu Service Office) Mr TS Mokwena (039) 727 3556 (Kokstad Service Office) Mrs SS Mazibuko (034) 212 1319 (Dundee Service Office) Mrs S Moodley (031) 507 8827 (Phoenix Service Office) Mrs NG Tshalata (039) 433 1010 (Harding Service Office)
<b><u>APPLICATIONS</u></b>	: Direct your application to: For eThekweni South, eThekweni North and Ilembe District: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8 <sup>th</sup> Floor, Durban, 4000. For Attention: Mrs ZM Nzimande. For Zululand District: Chief Director, Department of Social Development, Private Bag X 33, Ulundi, 3838. Or Physical Address: King Dinuzulu Highway, Administration Building, 2 <sup>nd</sup> floor zone 3, Ulundi, 3838. For Attention: Mrs FN Ntombela. For Umzinyathi District: District Director, Department of Social Development, Private Bag X2057, Dundee, 3000. Or Physical Address: 50 Grey Street, Dundee, 3000. For Attention: Mr VN Nyathikazi.

For Harry Gwala and Ugu District: The Chief Director, Department of Social Development, Private BagX1724, Pietermaritzburg, 3200. Or Physical Address: 158 Langalibalele Street, Karl Eggers Building, Pietermaritzburg, 3200. For Attention: Mr MN Mhlongo

- POST 06/137** : **SOCIAL WORKER: RESTORATIVE SERVICES 2 POSTS**
- SALARY** : R318 102 - R368 766 per annum, Grade 1- 4
- CENTRE** : Zululand District REF: DSD41/01/17ZUL  
Ilembe District REF: DSD42/01/17ILEMB
- REQUIREMENTS** : Qualifications: Bachelor's Degree in Social Work; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver's license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports . Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.
- DUTIES** : Render an advanced and specialized Social Crime Prevention (VEP) services with regard to the care, support, protection and developmental of vulnerable individuals, groups, families and communities through the relevant programs. Attend to any other matters that could result in or stem from, social instability in any form; Keep up to date with new developments in Social crime prevention services; Perform all the administrative functions required of the job.
- ENQUIRIES** : Mr BM Gumede (035) 874 8502 (Zululand District); Mrs SM Sikhakhane (Ilembe District) (031) 336 8818
- APPLICATIONS** : Direct your application to: For Zululand District please use this Address: Chief Director, Department of Social Development, Private Bag X 33, Ulundi, 3838. Or Physical Address: King Dinuzulu Highway, Administration Building, 2<sup>nd</sup> floor zone 3, Ulundi, 3838. For Attention: Mrs FN Ntombela.  
For Ilembe District: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8<sup>th</sup> Floor, Durban, 4000. For Attention: Mrs ZM Nzimande.
- POST 06/138** : **SOCIAL WORKER- HIV/AIDS REF NO: DSD43/01/17ILEMB**
- SALARY** : R318 102 - R368 766 per annum, Grade 1- 4
- CENTRE** : Ilembe District
- REQUIREMENTS** : Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Service Professions as Social Worker; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. Valid driver's license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.
- DUTIES** : Render an advanced HIV/AIDS services, protection and development of vulnerable individuals, groups, families and communities through the relevant programs. Attend to any other matters that could result in or stem from, social instability in any form; Keep up to date with new developments in the HIV/AIDS; Perform all the administrative functions required of the job.
- ENQUIRIES** : Mrs SM Sikhakhane - Ilembe District Tel no: (031) 336 8818

**APPLICATIONS** : Direct your application to: The Chief Director: Department of Social Development, Private Bag X1503, Durban, 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8<sup>th</sup> Floor, Durban, 4000

**FOR ATTENTION** : Mrs ZM Nzimande

**POST 06/139** : **SOCIAL WORKER: OLDER PERSONS AND PEOPLE WITH DISABILITIES REF NO: DSD103/01/17UTHUK**

**SALARY** : R318 102 - R368 766 per annum, Grade 1- 4

**CENTRE** : UThukela District

**REQUIREMENTS** : Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Service Professions as Social Worker; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A Valid driver's license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the ability to promote, restore, maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

**DUTIES** : Render an advanced and specialized services to Older Persons and People with Disabilities with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programs. Attend to any other matters that could result in, or stem from, social instability in any form. Keep up to date with new developments in respect of Older Persons and People with Disabilities. Perform all the administrative functions required of the job.

**ENQUIRIES** : Mrs N Murugan Tel no: (036) 634 6600 (Uthukela District)

**APPLICATIONS** : Direct your application to: The District Director: Department of Social Development; Private Bag X9917, Ladysmith, 3370. Or Physical Address: 108 Rholihlahla Street, Peters, Ladysmith, 3370

**FOR ATTENTION** : Mr PM Mpanza

**POST 06/140** : **REPAIR AND MAINTENANCE COORDINATOR REF NO: DSD28/01/2017 HO**

**SALARY** : R 311 784 per annum, Level 09

**CENTRE** : Head Office: Pietermaritzburg

**REQUIREMENTS** : Qualifications: Bachelor's Degree/ National Diploma in Civil Engineering/ Architecture; 3-5 years' experience in physical facilities environment. A valid driver's license. Knowledge: PFMA and Treasury Regulations; Planning and management of construction; National building regulations; Constitution of the Republic of South Africa; Policies with regard to physical facilities. Skills: Computer literacy; Specification writing; communication; Decision making; Time management; Project management; interpersonal relations; Networking; Analytical and innovative thinking; Problem solving; Planning and Organizing.

**DUTIES** : Ensure the provision of effective multi-year planning and technical advice in relation to maintenance; Administer the compilation of needs assessment and specifications pertaining to maintenance requirements; Inspect maintenance work done by contractors; Report on maintenance planning and construction; Give advice on the budgetary allocations and expenditure in respect of maintenance; Provide advice; guidance and input to policies regarding the maintenance of physical facilities.

**ENQUIRIES** : Mr HB Ngwane Tel no: (033) 341 7908

**APPLICATIONS** : Direct your application to: Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg 3200. Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg, 3200,

**FOR ATTENTION** : Dr ML Ngcongco.

**POST 06/141** : **OCCUPATIONAL HEALTH AND SAFETY SPECIALIST REF NO: DSD29/01/2017HO**

**SALARY** : R 311 784 per annum, Level 09  
**CENTRE** : Head Office: Pietermaritzburg  
**REQUIREMENTS** : Qualifications: Bachelor's Degree or National Diploma in Safety Management/ Occupational Health and Safety. 3-5 years' experience in Occupational Health and Safety. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Occupational Health and Safety Act; PSCBC and PHSDSBC Resolutions; Basic Conditions of Employment Act; Labour Relations Act, PFMA and Treasury Regulations; Public Administration Justice Act, Employment Equity Act. Skills: Communication; Organizing; Leadership; Interpersonal relations; Problem solving; Conflict Management; Project Management; Inspection; Analytical thinking.

**DUTIES** : Implement and maintain Occupational Health and Safety Systems; Assist management in ensuring full compliance with OHS Act and Regulations; Coordinate OHS; Conduct OHS awareness training sessions to all employees; Monitor the functioning of OHS committees;

**ENQUIRIES** : Mr SP Sishi Tel no: (033) 341 9637  
**APPLICATIONS** : Direct your application to: Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg 3200. Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg, 3200,

**FOR ATTENTION** : Dr ML Ngcongco.

**POST 06/142** : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: DSD30/01/2017PMB**

**SALARY** : R 311 784 per annum, Level 09  
**CENTRE** : UMGungundlovu District  
**REQUIREMENTS** : Qualifications: Bachelor's Degree or National Diploma in Information Technology/ Certified Novell Engineer/ Microsoft Certified System Engineer. 3 years' experience in network, hardware and software support services environment. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Network support hardware and software support; Public Service Act and Regulations; PFMA and Treasury Regulations; Access to information Act; SITA Act; Labour Relations Act. Skills: Communication; Interpersonal relations, Networking, Problem Solving, Time management, Project Management, Specialist computer literacy.

**DUTIES** : Render network support services; Maintain the various IT operational systems; Install and maintain software and hardware; Facilitate access to management information system; Manage IT help Desk; Manage the resources of the division.

**ENQUIRIES** : Mr MN Mhlongo Tel no: (033) 395 9637  
**APPLICATIONS** : Direct your application to: The Chief Director, Department of Social Development, Private Bag X1724, Pietermaritzburg, 3200. Or Physical Address: 158 Langalibalele Street, Karl Eggers Building, Pietermaritzburg, 3200.

**FOR ATTENTION** : Mr MN Mhlongo.

**POST 06/143** : **SOCIAL WORK POLICY DEVELOPER: OLDER PERSONS AND PEOPLE WITH DISABILITIES (GRADE 1-2) REF NO: DSD27/01/2017 HO**

**SALARY** : R 301 191 to R337 470 per annum  
**CENTRE** : Head Office: Pietermaritzburg  
**REQUIREMENTS** : Qualifications: A Bachelor's Degree in Social Work; Registration with the South African Council for Social Service Professions as a Social Work.; minimum of 8 years appropriate experience after registration as a Social Worker with South African Council for Social Services Profession(SACSSP). A valid driver's license Knowledge: Knowledge and understanding of human behavior and social systems; The ability and competence to assist , develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable, at risk and unable to protect themselves; The ability to mentor and coach Social Workers. Skills:

<b><u>DUTIES</u></b>	:	Communication; listening; interpersonal; computer; research; problem solving; report writing; conflict management; time management; welfare counselling. Develop, implement and maintain older persons and people with disabilities policies; Keep up to date with new developments about the older persons and people with disabilities services; Conduct research and development; Perform all the administrative functions required in older persons and people with disabilities services.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms PP Ncwane Tel no: (033) 264 2064/08
<b><u>FOR ATTENTION</u></b>	:	Direct your application to: Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg 3200. Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg, 3200
<b><u>POST 06/144</u></b>	:	Dr ML Ngcongco.
<b><u>SALARY CENTRE</u></b>	:	<b><u>CORPORATE SUPPORT ADMINISTRATOR 7 POSTS</u></b>
<b><u>REQUIREMENTS</u></b>	:	R262 272 per annum, Level 8 Weenen Service Office DSD44/01/17WEEN Uthukela District; Newlands Park Rehabilitation Centre DSD45/01/17NPRC Ethekwini North District; Umlazi CYCC DSD46/01/17UMLAZ Ethekwini South District; Inkanyezi Service Office DSD47/01/17INKA King Cetshwayo District Mahlabathini Service Office DSD48/01/17MAHL Zululand District; Melmoth Service Office DSD49/01/17MELM King Cetshwayo District; Msinga Service Office DSD50/01/17MSING Umzinyathi District Qualifications: Bachelor's Degree/National Diploma in Public Administration/ Management Business Administration plus 3-5 years experience Administrative experience. A valid driver's license. Knowledge: Public Service Act and Regulations; PFMA and Treasury Regulations; Basic Conditions of Employment Act; Supply Chain Management Practices and procedures; Service Delivery Framework; Occupational Health and Safety Act; Labour Relations Act; Batho Pele principles; Road Traffic Act; Archives Act. Skills: Interpersonal, Networking, Problem solving, Driving, Time management, communication (written and verbal) Project Management, Computer Literacy, Financial Management, Decision Making, Report writing.
<b><u>DUTIES</u></b>	:	Provide human resource management; Monitor finances of the Service Office, Provide records and Auxiliary services, Manage Supply Chain Management services, Monitor Information Technology Services, Provide supervision of personnel.
<b><u>ENQUIRIES</u></b>	:	Ms ZB Ndlovu (036) 354 1149 (Weenen Service Office) Ms FZ Makhawula (031) 578 3992 (Newlands Park Rehabilitation Centre) Ms KG Sindane (031) 907 5129 (Umlazi CYCC) Ms DEN Mkhwanazi (035) 474 1150 (Inkanyezi Service Office) Ms BT Mbuyazi (035) 873 8200 (Mahlabathini Service Office) Mrs S Ngcobo (035) 450 8700 (Melmoth Service Office) Mr VN Nyathikazi (034) 212 3951 (Msinga Service Office)
<b><u>APPLICATIONS</u></b>	:	Direct your application to: For uThukela District: District Director, Department of Social Development, Private Bag X9917, Ladysmith, 3370. Or Physical Address: 108 Rholihlahla Street, Peters, Ladysmith, 3370. For Attention: Mr PM Mpanza. For eThekwini North and eThekwini South District: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8 <sup>th</sup> Floor, Durban, 4000. For Attention: Mrs ZM Nzimande. For King Cetshwayo and Zululand District: The Chief Director: Department of Social Development, Private Bag X 33, Ulundi: 3838. Or Physical Address: King Dinuzulu Highway, Administration Building 2 <sup>nd</sup> Floor zone 3, Ulundi, 3838 For Attention: Mrs FN Ntombela. For uMzinyathi District: District Director, Department of Social Development, Private Bag X2057, Dundee, 3000. Or Physical Address: 50 Grey Street, Dundee, 3000. For Attention: Mr VN Nyathikazi.
<b><u>POST 06/145</u></b>	:	<b><u>SOCIAL WORKER 37 POSTS</u></b>
<b><u>SALARY CENTRE</u></b>	:	R 211 263 to R391 224 per annum, Grade 1-4 Pietermaritzburg Service Office (2) DSD57/01/17PMB (Umgungundlovu District); Richmond Service Office DSD58/01/17RICH (Umgungundlovu District); Camperdown Service Office (2) DSD59/01/17CAMP (Umgungundlovu District); Harding Service Office (2) DSD60/01/17HARD (Ugu District); Vulamehlo Service Office (2) DSD61/01/17VUL (Ugu District); Inanda Service Office

DSD62/01/17INAND (Ethekewini North District); Mpumalanga Service Office (2)  
 DSD63/01/17MPUM (Ethekewini South District); KwaMashu Service Office (3)  
 DSD64/01/17KWAMASH (Ethekewini North District); Newlands Park Rehabilitation  
 Centre DSD65/01/17NPC (Ethekewini North District); Durban Service Office  
 DSD66/01/17DBN (Ethekewini North District); Paulpietersburg Service Office (2)  
 DSD67/01/17PAULP (Zululand District); Mahlabathini Service Office  
 DSD68/01/17MAHL (Zululand District); Melmoth Service Office DSD69/01/17MEL  
 (King Cetshwayo District); Inkanyezi Service Office DSD70/01/17INK (King  
 Cetshwayo District); Ongoye Service Office (2) DSD71/01/17ONG (King  
 Cetshwayo District); Kwamsane Service Office (4) DSD72/01/17KWAMS  
 Umkhanyakude District; Ngwavuma Service Office DSD73/01/17NGW  
 (Umkhanyakude District); Lower uMfolozi Service Office DSD74/01/17LOW (King  
 Cetshwayo District); Hlabisa Service Office DSD75/01/17HLAB (Umkhanyakude  
 District); Ezakheni Service Office DSD76/01/17EZAKH (Uthukela District); Dundee  
 Service Office DSD77/01/17DUND (Umzinyathi District); Dukuza Service Office  
 DSD78/01/17DUK (Uthukela District); Msinga Service Office DSD79/01/17MSING  
 (Umzinyathi District); Phungashe Service Office DSD80/01/17PHUNG (Ugu  
 District); Kokstad Service Office DSD81/01/17KOK (Ugu District)

**REQUIREMENTS**

: Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a social worker. A valid driver's license; Knowledge: Knowledge and understanding of human behavior and social systems; The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable, at risk and unable to protect themselves; Skills: communication, listening; interpersonal; computer; research; problem solving; report writing; conflict management; time management; welfare counselling.

**DUTIES**

: Provide a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Support Social Auxiliary Workers and volunteers; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

**ENQUIRIES**

: Ms N Mdluli (033) 395 9749 (Pietermaritzburg Service Office)  
 Ms NP Blose (033) 212 2266 (Richmond Service Office)  
 Ms FN Xulu (031) 785 1193 (Camperdown Service Office)  
 Mrs NG Tshalatha (039) 433 1010 (, Harding Service Office)  
 Ms NJ Ngwane (039) 972 1434 (Vulamehlo Service Office)  
 Mrs NSA Ngcemu (031) 510 1569 (Inanda Service Office)  
 Mrs RF Ntombela (031) 771 1341 (Mpumalanga Service Office)  
 Mrs NM Myeni (031) 530 3110 (Kwamashu Service Office)  
 Ms ZF Makhawula (031) 578 3992 (Newlands Park Rehabilitation Centre)  
 Mrs P Moodley (031) 360 5444 (Durban Service Office)  
 Ms PL Manyanga (034) 996 7000 (Paulpietersburg Service Office)  
 Ms BT Mbuyazi (035) 873 8200 (Mahlabathini Service Office)  
 Mrs S Ngcobo (035) 450 8700 (Melmoth Service Office)  
 Ms DEN Mkhwanazi (035) 474 1150 (Inkanyezi Service Office)  
 GN Gumede (035) 796 6672 (Ongoye Service Office)  
 Ms VR Xakata (035) 551 1850 (Kwamsane Service Office)  
 Mrs DN Mbonambi (035) 591 0160/1 (Ngwavuma Service Office)  
 Ms MN Memela (035) 787 6340 (Lower uMfolozi Service Office) Ms JB Mthiyane  
 (035) 838 1180 (Hlabisa Service Office)  
 Mrs ZP Nkosi (036) 634 6649 (Ezakheni Service Office)  
 Mrs SS Mazibuko (034) 212 1319 (Dundee Service Office)

**APPLICATIONS**

: Direct your application to: For Umgungundlovu and Ugu District: The Chief Director, Department of Social Development, Private Bag X1724, Pietermaritzburg, 3200. Or Physical Address: 158 Langalibalele Street, Karl Eggers Building, Pietermaritzburg, 3200. For Attention: Mr MN Mhlongo.  
 For eThekweni North and eThekweni South: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8<sup>th</sup> Floor, Durban, 4000. For Attention: Mrs ZM Nzimande.  
 For Zululand, King Cetshwayo and Umkhanyakude District: The Chief Director: Department of Social Development, Private Bag X 33, Ulundi: 3838. Or Physical

Address: King Dinuzulu Highway, Administration Building 2<sup>nd</sup> Floor zone 3, Ulundi, 3838 For Attention: Mrs FN Ntombela. For uThukela District: District Director, Department of Social Development, Private Bag X9917, Ladysmith, 3370. Or Physical Address: 108 Rholihlahla Street, Peters, Ladysmith, 3370. For Attention: Mr PM Mpanza.  
 For Umzinyathi District: District Director, Department of Social Development, Private Bag X2057, Dundee, 3000. Or Physical Address: 50 Grey Street, Dundee, 3000. For Attention: Mr VN Nyathikazi.

**POST 06/146** : **ETD PRACTITIONER: SKILLS PLANNING AND MONITORING REF NO: DSD82/01/2017HO**

**SALARY** : R 211 194 per annum, Level 7  
**CENTRE** : Head Office: Pietermaritzburg  
**REQUIREMENTS** : Qualifications: Grade 12 Certificate or National Certificate (Vocational). A Degree/ National Diploma in Human Resource Management/Public Administration/ Management. A valid driver's license. 3-5 years experience in Human Resource Management. Skills: Communication; Organizing and Planning; Interpersonal; Financial Management; Report writing; Problem solving and Analysis; Project management, analytical thinking.

**DUTIES** : Facilitate and co-ordinate the development of annual HRD Implementation Plan; Facilitate and co-ordinate the development of Workplace Skills Plan; Facilitate effective monitoring and evaluation of the implementation of HRD Strategies; Compile monthly, Quarterly and Annual Training Reports; Co-ordinate and facilitate the sittings of Skills Development Committee.

**ENQUIRIES** : Mr VW Gumede Tel no: (033) 264 2208  
**APPLICATIONS** : Direct your application to: For Head Office: Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg 3200. Or Physical Address: 174 Mayors Walk Office Park, Pietermaritzburg 3200,

**FOR ATTENTION** : Dr ML Ngcongco.

**POST 06/** : **SERVICE MONITOR: MONITORING AND PERFORMANCE REPORTING 2 POSTS REF NO: DSD83/01/2017HO**

**SALARY** : R 211 194 per annum, Level 7  
**CENTRE** : Head Office: Pietermaritzburg  
**REQUIREMENTS** : Qualifications: Bachelors Degree/ National Diploma in Business Administration/ Public Administration; a valid drivers license. Knowledge: PFMA and Treasury Regulations, Working Knowledge of the public sector; filling system; Priorities of Monitoring and evaluation National Provincial Departments Framework. Skills: Computer; report writing; problem solving; analytical thinking, communication, time management.

**DUTIES** : Implement a monitoring and evaluation framework; Disseminate information on M&E outcomes, techniques, processes and tools. Provide support on the M&E framework; Produce and disseminate reports to relevant stakeholders. Provide supervision to staff.

**ENQUIRIES** : Mr RM Madlala Tel no: (033) 264 5419  
**APPLICATIONS** : Direct your application to: For Head Office: Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg 3200. Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg 3200

**FOR ATTENTION** : Dr ML Ngcongco.

**POST 06/147** : **SENIOR HUMAN RESOURCES OFFICER 2 POSTS**

**SALARY** : R 211 194 per annum, Level 7  
**CENTRE** : uMgungundlovu District REF: DSD84/01/2017UMG; EThekweni North District REF: DSD85/01/2017ETHND

**REQUIREMENTS** : Qualifications: Bachelor's Degree/ National Diploma in Human Resources Management/ Public Administration/ Management. 3–5 years Human Resource Management experience; a valid driver's license. Knowledge: Public Service Employment Laws, human resources practices and procedures. Skills: Policy development and analysis; Problem solving; Presentation; Interpersonal; Analytical; Communication; Computer; Innovative; Research; time management; PERSAL.

**DUTIES** : Render human resources administration practices concerning service conditions/ human resource provisioning/ human resource development and

		Employer/employee relations; Prepare reports on personnel administration issues and statistics; Manage resources of the section.
<b><u>ENQUIRIES</u></b>	:	Mr MN Mhlongo Tel no: (033) 395 9600/37, Mrs ZM Nzimande Tel no: (031) 336 8700
<b><u>APPLICATIONS</u></b>	:	Direct your application to: For uMgungundlovu District: The Chief Director, Department of Social Development, Private Bag X1724, Pietermaritzburg 3200. Or Physical Address: 158 Langalibalele Street, Karl Eggers Building, Pietermaritzburg 3200, For Attention: Mr MN Mhlongo. For Ethekwini North District: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8 <sup>th</sup> Floor, Durban, 4000. For Attention: Mrs ZM Nzimande.
<b><u>POST 06/148</u></b>	:	<b><u>PERSONAL ASSISTANT: INTERNAL CONTROL AND RISK MANAGEMENT REF: DSD86/01/2017HO</u></b>
<b><u>SALARY</u></b>	:	R 211 194 per annum, Level 7
<b><u>CENTRE</u></b>	:	Head Office: Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Qualifications: Matric Certificate or National Certificate (Vocational) 3 year National Diploma/ Degree in Secretarial Studies. 3-5 years' experience in rendering a support services to senior management. Knowledge: Relevant legislation/ policies/ prescripts and procedures; Basic knowledge of financial administration. Skills: Communication; Telephone etiquette, Computer literacy; planning and organizing; interpersonal relations; presentation.
<b><u>DUTIES</u></b>	:	Provide secretarial/receptionist support service to the Manager; Render administrative support services; Provide support services to the Manager; Support the Manager with regard to administration of budget; Receive record and distribute all incoming and outgoing documents, develop and maintain a record tracking system; Manage the diary, correspondence and workflow; Drafting, typing of correspondence/documents which includes presentations and spread sheets; Assist with the procurement of goods and services for the office and manage the inventory.
<b><u>ENQUIRIES</u></b>	:	Mrs CS Mlambo Tel no: (033) 264 2005
<b><u>APPLICATIONS</u></b>	:	Direct your application to: For Head Office, Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg 3200. Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg 3200
<b><u>FOR ATTENTION</u></b>	:	Dr ML Ngcongco
<b><u>POST 06/149</u></b>	:	<b><u>STATE ACCOUNTANT REF NO: DSD87/01/2017ILEMB</u></b>
<b><u>SALARY</u></b>	:	R 211 194 per annum, Level 07
<b><u>CENTRE</u></b>	:	ILembe District
<b><u>REQUIREMENTS</u></b>	:	Qualifications: Matric Certificate or National Certificate (Vocational). Bachelor's Degree / National Diploma in Financial Management/ Accounting. 3-5 years experience in financial management. Knowledge: PFMA and Treasury Regulations; BAS; PERSAL; MTEF; GAAP; Budget procedure; Working Knowledge of the public sector; Payroll control procedures . Skills: Computer literacy; Report writing; Problem solving; Analytical thinking; Planning and organizing; Communication; Budget procedures; Change management.
<b><u>DUTIES</u></b>	:	Administer budgetary and revenue control services; Administer suspense accounts, debt and loss services; Administer salaries, petty cash and payroll; Prepare support in risk management; Perform financial inspection and compliance audits. Monitor trends and provide monthly cash flow reports and explanations on status of the various programs of the District Budget; Collate, consolidate and provide inputs on Budget allocations in terms of the MTEF for District Office; Ensure that the allocated budget is captured correctly as per programmes on the BAS system; Maintain and monitor the commitment register for all programmes; Provide secretarial duties at District Budget meetings, Supervision of personnel.
<b><u>ENQUIRIES</u></b>	:	Mr SD Mntambo Tel no: (031) 336 8700
<b><u>APPLICATIONS</u></b>	:	Direct your application to: The Chief Director: Department of Social Development, Private Bag X1503, Durban, 4000. Or Physical Address: 214 Dr Pixley kaSeme Street, Liberty Towers 8 <sup>th</sup> Floor, Durban, 4000
<b><u>FOR ATTENTION</u></b>	:	Mrs ZM Nzimande.



**POST 06/150** : **ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: DSD88/01/2017UMG**

**SALARY** : R 211 194 per annum, Level 7  
**CENTRE** : uMgungundlovu District  
**REQUIREMENTS** : Qualifications: Bachelor's Degree/ National Diploma in Supply Chain Management/ Financial management/ Business Administration. 3–5 years experience in Supply chain management; a valid driver's license. Knowledge: Public Service Regulations, PFMA, Treasury Regulations, Basic Accounting Systems (BAS), Working knowledge of Public Sector, Risk Management, Supply Chain Management Practices and Procedures. Skills: Communication, Interpersonal relations, Networking, Problem solving, conflict management, Planning and organizing, Analytical, Report writing.

**DUTIES** : Administer effective Demand and Acquisition Services; Provide effective Stores Services; Monitor implementation of risk management practices; Render a proficient Contract Management Services; Ensure effective supervision of staff.

**ENQUIRIES** : Mr AA Peters Tel no: (033) 395 9600  
**APPLICATIONS** : Direct your application to: The Chief Director: Department of Social Development, Private Bag X1724, Pietermaritzburg, 3200. Or Physical Address: 158 Langalibalele Street, Karl Eggers Building, Pietermaritzburg, 3200

**FOR ATTENTION** : Mr MN Mhlongo.

**POST 06/151** : **RECORDS OFFICER REF NO: DSD89/01/2017ILEMB**

**SALARY** : R 211 194 per annum, Level 7  
**CENTRE** : ILembe District  
**REQUIREMENTS** : Qualifications: Grade 12 Certificate or National Certificate (Vocational). A valid drivers license plus 3 – 5 years' experience in records management environment. Knowledge: Public Service Act, Public Service Regulations, Service delivery frameworks, Archives Act, Promotion of Access to Information Act(PAIA). Skills: Communication, Computer literacy, Interpersonal, Writing, Presentation, Organizing, Problem solving.

**DUTIES** : Ensure safe custody, proper care and preservation of Departmental files, Maintain and update filing system; Supervise the administration of registry procedures; Supervise registry personnel.

**ENQUIRIES** : Ms R Singh Tel no: (031) 3368700  
**APPLICATIONS** : Direct your application to: The Chief Director: Department of Social Development, Private Bag X1503, Durban, 4000. Or Physical Address: 214 Dr Pixley kaSeme Street, Liberty Towers 8<sup>th</sup> Floor, Durban, 4000

**FOR ATTENTION** : Mrs ZM Nzimande.

**POST 06/152** : **PROFESSIONAL NURSE**

**SALARY** : R210 702 – R244 260 per annum, Grade 1  
**CENTRE** : Newcastle School of Industries (Amajuba District)  
**REQUIREMENTS** : Qualification: Bachelors Degree/ National Diploma in General Nursing. Current registration with South African Nursing Council (SANC). A valid driver's license Knowledge: Nursing care processes and procedures, nursing statutes ; Nursing Act; National Health Act; Occupational Health and Safety Act, Patience Rights Charter; Public Service Act and Regulations; Labour Relations Act; Skills: Communication, Report writing, Facilitation; Coordination; Liaison, Networking; Problem Solving; Information management; Planning and Organizing; Computer Literacy.

**DUTIES** : Provide direction and supervision for the implementation of the Nursing Plan Clinical/ Quality Patient Care); Implement standards, practices, criteria and indicators for quality nursing; Practice Nursing and Health Care in accordance with the Laws and Regulations relevant to Nursing and Health Care; Maintain a constructive working relationship with Nursing and other stakeholders; Manage resources.

**ENQUIRIES** : Mrs AT Mntambo Tel no: 034 317 1254  
**APPLICATIONS** : Direct your application to: The District Director: Department of Social Development, Private Bag X6680, Newcastle, 2940. Or Physical Address: 113 Panorama drive, Lenoxton, Newcastle, 2940.

**FOR ATTENTION** : Mr TM Nguse

<b><u>POST 06/153</u></b>	:	<b><u>COMMUNITY DEVELOPMENT PRACTITIONER: 6 POSTS</u></b>
<b><u>SALARY CENTRE</u></b>	:	R 178 512- R206 949 per annum, Grade 1 UMzimkhulu Service Office DSD51/01/17UMZIMK (Harry Gwala District) Phoenix Service Office DSD52/01/17PHOE (eThekweni North District); Mpumalanga Service Office DSD53/01/17MPUM (Ethekewini South District); Umbumbulu Service Office DSD54/01/17UMBU (EThekweni South District); Kokstad Service Office DSD55/01/17KO (Harry Gwala District); KwaMsane Service Office DSD56/01/17KWAMS (uMkhanyakude District)
<b><u>REQUIREMENTS</u></b>	:	Qualifications: Matric Certificate or National Certificate (Vocational). Bachelors Degree/ National Diploma in community development/ development studies. A valid driver's license. Knowledge: Knowledge and understanding of human behaviors and social system and legislation to assist with intervention at the point where people interact with their environment in order to promote self-empowerment, Community development work, skills, attitude and values of communities; Ability and competence to co-ordinate community development structures, and ability to manage projects; Ability to influence individuals and groups to participate in their own self-empowerment. knowledge and understanding of human behaviour and Social systems, legislation; understanding of social dynamics of communities; Skills: Planning and organizing, presentation and facilitation; computer literacy, communications(verbal and written), Interpersonal ; Monitoring and evaluation research, Project management, Problem solving, report writing; financial management.
<b><u>DUTIES</u></b>	:	Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all role players (internal and external) eg in Departments/ Provinces, NGO's, Local community structures and faith based organization and stakeholders to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.
<b><u>ENQUIRIES</u></b>	:	Mr MN Njomi (079) 494 8856 (Umzimkhulu Service Office) Mrs S Moodley (031) 507 8827 (Phoenix Service Office) Mrs RF Ntombela (031) 771 1341 (Mpumalanga Service Office) Mrs NG Zungu (031) 915 0011 (Umbumbulu Service Office) Mr TS Mokwena (039) 727 3556 (Kokstad Service Office) Ms VR Xakata (035) 551 1850 (Kwamsane Service Office)
<b><u>APPLICATIONS</u></b>	:	Direct your application to: For Harry Gwala District: The Chief Director, Department of Social Development, Private Bag X1724, Pietermaritzburg, 3200. Or Physical Address: 158 Langalibalele Street, Karl Eggers Building, Pietermaritzburg, 3200. For Attention: Mr MN Mhlongo. For eThekweni North and eThekwin South District: The Chief Director, Department of Social Development, Private Bag X1503, Durban: 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8 <sup>th</sup> Floor, Durban, 4000. For Attention: Mrs ZM Nzimande. For uMkhanyakude District: Chief Director, Department of Social Development, Private Bag X 33, Ulundi, 3838. Or Physical Address: King Dinuzulu Highway, Administration Building, 2 <sup>nd</sup> floor zone 3, Ulundi, 3838. For Attention: Mrs FN Ntombela.
<b><u>POST 06/154</u></b>	:	<b><u>CHILD AND YOUTH CARE SUPERVISOR 2 POSTS</u></b>
<b><u>SALARY CENTRE</u></b>	:	R 163 365 per annum, Grade 1 Valley View CYCC DSD95/01/2017VVVCYCC (Ethekewini North District); Excelsior CYCC DSD94/01/2017ECYCC (Ethekewini North District).
<b><u>REQUIREMENTS</u></b>	:	Qualifications: Grade 12 Certificate or National Certificate (Vocational); A minimum of 10 years' appropriate experience in Child and Youth Care Work. Knowledge: Developmental and therapeutic programmes; Child and Youth Care Work Administrative procedures and formats; rules and procedures of the Child and Youth Care Centre; Children's Act, Child Justice Act; New development and methodologies in Child and Youth Care Work. Skills: communication, Conflict management; Problem solving; Ability to interpret policies and legislation; Planning and organizing; Computer; Basic research and analytical skills; Presentation and facilitation; Interpersonal relations.

<b><u>DUTIES</u></b>	:	Facilitate and supervise the caring for and life space interventions of children and young people; Form part of multi-disciplinary team; Supervise employees to ensure an effective care service; Keep up to date with new developments in the child and youth care field; Supervise and perform the clerical/ administration functions.
<b><u>ENQUIRIES</u></b>	:	Ms V Singh (031) 207 2519 (Valley View CYCC)
<b><u>APPLICATIONS</u></b>	:	Ms PP Radebe-Sokhulu Tel no: (031) 702 5371 (Excelsior CYCC)
<b><u>FOR ATTENTION</u></b>	:	Direct your application to: The Chief Director: Department of Social Development, Private Bag X1503, Durban, 4000. Or Physical Address: 214 Dr Pixley kaSeme Street, Liberty Towers 8 <sup>th</sup> Floor, Durban, 4000
<b><u>POST 06/155</u></b>	:	Mrs ZM Nzimande
<b><u>POST 06/155</u></b>	:	<b><u>HUMAN RESOURCES OFFICER 3 POSTS</u></b>
<b><u>SALARY</u></b>	:	R142 461 per annum, Level 05
<b><u>CENTRE</u></b>	:	Head Office DSD90/01/2017HO; uThukela District DSD91/01/2017UTHUK 2 posts
<b><u>REQUIREMENTS</u></b>	:	Qualifications: Grade 12 Certificate or National Certificate (Vocational) Knowledge: Public Service Act, Public Service Regulations, Public Service Prescripts and Policies, Ability to interpret and execute relevant policies. Skills: Report Writing, Problem Solving, Computer literacy; Office Administration Skills.
<b><u>DUTIES</u></b>	:	Administer recruitment, selection and appointments. Administer probation of employees; Render human resources administration practices concerning service conditions/ human resource provisioning/ human resource development. Maintain establishment
<b><u>ENQUIRIES</u></b>	:	Mrs NB Mtshali-Mhlongo Tel no: (033) 264 2079 Head Office, Mr PM Mpanza Uthukela Tel no: (036) 634 6600
<b><u>APPLICATIONS</u></b>	:	Direct your application to: For Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200. Or Physical Address: 174 Mayors walk Road, Pietermaritzburg, 3200 For Attention: Dr ML Ngongo. For uThukela District: District Director, Department of Social Development, Private Bag X9917, Ladysmith, 3370. Or Physical Address: 108 Rholihlahla Street, Peters, Ladysmith, 3370. For Attention: Mr PM Mpanza.
<b><u>POST 06/156</u></b>	:	<b><u>GENERAL ADMINISTRATION CLERK 3 POSTS</u></b>
<b><u>SALARY</u></b>	:	R142 461 per annum, Level 05
<b><u>CENTRE</u></b>	:	Howick Service Office DSD92/01/2017HOW (Umgungundlovu District); Mpumalanga Service Office DSD93/01/2017MPU (Ethekewini South District); Osizweni Handicraft Centre DSD94/01/2017OSI (Amajuba District)
<b><u>REQUIREMENTS</u></b>	:	Qualifications: Grade 12 Certificate or National Certificate (Vocational) Knowledge: Public Service Act, Public Service Regulations, Public Service Prescripts and Policies, Working procedures in terms of working environment, Practices and ability to capture data. Skills: Computer literacy; Communication; Interpersonal relations, flexibility in terms of working hours, Team work, Planning and organization, Office Administration.
<b><u>DUTIES</u></b>	:	Render general support services, Provide supply chain clerical support services within the component, Provide personnel administration clerical support services within the component, Provide financial support services within the component.
<b><u>ENQUIRIES</u></b>	:	Ms P Manyathi (033) 330 4309 Howick Service Office, Mrs RF Ntombela Mpumalanga Service Office (031) 771 1341; Ms RZ Lushaba (034) 366 0036 Osizweni Handicraft Centre
<b><u>APPLICATIONS</u></b>	:	Direct your application to: For Umgungundlovu District: The Chief Director: Department of Social Development, Private Bag X1724, Pietermaritzburg, 3200.Or Physical Address: 138 Langalibalele Street ,Karl Eggers Building,Pietermaritzburg, 3200. For Attention: Mr MN Mhlongo. For eThekweni South District: The Chief Director: Department of Social Development, Private Bag X1503, Durban, 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8 <sup>th</sup> Floor, Durban, 4000. For Attention: Mrs ZM Nzimande. For Amajuba District: The District Director: Department of Social Development, Private Bag X6680, Newcastle, 2940. Or Physical Address: 113 Panorama drive, Lenoxton, Newcastle, 2940. For Attention: Mr TM Nguse.
<b><u>POST 06/157</u></b>	:	<b><u>REGISTRY CLERK 2 POSTS</u></b>
<b><u>SALARY</u></b>	:	R142 461 per annum, Level 05
<b><u>CENTRE</u></b>	:	Head Office: Pietermaritzburg REF: DSD109/01/17HO; Zululand District REF DSD110/01/17ZUL

<b><u>REQUIREMENTS</u></b>	:	Qualifications: Grade 12 Certificate or National Certificate (Vocational). Knowledge: Public Service Act, Public Service Regulations, Public Service Prescripts and Policies, Working procedures in terms of working environment, Practices and ability to capture data. Skills: Computer literacy; Communication Interpersonal relations, Team work, Planning and organization, Office Administration
<b><u>DUTIES</u></b>	:	Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and records management services; Operate office machine in relation to the registry function; Process documents for archiving and disposal.
<b><u>ENQUIRIES</u></b>	:	Mrs NZB Ngcaku Tel no: (033) 264 2032- Head Office; Mrs FN Ntombela (035)874 8504 Zululand District
<b><u>APPLICATIONS</u></b>	:	Direct your application to: For Head Office: The Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg 3200. Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg 3200, For Attention: Dr ML Ngcango. For Zululand District: Chief Director, Department of Social Development, Private Bag X 33, Ulundi, 3838. Or Physical Address: King Dinuzulu Highway, Administration Building, 2 <sup>nd</sup> floor zone 3, Ulundi, 3838. For Attention: Mrs FN Ntombela.
<b><u>POST 06/158</u></b>	:	<b><u>DRIVER/ MESSENGER 2 POSTS</u></b>
<b><u>SALARY CENTRE</u></b>	:	R119 154 per annum, Level 04 Kwabadala Residential Care DSD100/01/2017KRC (King Cetshwayo District); eThekweni North District DSD101/01/2017ETHND
<b><u>REQUIREMENTS</u></b>	:	Qualifications: Grade 10, a valid driver's license, minimum of 7-12 months relevant experience. Knowledge: procedures to operate the motor vehicle, procedures to ensure proper maintenance of vehicles, Road Traffic Act, Transport Circular 4 of 2000, and Customer care
<b><u>DUTIES</u></b>	:	Drive light and medium motor vehicles to transport passengers and deliver and deliver other items (mail and documents); do routine maintenance on the allocated vehicle and report defects timely; complete all the required and prescribed records and log books with regards to the vehicle and the goods handled; render a clerical support/ messenger service in the relevant office
<b><u>ENQUIRIES</u></b>	:	Mrs PZ Mashazi Tel no: (035) 833 8011 (Kwabadala Residential Care) Mrs ZM Nzimande (031) 336 8700 (eThekweni North District)
<b><u>APPLICATIONS</u></b>	:	Direct your application to: For King Cetshwayo District please use this address: The Chief Director, Department of Social Development, Private Bag X 33, Ulundi,3838. Or Physical Address: King Dinuzulu Highway, Administration Building, 2 <sup>nd</sup> Floor zone3, Ulundi, 3838. For Attention Mrs FN Ntombela. For Ethekweni North District: The Chief Director: Department of Social Development, Private Bag X1503, Durban, 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8 <sup>th</sup> Floor, Durban, 4000. For Attention: Mrs ZM Nzimande.
<b><u>POST 06/159</u></b>	:	<b><u>CHILD AND YOUTH CARE WORKER, GRADE 1 8 POSTS</u></b>
<b><u>SALARY CENTRE</u></b>	:	R115 608 per annum, Grade 1 Valleyview CYCC 2 posts DSD95/01/2017VVCYCC (Ethekweni North District); Excelsior CYCC DSD96/01/2017ECYCC (Ethekweni North District); Umlazi CYCC DSD97/01/2017UMLCYCC (Ethekweni South District); Newcastle School of Industries 2posts DSD98/01/2017NSOI (Amajuba District); Madadeni Rehabilitation Centre DSD99/01/2017MRC (Amajuba District);Zakhe CYCC DSD111/01/2017ZAKHE (Ethekweni North District)
<b><u>REQUIREMENTS</u></b>	:	Qualifications: Grade 12 Certificate or National Certificate (Vocational); Knowledge: Developmental and therapeutic programmes; Child and Youth Care Work Administrative procedures and formats; Knowledge of the rules and procedures of the Child and Youth Care Centre. Skills: Communication; Ability to intervene and resolve conflict; Problem-solving; Planning and organizing
<b><u>DUTIES</u></b>	:	Receive children and youth to the care facility after admission; Ensure children/ youth receive medical services; Assist with implementation of planned activities, developmental and therapeutic programmes; Engage in basic life space work to promote the development and care of children and youth; Perform administrative work relevant to the job.
<b><u>ENQUIRIES</u></b>	:	Ms V Singh (031) 207 2519 (Valley View CYCC) Ms PP Radebe-Sokhulu (031) 702 5371 (Excelsior CYCC)

Ms KG Sindane (031) 907 5129 (Umlazi CYCC)  
Ms AT Mntambo (034) 317 1254 (Newcastle School of Industries)  
Mrs ZB Mdlalose (034) 329 2011 (Madadeni Rehabilitation Centre)  
Direct your application to: For eThekweni North and eThekweni South District: The Chief Director: Department of Social Development, Private Bag X1503, Durban, 4000. Or Physical Address: 214 Dr Pixley KaSeme Street, Liberty Towers 8<sup>th</sup> Floor, Durban, 4000. For Attention: Mrs ZM Nzimande.  
For Amajuba District: The District Director: Department of Social Development, Private Bag X6680, Newcastle, 2940. Or Physical Address: 113 Panorama drive, Lenoxton, Newcastle, 2940. For Attention: Mr TM Nguse.

**APPLICATIONS**

:

**POST 06/160**

:

**CARE WORKER REF NO: DSD102/01/2017KRC**

**SALARY  
CENTRE**

:

R 115 608 per annum, Grade 1  
Kwabadala Residential Care (King Cetshwayo District)

**REQUIREMENTS**

:

Qualifications: Grade 12 Certificate or National Certificate (Vocational) Knowledge: Developmental and therapeutic programmes; Care work Administrative procedure and formats; Knowledge of the rules and procedures of the Centre for the residential Care of older person. Skills: Communication; Ability to intervene and resolve conflict; Problem-solving; Planning and organizing.

**DUTIES**

:

Receive older persons to the care facility after admission; Ensure that older persons receive medical services; Assist with the implementation of planned activities, developmental and therapeutic programmes; Engage in basic life space work to promote the development and care of older person; Perform administrative work relevant to the job.

**ENQUIRIES**

:

Mrs PZ Mashazi Tel no: (035) 833 8011

**APPLICATIONS**

:

Direct your application to: The Chief Director: Department of Social Development, Private Bag X 33, Ulundi: 3838. Or Physical Address: King Dinuzulu Highway, Administration Building 2<sup>nd</sup> Floor zone 3, Ulundi, 3838 For Attention: Mrs FN Ntombela.

**PROVINCIAL ADMINISTRATION: LIMPOPO  
ADVERTISEMENT OF VACANT POSTS: DEPARTMENT OF SOCIAL DEVELOPMENT**

*The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply. Correspondence will be entered into with short listed candidates only. Faxed or E-mailed applications will not be considered. Applicants must clearly indicate the reference number and the centre which they are applying for.*

- APPLICATIONS** : Applications should be addressed to the addresses listed below: Head Office: Head of Department, Private Bag X9710, Polokwane, 0700  
Vhembe: District Director, Private Bag x 5040, Thohoyandou, 0950
- CLOSING DATE** : 24 February 2017
- NOTE** : Applications are hereby invited from suitably qualified candidates for vacant posts. NB: Applications should be submitted on the Z83 form obtainable from any Government Institution and must be accompanied by a comprehensive CV and originally certified copies of required qualifications. NB: All candidates short-listed 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 competency using the mandated DPSA SMS competency assessment tools.

**MANAGEMENT ECHELON**

- POST 06/161** : **CHIEF DIRECTOR: SOCIAL WELFARE SERVICES REF NO: DSD/11**
- SALARY** : R1 068 564 per annum, Level 14
- CENTRE** : Head Office
- REQUIREMENTS** : Qualifications and competencies: A Bachelor's degree in Social Sciences or equivalent qualification at NQF Level 7 plus experience at Senior Management level and social development sector. Senior Management Leadership Programme will be an added advantage. Current registration with South African Council for Social Service Professions (SACSSP). A valid driver's license. KNOWLEDGE AND SKILLS: Knowledge of legislative framework governing the Public Service and all Social Services Acts and Regulations. Strategic capabilities and leadership. Service delivery innovation. Policy analysis and development. Problem solving, communication, leadership and decision making. Change Management, Knowledge management, Conflict Management, People Management, Financial Management, Project Management and Human Resource Management. Computer Literacy.
- DUTIES** : Key Performance Areas: Provide leadership and high level strategic direction and policy in the Branch. Manage and coordinate transformational programmes and ensure quality assurance of social service programmes. Implement and monitor provision of developmental Social Welfare Services. Develop, facilitate and monitor capacity building on child, youth and family care to ensure proper management and implementation of the programmes. Develop and ensure the implementation of policies, strategic plan, norms and standards for elderly, disability and substance abuse. Manage and utilize resources in accordance with relevant directives and legislations. Overall management, monitoring and evaluation of the provision of Social Development services. Manage and coordinate the provision of Social Relief and transversal social services.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela/ Mr PM Phala/ Ms ME Gafane at 015 230 4426/4407/4315.
- POST 06/162** : **DIRECTOR: STRATEGY, MONITORING & EVALUATION REF NO: DSD/12**
- SALARY** : R898 743 per annum, Level 13
- CENTRE** : Head Office
- REQUIREMENTS** : Qualifications and competencies: An appropriate recognized Bachelor's degree or equivalent qualification at NQF Level 7. Proven extensive experience in Strategic Management process and Monitoring and Evaluation services. Senior Management Leadership Programme will be an added advantage. A valid driver's license. KNOWLEDGE AND SKILLS: Knowledge of legislative framework

governing the Public Service. Strategic capabilities and leadership. Service delivery innovation. Policy analysis and development. Problem solving, communication, leadership and decision making. Change Management, Knowledge management, Conflict Management, People Management, Financial Management, Project Management and Human Resource Management. Computer Literacy.

- DUTIES** : Key Performance Areas: Provide leadership and high level strategic direction and policy in the component. Develop and maintain departmental monitoring framework. Establish, maintain and manage monitoring and evaluation systems for the department. Monitor and ensure the implementation of programs aimed at monitoring service delivery. Coordinate annual and quarterly data assessment. Coordinate the implementation of national and provincial policies, strategies, guidelines, directives and procedures on monitoring and evaluation. Provide social research information support to the department. Develop and maintain strategic planning and reporting guidelines for the Department. Render support and advice to all strategic related matters including strategic planning and policy coordination. Facilitate and conduct research and policy coordination services. Manage and utilize resources in accordance with relevant directives and legislations.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela/ Mr PM Phala/ Ms ME Gafane at 015 230 4426/4407/4315.

**OTHER POSTS**

- POST 06/163** : **ASSISTANT DIRECTOR: STORES REF NO: DSD/13**
- SALARY** : R311 784 per annum, Level 09  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate Bachelor's Degree in Finance, Business Management, Supply Chain Management or equivalent qualification at NQF level 6. Proven extensive experience in Supply Chain Management. A valid driver's licence. KNOWLEDGE AND SKILLS: Negotiation skills. Computer literacy. People management. Financial management. Planning and organising. Knowledge of legislative framework governing the public service.
- DUTIES** : Key Performance Areas: Implement the business plan in line with the strategic objectives of the Department. Process invoice and purchase orders. Receive and process requisition. Manage and administer the stores infrastructure and management processes. Provide optimal inventory levels. Manage and utilise human resources in accordance with relevant directives and legislation.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela/ Mr PM Phala/ Ms ME Gafane at 015 230 4426/4407/4315.
- POST 06/164** : **ACCOUNTING CLERK: EXPENDITURE & ACCOUNTS REF NO: DSD/14**
- SALARY** : R142 461 per annum, Level 05  
**CENTRE** : VHEMBE  
**REQUIREMENTS** : A Senior Certificate/ Grade 12 with accounting as a passed subject. At least 1 to 2 years' relevant working experience. KNOWLEDGE AND SKILLS: Communication skills. Computer Literacy. Knowledge of legal framework governing public service.
- DUTIES** : Key Performance Areas: Assist with the clearing of ledger accounts. Verification of all requests for payments received for allocation of codes and supporting documentation. Capture payments on BAS system. Ensure payments adhere to legislation. Perform monthly reconciliation of accounts to ensure that all invoices are paid in time.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela/ Mr PM Phala/ Ms ME Gafane at 015 230 4426/4407/4315.

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

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

<b><u>APPLICATIONS</u></b>	:	The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, MMABATHO, 2735 Office No. 136, 1 <sup>st</sup> Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive,
<b><u>FOR ATTENTION</u></b>	:	Gadifele Noge.
<b><u>CLOSING DATE</u></b>	:	03 March 2017 AT 15H30
<b><u>NOTE</u></b>	:	Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID-document/National Identity card. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

**OTHER POSTS**

<b><u>POST 06/165</u></b>	:	<b><u>ASSISTANT DIRECTOR –AIRPORT SECURITY X2 POSTS REF NO: 27/2016/17</u></b> Sub Directorate: Transport Terminals (Airport) This is a re-advertisement; candidates who previously applied are encouraged to re-apply
<b><u>SALARY</u></b>	:	R311 784 per annum, Level 09
<b><u>CENTRE</u></b>	:	Mahikeng and Pilanesburg Airport
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent. Appropriate recognized three year Diploma/Degree in Aviation Security (AVSEC) coupled with three (3) years' experience at a supervisory level within the Aviation Security environment. Computer Literacy. Drivers License. No Criminal record (proof to be attached). KNOWLEDGE: Must have knowledge and understanding of the layout of an Airport ICAO and SACAA terms and regulations pertaining to security as well as understanding of Aviation security Management and Policies. SKILLS: Must have a clear understanding of Customer Relations in the Aviation Sector. Manage threats against civil aviation facilities. Must have willingness to work long and irregular hours. Good communication skills and Co-ordinating skills. Planning and organizing skills.
<b><u>DUTIES</u></b>	:	Establishment of security programs. Make standards operating procedures and strike Action plan. Advice and give direction on security related matters. Customer care and manage contracted security. Manage all threats against the Civil Aviation related Activities. Make recommendations and take corrective measures. Conduct patrol on premises and around the perimeter fence as well as attend to its queries. Conduct Landside and Airside induction training. Manage all access control points. Ensuring the establishment of airport AVSEC committee in conformity of the requirements stipulated in the National Aviation Security Program (NASP). Serve as a chairperson of Local Aviation Security Committee (LASC).



**ENQUIRIES** : Mr. O.A. Baikgaki, Tel no: 018 385 1059  
**NOTE** : NB: This appointment will be subjected to security vetting

**POST 06/166** : **LANDSIDE/AIRSIDE OFFICER X2 POSTS REF NO: 48/2016/17**  
Sub Directorate: Transport Terminals (Airport)  
This is a re-advertisement; candidates who previously applied are encouraged to re-apply

**SALARY** : R262 272 per annum, Level 08  
**CENTRE** : Mafikeng & Pilanesburg Airport  
**REQUIREMENTS** : Grade 12 Certificate and Degree/National Diploma/Diploma in Aviation / Transport Management/Transport Economics/Commercial Pilot Training with two (2) to five (5) years experience at supervisory level. Relevant working experience in Aviation will be an added advantage. KNOWLEDGE: Must have experience of South African Civil Aviation Authority (SACAA) regulations pertaining to airport landside and Airside operations. Relevant experience in airport landside and Airside operations services. SKILLS: Must have ability to collaborate with other airport stakeholders to achieve a common goal. Must have ability to make effective decision regarding Airside and Landside operations during intense or emergency situations. Ability to listen & communicate effectively. Must have ability to maintain effective working relationships with managers, supervisors, staff, tenants, other agencies and the general public. Must have ability to work under adverse conditions for prolonged periods of time. Code EB (Code 8) driving License. Computer Literacy (Ms Word, Excel and PowerPoint).

**DUTIES** : Assist in developing & implementing airport operational policies & procedures to ensure the efficient operation and optimum safety & security of facilities. Direct the preparation & maintenance of Airside and Landside operations. Monitoring of CCTV systems, Terminals checks, fault and incident logging and reporting, coordinating evacuation of terminals, call-taking, dispatching, queue management, crowd control and concierge escorts. Maintain liaison with SACAA, air traffic controls tower and certification inspectors, airlines, airport tenants and other agencies. Perform other related duties and related tasks as assigned. Managing subordinates. Perform other related duties and related tasks as assigned.

**ENQUIRIES** : Mr. O. Baikgaki, Tel no: 018 385 1059

**POST 06/167** : **SENIOR ADMINISTRATIVE OFFICER (PROVINCIAL eNATIS HELP DESK) REF NO: 32/2016/17**  
Directorate: Transport Administration and Licencing  
NB: This is a re-advertisement; candidates who previously applied are encouraged to re-apply

**SALARY** : R262 272 per annum, Level 08  
**CENTRE** : Head Office-Mahikeng  
**REQUIREMENTS** : Grade 12 certificate and appropriate recognized three year Degree / National Diploma in Transport Management / Public Management / Public Administration / Financial Management. Two (2) to five (5) years relevant working experience in eNaTIS environment of which 2 years must be supervisory experience. Valid driving license. KNOWLEDGE: National Road Traffic Act, National Land Transport Act and other Public Service related Legislation. SKILLS: Computer Literacy. Report writing. Good verbal and written communication Interpersonal relation. Customer/Client Oriented. Planning and organising skills. Ability to work under pressure. Problem solving skills and decision making.

**DUTIES** : Render the supervision services within the Provincial eNaTIS Help Desk Unit. Provide efficient and effective assistance to registering authorities and other eNaTIS Users. Ensure that documents received from Registering Authorities are in line with Help Desk procedures – Minimum Requirements for Sensitive Transaction. Verify all applications captured on the system by Users. Ensure that all daily captured documents are filed. Manage the performance and development of staff in the unit. Compilation of eNaTIS statistical reports. Attendance of meetings and workshops relating to eNaTIS.

**ENQUIRIES** : Ms MP MAMBO Tel no: 018-3881112

**POST 06/168** : **ARTISAN FOREMAN (FLEET MAINTENANCE X2 POSTS REF NO: 35/2016/17)**  
 Directorate: Government Motor Fleet  
 This is a re-advertisement; candidates who previously applied are encouraged to re-apply

**SALARY** : R211 194 per annum, Level 07  
**CENTRE** : Bojanala, And Dr. Ruth Segomotsi Mompoti  
**REQUIREMENTS** : Grade 12 certificate or Equivalent, certificate in Motor Mechanic/Automotive Motor mechanic plus three (3) to five (5) years experience as an artisan. Unendorsed drivers license EC or EC1 plus Public Driving Permit (PDP). KNOWLEDGE: The incumbent must have knowledge of transport policies and circulars, knowledge of Public Service policies, Acts and Regulations including among others the PFMA, PMDS policy, Circular No 4 of 2000, Disciplinary code, SKILLS: People management skills, and management of technical services.

**DUTIES** : The incumbent will be responsible for the administration and technical management of Government garage, as well as responsible for the repairs and maintenance of government Motor fleet (RT46 maintenance and repairs transversal contract). Verification of all repairs and subsequent quality control. Responsible for the assessment and quotations of vehicles involved in accidents and breakdowns. Liaise with clients and service providers With regard to Fleet maintenance and availability. Responsible for supervision of personnel and maintenance of discipline in the workplace.

**ENQUIRIES** : Mr. H. Strobl, Tel no: 018 200 8143

**POST 06/169** : **ADMIN OFFICER (MOTOR VEHICLE ACCIDENT) REF NO: 39/2016/17**  
 Directorate: Government Motor Fleet  
 This is a re-advertisement; candidates who previously applied are encouraged to re-apply

**SALARY** : R211 194 pa (SL 07)  
**CENTRE** : Head Office – Mahikeng  
**REQUIREMENTS** : Grade 12 certificate or equivalent. Bachelor degree/National Diploma in Public Administration/Transport/Public Management. Unendorsed driver's license Code 08 or 10 will be an advantage. At least one (01) to two (02) years experience in accident management or pool vehicle management. KNOWLEDGE: Must know all government prescripts which include the National and Provincial policies of Transport. Public Service Act, Occupational Safety Act of 1999, Labour Relations Act, Basic Conditions of Employment Act. SKILLS: Good verbal and written communication as well as interpersonal skills. Computer Literacy in Excel, MS word, Power point and Access. Ability to work under pressure and willing to work after hours.

**DUTIES** : Administering of accident matters within the Province. Attending and referral of accidents matters to Legal Services for legal opinion. Organising and holding consultations with regard to damage to Government vehicles in terms of Treasury Regulations, PFMA and Transport Policy. Recovery of state debts from the third party driver and Departmental drivers in terms of Treasury Regulations, PFMA and Transport Policy. Receiving and attending correspondence from stakeholders in terms of Transport Policy.

**ENQUIRIES** : Ms. M Phakedi, Tel no: 018 200 8217

**POST 06/170** : **ADMIN OFFICER (MOTOR VEHICLE ACCIDENT) REF NO: 57/2016/17**  
 Directorate: Government Motor Fleet  
 This is a re-advertisement; candidates who previously applied are encouraged to re-apply

**SALARY** : R211 194 pa (SL 07)  
**CENTRE** : Dr Kenneth Kaunda District, Dr. Ruth Segomotsi Mompoti District, Bojanala District  
**REQUIREMENTS** : Grade 12 certificate or equivalent. Bachelor degree/National Diploma in Public Administration/Transport/Public Management. Unendorsed driver's license Code 08 or 10 will be an advantage. At least one (01) to two (02) years experience in accident management or pool vehicle management. KNOWLEDGE: Must know all government prescripts which include the National and Provincial policies of Transport. Public Service Act, Occupational Safety Act of 1999, Labour Relations Act, Basic Conditions of Employment Act. SKILLS: Good verbal and written communication as well as interpersonal skills. Computer Literacy in Excel, MS

word, Power point and Access. Ability to work under pressure and willing to work after hours.

**DUTIES**

: Management of accident section and Government Garage pool vehicle section. Ensure monthly reports are compiled for both accident section and pool vehicle section for District management and head Office. Comply with the accident policy of the province as well as the standing operating procedures of government garage. Ensure invoices are collected for audit purposes. Be available for 15 legal issues should the need arise. Support District Management in compiling of reports to districts as well as Head office. Any other administrative duties that would assist in improving service delivery.

**ENQUIRIES**

: Ms. M Phakedi, Tel no: 018 200 8217

**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.*

- APPLICATIONS** : The Manager: Medical Services, False Bay Hospital, Private Bag X1, Vallyland, 7978.
- FOR ATTENTION** : Mr T Gordon, tel. no. (021) 782-1121
- CLOSING DATE** : 24 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.  
Erratum: Kindly note that the Forensic Toxicologist is amended as follows: Closing date: 24 February 2017

**OTHER POST**

- POST 06/171** : **OPERATIONAL MANAGER NURSING (SPECIALTY UNITS)**  
(Chief Directorate: Metro District Health Services)

- SALARY** : R465 939 (PN-B3) per annum
- CENTRE** : False Bay 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 a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or in Advanced Midwifery and Surgical Nursing Science or in Operating Theatre Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2017). Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work after hours, shifts, public holidays and weekends to manage hospital. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Basic computer literacy (MS Word, Excel and Outlook). Knowledge and insight of relevant legislation and policy related to the nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making, conflict resolution and organisational skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.
- DUTIES** : Key result areas/outputs: Co-ordinate and render holistic and quality care in Emergency Centre and relief in complex and/or in Maternity and/or in Theatre. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards. Ensure quality patient care through the setting of standards, implementation and monitoring thereof. Provide effective support, leadership, direction and management of human and financial resources. Assist and manage training, personal development and participate in nursing research. Monitor and submit statistics monthly.
- ENQUIRIES** : Mr T Gordon, Tel no: 021 782-1121

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS, WESTERN CAPE**

*Exciting opportunities for persons who want to make a difference. The WCG is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regard would be appreciated.*

- APPLICATIONS** : In order to take the first step towards your dream career in the Western Cape Government, you need to submit your application online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- CLOSING DATE** : 26 February 2017 @ 16:00
- NOTE** : Only applications submitted online will be accepted. 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.

#### **MANAGEMENT ECHELON**

<b><u>POST 06/172</u></b>	:	<b><u>DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: TPW 2017-10</u></b>
<b><u>SALARY</u></b>	:	All-inclusive salary package of R 898 743 per annum, Level 13. The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Transport and Public Works, Western Cape Relevant B-Degree on NQF Level 7 as recognised by SAQA; A minimum of 5 years middle/ senior managerial experience. Competencies: Knowledge in: Applicable policies and procedures. Management principles. Public Service procedures. People Management processes. Employee Relations. Financial Management. Empowerment (SMME, Broad based BEE, Woman and Disability). Capacity Building. Project Management. Abilities: Interpret and apply relevant policies and procedures. Human Resource Planning. Problem solving abilities. Sound budgeting. Facilitation and presentation skills. Ability to work under pressure and meet deadlines.
<b><u>DUTIES</u></b>	:	Strategic Capability and Leadership (including Change Management): Translating the vision of the organisation into directorate goals. Develop and implement strategies for the directorate which are aligned to programmes. Participate in the departmental strategic planning processes. Programme and Project Management: Manage and measure personnel performance against the Directorates Work and Project Plans. Ensure compliance with all legislative, statutory and regulatory prescripts. Obtain, monitor and review stakeholder feedback and reaction (buy-in and support). Identify, implement and maintain knowledge and information services. Coordinate the process of turning tacit and explicit knowledge into institutional knowledge. Coordinate publication and dissemination of institutional knowledge and management of information generated within the Department. Provide access to information. Manage Information and Communication Technology (ICT) services. Manage departmental Records. Ensure efficient and effective oversight and management for all financial resources/ aspects of the Directorate and all performance requirements as related to the PFMA: Management of the human resources of the Directorate to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, and appreciated and performance orientated staff and sound labour relations.
<b><u>ENQUIRIES</u></b>	:	Mr Ramesh Maharaj Tel no: 021 483 4123