



DATE OF ISSUE: 24 FEBRUARY 2017

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

PUBLIC SERVICE VACANCY CIRCULAR NO 08 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.

AMENDMENTS

: **Provincial Administration: Western Cape Government:** Kindly note that the following posts were advertised in PSV 07 of 2017 with the incorrect enquiries persons and it should be as follows: Provincial Administration: Environmental Affairs and Development Planning, Western Cape: POST: Environmental Officer Specialised Production: Waste Management Planning, Ref No. EADP 2017-10, Enquiries: Mr A Hoon at (021) 483 2712. Provincial Administration: Local Government, Western Cape; Post: Deputy Director - Integrated Developmental Planning Ref No. LG 2017-2 (2 Positions Available), Enquiries: Mr W Carelse at (021) 483 2859. The following positions were advertised with the incorrect post titles: Provincial Administration: Premier, Western Cape; Two positions with the same post name and reference number has been advertised. The salary level 8 position should read State Accountant: Assurance Services, Ref No. DOTP 2017-1, Enquiries: Ms E Adams at (021) 483 9451; Provincial Administration: Provincial Treasury, Western Cape; The incorrect post name and reference number has been advertised. It should read: Deputy Director: Corporate Services Relations Management, Ref No. PT 2017, Enquiries: Ms A Smit at (021) 483 3037

**INDEX
NATIONAL DEPARTMENTS**

| NATIONAL DEPARTMENTS | ANNEXURE | PAGES |
|---------------------------------------|-----------------|--------------|
| BASIC EDUCATION | A | 03 |
| ENVIRONMENTAL AFFAIRS | B | 04 – 05 |
| HEALTH | C | 06 |
| HIGHER EDUCATION AND TRAINING | D | 07 |
| HOME AFFAIRS | E | 08 – 09 |
| LABOUR | F | 10 – 16 |
| NATIONAL SCHOOL OF GOVERNMENT | G | 17 – 18 |
| PLANNING, MONITORING AND EVALUATION | H | 19 – 20 |
| PUBLIC WORKS | I | 21 |
| SMALL BUSINESS DEVELOPMENT | J | 22 – 23 |
| TELECOMMUNICATION AND POSTAL SERVICES | K | 24 – 25 |
| TRADITIONAL AFFAIRS | L | 26 |
| TRANSPORT | M | 27 – 30 |

PROVINCIAL ADMINISTRATIONS

| PROVINCIAL ADMINISTRATION | ANNEXURE | PAGES |
|----------------------------------|-----------------|--------------|
| EASTERN CAPE | N | 31 – 35 |
| GAUTENG | O | 36 – 51 |
| KWAZULU-NATAL | P | 52 – 54 |
| NORTH WEST | Q | 55 – 59 |
| WESTERN CAPE | R | 60 – 64 |

DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms M Thubane/ Mr A Tsamai
- CLOSING DATE** : 17 March 2017
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Shortlisted Applicants. Shortlisted candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

OTHER POST

- POST 08/01** : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS AND MULTILATERAL AFFAIRS REF NO: DBE/21/2017**
Directorate: International Relations and Multilateral Affairs
- SALARY** : R389 145 per annum
- REQUIREMENTS** : A recognised Bachelor's Degree or equivalent qualification with atleast 3 years relevant experience in conducting international relations and donor relations management. A degree or equivalent qualification in International Relations, Political Sciences or Development Studies will serve as an advantage. Excellent oral, written and communication skills, strong negotiation and presentation skills, ability to work closely and cooperatively with internal and external associates, excellent organisational, time management, administrative and computer skills, an understanding of Education policies and legislation and willingness to work extended hours when required.
- DUTIES** : Develop, promote, monitor and coordinate Basic Education related bilateral and multilateral cooperation, Liaise with the Department of International Relations and Cooperation and members of the Diplomatic Corps and Donor Agencies on matters concerning the promotion of bilateral and multilateral cooperation, promote and coordinate implementation of programmes emanating from bilateral and multilateral agreements within the Department of Basic Education and Provincial Departments of Education, promote and coordinate DBE's reporting against international commitments and provide protocol services.
- ENQUIRIES** : Ms M Thubane Tel no: (012) 357 3297
- NOTE** : Shortlisted candidate will be required to undergo a test and will be subjected to a security clearance.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.

- APPLICATIONS** : 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.
- FOR ATTENTION** : Mr I Letschedi
- CLOSING DATE** : 13 March 2017
- NOTE** : Application must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification. Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest. The Department reserves the right not to make an appointment. No e-mailed, faxed or 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.

MANAGEMENT ECHELON

- POST 08/02** : **CHIEF DIRECTOR: ENVIRONMENTAL SECTOR PERFORMANCE REF NO: COO19/2016**
- SALARY** : An all-inclusive remuneration package of R1 068 564 per annum. The remuneration package includes a basic salary (70% of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree or equivalent qualification (NQF Level 7). Minimum of 5 years of experience at a senior managerial level. Broad understanding of legislative frameworks governing planning, monitoring and reporting functions in the public sector. Knowledge and understanding of Intergovernmental Relations Frameworks Act, 2005. Knowledge of the public service legislation, policies and prescripts. Ability to develop, interpret and apply policies, strategies and legislation. Good stakeholder coordination and engagement, Sound research, knowledge management, change management, strategic capability and leadership, problem solving and analysis, people management and empowerment as well as programme and project management skills.
- DUTIES** : Coordinate implementation monitoring for local government support programmes. Draft local government support strategies and present to relevant stakeholders. Promote the integration of the environment objectives into a national, provincial and local planning frameworks. Coordinate implementation of DEA related local government capacity building initiatives. Facilitate cooperative environmental governance and ensure compliance. Consult with strategic partners on regional and internal participation ensuring smooth integration and stakeholder's cooperation. Oversee the incorporation of the departmental objectives into the strategic planning instruments of government at national, provincial and local level. Coordinate reporting and implementation of Outcome 10. Facilitate preparation and submission of Outcome 10 quarterly progress reports and ensuring that reports are submitted within the timeframes. Provide organisational strategic support, including strategic planning, risk management and organisational performance

management. Coordinate and develop departmental strategic plan and annual performance plans in line with departmental strategic objectives and ensures tabling in Parliament within the timeframes. Develop, implement and maintain evaluation tools to monitor performance towards the achievement of outputs and systemically and objectively evaluate outputs. Develop departmental annual performance reports and ensures tabling in Parliament. Ensure strategic, business and operational planning support across the organisation including facilitating and finalising DG performance agreements and performance reports ensuring alignment with Deputy Directors-Generals performance plans and reports. Facilitate and coordinate sector education, training and development. Ensure coordination and facilitation of local government as well as other support initiatives and programs within the Chief Directorate.

ENQUIRIES

:

Mr G Ntshane; Tel no: (012) 399 8628

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** : 13 March 2017
- 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 (including Senior Certificate/ Grade 12 Certificate regardless of the qualification requirements indicated in the advert), service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POST

- POST 08/03** : **GENERAL ASSISTANT (5 POSTS) (DURBAN HARBOUR REF NO: NDOH 22/2017) (KING SHAKA AIRPORT REF NO: NDOH 23/2017) (GOGELA BORDER REF NO: NDOH 24/2017) (CAPE TOWN HARBOUR REF NO: NDOH 25/2017) (CAPE TOWN INTERNATIONAL REF NO: NDOH 26/2017)**
Chief Directorate: Environmental Health and Port Health. SD
- SALARY** : R100 545 per annum (plus competitive benefits)
- CENTRE** : Kwazulu Natal (3) and Western Cape (2)
- REQUIREMENTS** : A Senior Certificate (Grade 12) or equivalent NQF 4 certificate, Basic experience in the operation of cleaning machines (e.g. vacuum cleaner etc.) plus one (1) year experience in cleaning, Knowledge of good hygiene practices and preparation of refreshment e.g. tea or coffee, Basic communication (verbal and written) and interpersonal skills.
- DUTIES** : Cleaning of floors, walls, windows and toilets by sweeping, mopping, and/or wiping and scrubbing, Dusting and polishing of furniture, Cleaning offices and kitchen equipment and appliances, empty and clean waste paper bins and refuse bins, Cleaning and washing of state vehicles, Prepare tea, coffee, prepare and clean boardroom before and after meetings, Assist Admin staff with filling of documents, Assist with sorting, carrying and preparing documents for couriering samples, Ensure safeguarding of government equipment (equipment or cleaning material etc.), Proper handling of equipment, Reporting of faults.
- ENQUIRIES** : Ms A P Hargreaves Tel no: (031) 301 0381

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

- APPLICATIONS** : Mnambithi TVET College, HR Unit , Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370. Alternatively, applications can be hand-delivered to Central Office, 77 Murchison Street, Ladysmith
- CLOSING DATE** : 10 March 2017 at 13:00
- NOTE** : Candidates who wish to apply must forward certified copies of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.

OTHER POSTS

- POST 08/04** : **PERSONAL ASSISTANT TO THE PRINCIPAL REF NO: MTVET 01/2017**
- SALARY** : R211 194 per annum, Level 07, plus benefits applicable in the Public Service
- CENTRE** : Campus/Site: Central Office
- REQUIREMENTS** : Senior Certificate/ Grade 12/NCV Level 4 plus Appropriate Bachelor's Degree/National Diploma in Secretarial Studies/Office Administration/ Management or equivalent qualification; Minimum 3 years of secretarial experience and/or related administrative experience; Knowledge And Skills: Outstanding communication skills (both verbal and written); Above average computer skills in Ms Office Suites; Excellent interpersonal skills, minutes taking, telephone etiquette, organising and planning skills; High level of confidentiality and reliability; Knowledge of the relevant legislations, policies and procedures applicable in the public sector.
- DUTIES** : Key Responsibilities: Provide secretarial and administrative support service in the office of the Principal; Manage the Principal's dairy, correspondence and workflow; Draft routine correspondence, develop and maintain an accessible and user-friendly filing system; Develop and maintain a good tracking system of incoming and outgoing documents; Receiving and screening telephone calls and refer them to the relevant office if not meant for the Principal; Make travel arrangements and facilitate the processing of travel and subsistence claims; Liaise effectively and efficiently with internal and external stake holders at all times; Make logistical arrangements for meetings and events; Take minutes during meetings and file them accordingly; Develop and prepare the Principal's presentation for meetings; Appropriately handle queries directed to the Principal's office and provide responses.
- ENQUIRIES** : HR Unit Tel no: (036) 631 0360

DEPARTMENT OF HOME AFFAIRS



- 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: HRrecruitment@dha.gov.za
- CLOSING DATE** : 06 March 2017
- NOTE** : Applications must be sent on time to the correct e-mail address as indicated, to reach the e-mail address on or before the closing date. Applications sent to the wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration. Applications must be submitted on the Application for Employment Form (Z83), obtainable from any Public Service department or at 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 (SAQA). Where a valid driver's license is a requirement, applicants must attach a certified copy of such licence. If no contact is made within three months from 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 a competency assessment. 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 08/05** : **CHIEF DIRECTOR: HUMAN RESOURCES STRATEGY AND PLANNING REF NO: HRMC 18/17/1**
Branch: Human Resource Management and Development, Chief Directorate: Strategy and Planning
- 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 Human Resource Management /Industrial Psychology 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. Extensive Experience in Organisational Development and Workplace Planning. Knowledge of the Constitution of South Africa, Public Service Act, Public Finance Management Act (PFMA), Application of Labour Relations Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act, DPSA Guides, Circulars and Regulations on Human Resources Related aspects (SMS, CORE, Job Evaluation) . 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 development and implementation of the business plans for the Chief Directorate in order to meet the strategic objectives of the Branch. Responsible for the strategic guidance and expert advice in terms of the Human Resources Strategy within the Department. Monitor and report to the DDG on the performance of the Branch against the objectives of the DHA Strategic Plan and the strategic objectives of the Branch, Ensure the effective integration of Human

Resources Strategic Planning, Human Resources Annual Performance Planning and budgeting processes Review Human Resources Strategy and ensure alignment to determine the strategic impact on the overall departmental strategy. Ensure effective alignment and review of the organisational structure to the departmental strategic plan and best practices. Ensure effective management and implementation of the job evaluation process within the department. Ensure the effective development, maintenance and updating of the human resources knowledge management strategy. Provide expert advice and guidance on strategic human resources issues and matters. Accountable for the duties as sub-program 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 development and management of internal agreements. Oversee effective management of physical assets within the unit. Ensure the development and implementation of skills development strategy within the department and the unit. Provide leadership and strategic direction within the unit in identifying policy gaps, determining policy goals and draft policy documents as needed. Ensure effective management of compliance with legislation, regulations, Departmental policies and procedures within the unit.

ENQUIRIES
NOTE

- : Ms C Mocke, Tel no: (012) 406 4153 /082 301 8580
- : Representivity: Diversity is promoted. Female candidates and People with disabilities 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 : 13 March 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. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

POST 08/06 : **SUPERVISOR: REGISTRATION SERVICE 2 POSTS**

SALARY : R262 272 per annum

CENTRE : Labour Centre: Botshabelo - Ref No: HR 4/4/8/64(1 post)
Labour Centre: Labour Centre: Uitenhage -Ref No: HR4/4/1/63 (1 post)

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

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

ENQUIRIES : Mr MJ Ngono, Tel no: (051) 534 3789
Mrs EO Adams-August, Tel: (041) 9924627

APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 9005, East London, 5200 or hand delivered at No. Hill Street, East London. For Attention: Human Resources Management, Eastern Cape.
Chief Director: Provincial Operations, PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301. For Attention: Human Resources Management, Bloemfontein.

POST 08/07 : **INSPECTOR: TEAM LEADER REF NO: HR4/4/02/07**

SALARY : R262 272 per annum
CENTRE : Labour Centre: Pretoria
REQUIREMENTS : Three year relevant tertiary qualification in Labour Relations/Human Resource Management. Two (2) years experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act ,Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act ,Unemployment Insurance Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organizing (Own and others), Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Presentation, Innovative, Analytical, Verbal and written communication.

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

ENQUIRIES : Ms A Phasha, Tel no: (012) 309 5050
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001or hand deliever at 77 Korte Street, Braamfontein.

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

POST 08/08 : **SENIOR EMPLOYER AUDIT SERVICE OFFICER REF NO: HR4/4/8/66**

SALARY : R262 272 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : Three (3) years functional experience in Auditing/Finance/Internal Audit. Two (2) years functional experience in Auditing and/Financial Management. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem Solving, Interviewing, Communication Written and Verbal, Innovative, Analytical, Research, Project Management.

DUTIES : Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Coordinate the process that monitor and evaluate impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Manage the resources within the Unit.

ENQUIRIES : Mr C Heynie Tel no: (051) 505 6389
APPLICATIONS : Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or hand deliever at 43 Charlotte Maxeke Street, Laboria House, Bloemfontein.

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

POST 08/09 : **SENIOR FRAUD INVESTIGATOR 2 POSTS REF NO: HR4/4/5/72**

SALARY : R262 272 per annum
CENTRE : Provincial Office: Kwazulu-Natal
REQUIREMENTS : Three years relevant tertiary qualification in Risk Management/ Internal Audit/Risk and Security Management. Two years functional experience in anti-fraud and corruption environment. A valid driver's licence. Knowledge: Investigative Principles and Practices, Unemployment Insurance and Unemployment Insurance

Contributions Act, Public Finance Management Act, Basic knowledge of all Labour legislations, Anti Fraud and Corruption Policies, Batho Pele Principles, Legal environment: Court and Criminal procedures, Fraud related administration and operations. Skills: Investigation, Communication, Listening, Computer literacy, Time Management, Analytical, Interpersonal, Presentation, Planning and organizing, Conflict Management.

DUTIES : Implement Fraud and Corruption Prevention Strategies. Conduct Investigations on reported Fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Labour and external stakeholders on Fraud Prevention measures.

ENQUIRIES APPLICATIONS : Ms JKC Manogaran, Tel no: (031) 366 2097

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

POST 08/10 : **ADMINISTRATION OFFICER: FRAUD AND ANTI CORRUPTION 2 POSTS REF NO: HR 4/4/02/01**

SALARY CENTRE REQUIREMENTS : R262 272 per annum
Provincial Office: Gauteng
Three years relevant tertiary qualification in Risk Management/ Internal Audit/Forensic Investigation. Two years functional experience in anti-fraud corruption environment. A valid driver's licence. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Financial Management Act, Unemployment Insurance and Unemployment Insurance and Unemployment Contribution Act, Basic knowledge of all Labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and organizing, Computer literacy, Presentation, Analytical, Communication, Time Management, Investigation, Conflict Management.

DUTIES : Implement Fraud and Corruption prevention strategies. Conduct Investigations on reported Fraud and corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Labour and external stakeholders on Fraud Prevention measures.

ENQUIRIES APPLICATIONS : Ms R E Tema, Tel no: (011) 853 0300

FOR ATTENTION : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein.
Sub-directorate: Human Resources Management, Gauteng

POST 08/11 : **CLAIMS ASSESSOR REF NO: HR 4/4/5/75**

SALARY CENTRE REQUIREMENTS : R211 194 per annum
Richards Bay Labour Centre
Three year qualification Degree/Diploma in Public Management/ Administration/ Social science/ OHS/ Finance/ HRM is required. Three to Five years experience in a claims processing environment of compensation or medical claims is highly desirable plus supervisory experience. Knowledge: DoL and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Relevant Fund policies, procedures and processes, Human anatomy/Biology and medical terminology, Stakeholders and customers, Customer Services (Batho Pele Principles), Fund Values, Required IT knowledge, IT Operating Systems, Risk Awareness, COIDA Act, Regulations and Policies, COIDA tariffs. Skills: Required Technical Proficiency, Numeracy, Business writing, Fund IT Operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES : Administering of claims registration process. Adjudicate registered customer claims. Process Medical accounts payments. Render administrative duties. Serve as a team leader / Supervisor.

ENQUIRIES APPLICATIONS : Mr TNF Mncube, Tel no: (035)780 8759

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

POST 08/12 : **PRINCIPAL PERSONNEL OFFICER NO: HR 4/4/4/07/03**

SALARY : R211 194 per annum
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : Three (3) year relevant tertiary qualification in Human Resource Management/Human Resource Development/Training and Development. One year functional experience in the Human Resource Development or Training and Development and Performance Management environment. Knowledge: Good governance, Department policies and procedures. Skills: Computer literacy, Innovative, Analytical, Communication, Interpersonal relations.

DUTIES : Coordinate the implementation of Human Resource Development initiatives in the Province. Assist with the coordination of the implementation of Performance Management System of all staff in the Province. Coordinate the Orientation and Induction programmes in the Province. Implement Internship/Learnership Programmes in the Province

ENQUIRIES : Mr LM Nkotshe, Tel no: (013) 655 8762
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035, or hands deliver at Department of Labour, Cnr Hofmeyer street and Beatty avenue.

FOR ATTENTION : Sub-directorate: Human Resource Management, Emalahleni.

POST 08/13 : **PRACTITIONER: FLEET MONITORING AND INSPECTION REF NO: HR 4/4/7/05**

SALARY : R 211 194 per annum.
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : A relevant three year tertiary qualification in Transport/Fleet Management. A valid driver's licence. One (1) year functional experience in Fleet/Transport Management services. Knowledge: Procurement, servicing, operation, maintenance and repair of County vehicles, Methods, materials, tools and equipment used in the maintenance and repair of vehicles. Applicable laws, codes, regulations, policies and procedures, Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and supplies, Diagnostic procedures for vehicles, Operation, theory and principles of gasoline and diesel-powered engines, Public Service regulations, operations, policies and objectives, Policies and objectives of assigned programs and activities, Inventory practices and procedures, Principles and practices of administration, Oral and written communication, Interpersonal skills using tact, patience and courtesy, Operation of a computer and assigned software, Technical aspects of field of speciality. Skills: Communication, Coordination, Planning and organising, Report writing, Computer, Monitoring and evaluation, Time management.

DUTIES : Conduct inspection on Provincial fleet vehicles. Enforce compliance on Provincial fleet operations. Perform maintenance of fleet vehicles at the Province. Perform general administrative tasks in respect of fleet operations.

ENQUIRIES : Mr W Terry, Tel no: (013) 655 8757
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035, or hands deliver at Department of Labour, Cnr Hofmeyer Street and Beatty avenue.

FOR ATTENTION : Sub-directorate: Human Resource Management, Emalahleni.

POST 08/14 : **UI CLAIMS OFFICER REF NO: HR 4/4/4/02/10**

SALARY : R171 069 per annum
CENTRE : Provincial Office: Provincial Office: Gauteng stationed at Labour Centre: Sandton
REQUIREMENTS : Senior Certificate with Accounting or Mathematics as passed major subject. Zero to six months experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulations, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer Care. Skills: Communication (verbal and written), Listening, Computer literacy, Customer Relations. Planning and organizing.

DUTIES : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declarations of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform administrative duties in the section.

ENQUIRIES : Ms S C Geldenhuys, Tel no: (011) 444 7631

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

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

POST 08/15 : **CLAIMS CREDIT OFFICER 2 POSTS**

SALARY CENTRE : R171 069 per annum
 Labour Centre: Germiston- Ref No: HR4/4/4/02/02(1 post)
 Provincial Office: Gauteng (Pretoria) - Ref No: HR4/4/4/02/03 (1 post)

REQUIREMENTS : National Senior Certificate with Accounting as major subject or equivalent. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions (UICA), Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial systems, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and procedures. Skills: Financial Management, Communication (Verbal and written), Computer literacy, Time management, Planning and organizing, Analytical, Numeracy, Interpersonal.

DUTIES : Collect outstanding overpayments balance. Keep all overpayment Debtors records manually and electronically. Monitor the payment of benefits to clients.

ENQUIRIES : Mr MD Kgwele, Tel no: (011) 345 6302
 Ms S A Shangase, Tel no: (012) 309 5000

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

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

POST 08/16 : **INSPECTOR: INSPECTION SERVICES 5 POSTS**

SALARY CENTRE : R171 069 per annum
 Labour Centre: Temba, Stationed at Labour Centre: Vereeniging (1 post), Labour Centre: Springs, Stationed at Labour Centre: Alberton (1 post)-Ref No: HR4/4/4/02/05
 Labour Centre: Polokwane- Ref No: HR HR4/4/6/71 (1 post)
 Labour Centre: Lebowakgomo – Ref No: HR4/4/6/66 (1 post)
 Labour centre: Emalahleni-Ref No: HR 4/4/7/03(1 post)

REQUIREMENTS : Three year relevant tertiary qualification in Labour Relations / Human Resource Management / Law. No experience required. Valid Drivers licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act , Skills Development Levies Act, Occupational Health and Safety Act, COIDA ,Unemployment Insurance Act, UI Contribution Act ,Employment Equity. Skills: Facilitation, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal, Problem solving, Interviewing, listening and observation, Analytical, Verbal and written communication.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, namely, Basic of Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), Skills Development Act (SDA) and UCA. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES : Mr G Mathumbu, Tel no: (015) 290 1629
 Ms J Fope, Tel no: (015) 290 1770
 Mr H Tabane, Tel: no (016) 430 0000
 Ms SH Ceaser, Tel no: (011) 861 6130
 Mr LD Mkhonto Tel no: (013) 653 3800

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700
 Physical address: 42a Schoeman Street, Polokwane 0700. For Attention: Human Resources Operations, Limpopo
 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein. For Attention: Sub-directorate: Human Resources Management, Gauteng
 Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035, or hands deliver at Department of Labour, Cnr Hofmeyer street and Beatty avenue. For Attention: Sub-directorate: Human Resource Management, Emalahleni.

POST 08/17 : **SENIOR REGISTRY CLERK REF NO: HR 4/4/6/65**

SALARY : R171 069 per annum
CENTRE : Provincial Office: Limpopo
REQUIREMENTS : Grade 12/Senior Certificate with no experience. Knowledge: National Archives Act, Batho Pele Principles, Record Management, Departmental Policies and Procedures. Skills: Communication, Listening, Computer literacy, Planning and Organizing.

DUTIES : Maintain the filling system as per the directives of the archives and records management prescripts. Sort and prepare documents for disposal processes in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.

ENQUIRIES : Mr D Ndouvhada, Tel no: (015) 290 1629
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700
Physical address: 42a Schoeman Street, Polokwane 0700.

FOR ATTENTION : Human Resources Operations, Limpopo

POST 08/18 : **ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/4/02/08**

SALARY : R142 461 per annum
CENTRE : Labour Centre: Benoni
REQUIREMENTS : Senior Certificate. Valid driver's licence. Knowledge: Public Service Act, Public Service Regulations, Departmental Policies, Procedures and Guidelines, Batho Pele Principles, Public Finance Management Act, Treasury Regulations. Skills: Interpersonal, Telephone Etiquette, Interviewing, Computer literacy, Listening, Communication. Skills Ability to interpret policies and procedures, Problem solving, Basic mediation.

DUTIES : Render Supply Chain Management function in a Labour Centre. Provide a Finance and Office Management Service to the Labour Centre. Render Human Resources Management Service. Responsible for Training and Performance activities in a Labour Centre. Responsible for the records management in a Labour Centre and ensure safe keeping of pool of cars. Render general administrative work for the Labour Center as and when required.

ENQUIRIES : Mr R Reddy, Tel no: (011) 747 9601
APPLICATIONS : Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001
Hands deliver at 77 Korte Street, Braamfontein.

FOR ATTENTION : Sub-directorate: Human Resource Management, Gauteng.

POST 08/19 : **ADMINISTRATIVE CLERK: INSPECTION SERVICES REF NO: HR4/4/4/02/06**

SALARY : R142 461 per annum
CENTRE : Labour Centre: Santon
REQUIREMENTS : A Minimum Grade 12 Qualification. No experience required. Knowledge: Administrative procedures relating to an office, Filling and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing. Skills: Planning and organizing, Communication, Computer literacy, Assertive, Ability to prioritize tasks, Ability to work under pressure.

DUTIES : Render administration support services to the Directorate. Control movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.

ENQUIRIES : Ms S C Geldenhuys, Tel no: (011) 444 7631
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001
or hand deliver at 77 Korte Street, Braamfontein.

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

POST 08/20 : **ADMINISTRATION CLERK: PROPERTY ACQUISITION AND LEASING REF NO: HR4/17/03/04HO**

SALARY : R142 461 per annum
CENTRE : Directorate: Fleet and Auxiliary Services, Head Office
REQUIREMENTS : Matric/Grade 12. One to two years experience in Facilities Management. Knowledge: Government operations with regards to property acquisition and leasing, Regulations (e.g. PFMA, Treasury Regulations), Tender Procedures. Skills: Strong sense of urgency and accountability, Interpersonal Relations,

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|-----------------------------|--|
| <u>DUTIES</u> | : Problem solving, Writing Excellent customer focus, Computer literacy with knowledge of excel, Communication, Decision Making, Supervisory. : Process leasing expenditure. Administer lease request. Maintaining immovable Asset Register. Maintaining filing system for internal accommodation issues. : Maintaining electronic folder for accommodation issues. |
| <u>ENQUIRIES</u> | : Mr J Mojapelo, Tel no: (012) 309 4607 |
| <u>APPLICATIONS</u> | : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. |
| <u>FOR ATTENTION</u> | : Sub-directorate: Human Resources Operations, Head Office. |

THE NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions. Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution.



- APPLICATIONS FOR ATTENTION** : Principal: National School of Government, Private Bag X759, Pretoria, 0001
 : Ms L Raseroka, HR Unit , National School of Government by hand at ZK Matthews Building, 70 Meintjes Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted. In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.
- CLOSING DATE** : 10 March 2017 @ 16h00
- NOTE** : Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short listed candidates will be required to submit certified copies of their identity document and qualifications before the interviews. The short listed candidate. During the interview the shortlisted candidates will be required to write a technical exercise test that is relevant to the post. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

OTHER POST

- POST 08/21** : **ASSISTANT DIRECTOR: TRAINING LOGISTICS 2 POSTS REF NO: NSG 02/2017**
 Branch: Training Management and Delivery
- SALARY CENTRE REQUIREMENTS** : R311 784 per annum, Level 09
 : Pretoria.
 : Appropriate three year Degree /National three year Diploma in training and development/ Logistics Management or equivalent qualification in Education & Training Management. 1-2 years' experience in training and development logistical support services. Knowledge: Knowledge of the Education, Training and Development (ETD) environment, good understanding of the interface with other functional areas and ability to ingrate effectively, A good theoretical and practical knowledge of delivery of training projects on a large scale, Knowledge of statutory prescripts and national priorities pertaining to the Public Service, Knowledge of a range of methodologies for training and learning, Knowledge of financial management procurement procedures. Competencies/Skills: Excellent organising and planning skills, goo administrative management skills, training event management /coordination skills, good communication and presentation skills; proven ability to apply qualitative and quantitative information towards decision taking; basic project proposal and report writing skills, ability to work as a team, ability to track training projects and computer literacy in Microsoft Office Site, TMS system and Visio and Excel. Personal Attributes: Innovative, Service oriented work ethic, Confidence, Integrity, Diverse Management and culture sensitivity, Assertiveness and Resilience.
- DUTIES** : Co-ordination of course nomination and registration of leaners. Receive and ensure that the case file from the Contact Centre contains all required documents before proceeding with the coordination activities. Monitor and verify that minimum stock levels of material are available at all times. Ensure adherence of venues and catering to NSG standards. Prepare accurate and up-to-date statistics on the number of events organised and officials trained on a weekly basis. Manage the planning scheduling of course and provision of learning material for all training events, Manage records related to training events and ensure submission of REQ'S to M&E and assessment to Leaners Records,. Facilitate the completion of Reaction

Evaluation Questionnaires, Facilitator feedback forms and assessment and submit to the relevant unit for report purposes. Ensure attendance registers are submitted on the last day of the course. Initiate and process service provider's payments and invoice to clients and follow-up on payments. Ensure that training providers paid within 30 days from the day of receiving the invoices as per Public Finance prescripts. Consolidate training programmes in the event of pre-payment. Manage printing of learning materials in consultation with suppliers and relevant units. Sourcing of quotations timeously in line with PFMA requirements. Verify submitted Tax clearance, BEE certificates and ensure that SBD forms are completed correctly before submission to SCM unit. Assist in dissemination of information to all stakeholders and reporting on activities. Promote the good image of the NSG at all times by providing quality training logistical services. Compile monthly and quarterly reports. Support in supervision of sub-ordinates and other participants in sub-component activities.

ENQUIRIES

: Mr A Koloko, Tel no: (012) 441 6016

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** : 10 March 2017 @ 12:00 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s), Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Note: Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POST

- POST 08/22** : **FSD RESEARCH AND MONITORING OFFICER REF NO: 006/2017**
- SALARY** : R211 194 to R248 781 per annum, Level 07 plus Benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3-year tertiary qualification in Statistics, Social Sciences and Demographics. A minimum of twelve (12) months relevant experience in the field of monitoring and evaluation. High level of computer literacy (MS Office Suite), possess good analytical skills, interpersonal skills, Communication (both verbal and written) skills, Ability to work effectively and efficiently under pressure in order to meet deadlines with limited supervision. Knowledge management, Project Management and Business Analysis skills would be an added advantage.
- DUTIES** : Key Performance Areas: Provide support to the Director in the managing of the database and web-reporting system. Provide support in undertaking desktop and field research or analytical activities. Support in organising stakeholder meetings, events and other learning/ knowledge sharing activities. Support the Director in implementing field monitoring activities in Government facilities and support the Director in stakeholder engagements and information requests. Provide technical support to the already implemented systems and processes. Provide administrative and secretariat support to various stakeholder engagements within the Directorate. Perform ad-hoc duties as and when required.

ENQUIRIES

: In connection with the applications kindly contact Ms J Mchunu, Tel no (012) 312-0462 and in connection with the post, Ms S Masombuka at Tel no (012) 312- 0339

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.



- APPLICATIONS** : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Streets, Central Government Offices Building, Pretoria,
- FOR ATTENTION** : Ms NP Mudau
- CLOSING DATE** : 10 March 2017
- NOTE** : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply

OTHER POST

- POST 08/23** : **SIGN LANGUAGE INTERPRETER (24 MONTHS CONTRACT) REF NO: 201/01**
- SALARY** : R211 194 per annum
- CENTRE** : Head Office
- REQUIREMENTS** : A 3 year National Diploma in Communications or equivalent with extensive knowledge and experience of South African sign Language interpretation. Understanding of procurement legislation, government processes and procedures is essential. Knowledge of computer programmes: MS Excel, MS Word, and MS PowerPoint.
- DUTIES** : Reporting: to the Deputy Director: Bid Administration. To render Sign Language interpreting services to the DD: SCM in all internal and external meetings and interactions with colleagues and stakeholders to facilitate free flow of information and to ensure that the DD communicates in an effective manner including telephonic communication. To accompany the DD to all events and official activities/meetings internally and externally so as to ensure that the DD participates equitably in all meetings and processes. To provide administrative and office management support to the Directorate not limited to: (a) assist in preparation of bid adjudication sittings, (b) compile and issue quotations as requested, (c) provide administrative assistance to the capital procurement process, (d) perform any duties in relation to the implementation of the Supply Chain Management (SCM). To support the capturing and maintenance of information in the SCM Directorate through records management in support of the overall objectives of the Directorate.
- ENQUIRIES** : Mr T Tladi, Tel no: (012) 406 1864 or Mr V Baliso (email only) Vuyile.Baliso@dpw.gov.za
- NOTE** : The appointed incumbent is required to maintain high professionalism and adhere to the code of ethics in interpreting and to maintain confidentiality

THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block B, the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 10 March 2017. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on a signed Z83 form, which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with copies of qualifications. Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. Department Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No late applications will be accepted. It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POSTS

- POST 08/24** : **PERSONAL ASSISTANT REF NO: MIN / PA 1**
- SALARY** : R211 194 per annum, Level 07
- CENTRE** : Pretoria
- REQUIREMENTS** : Mandatory requirements: Matric and a Secretarial Diploma as recognised by SAQA. A minimum of 3 years' of work experience in an office / administrative support environment. Computer Literacy. Ability to communicate with various stakeholders. Good writing skills, efficient administration skills, good knowledge of Public Service Regulations, policies and procedures.
- DUTIES** : Develop, implement and maintain office systems for data and information. Coordinate and make travel related arrangements including Itineraries, Accommodation, Visas, Transport, etc. Provide secretarial services including meet and greet clients, screening phone calls, organising and maintaining diaries, monitoring and responding to emails etc. Organise meetings and compile minutes. Screen documents and prepare correspondence (communication on behalf of the Chief of Staff). Conduct research and produce documents (briefing notes, reports, presentations). Maintain stationery and office equipment.
- ENQUIRIES** : Enquiries should be directed to the recruitment office at (012) 394-5286/ 3097
- NOTE** : EE Requirements: Preference will be given for People with disabilities / White Males/ Coloured Males
- POST 08/25** : **SENIOR PERSONNEL OFFICER REF NO: CORP SERV / PM & HRD 002**
- SALARY** : R171 069 per annum, Level 06
- CENTRE** : Pretoria
- REQUIREMENTS** : Mandatory requirements: B Degree or National Diploma in Human Resources Management / Training Management / Industrial Psychology / Public Administration. 2 years' experience in Administration / Training and or Performance Management Administration. Computer Literacy. Ability to communicate with various stakeholders. Good writing skills, efficient administration skills, good knowledge of Public Service Regulations, policies and procedures. Demonstrable experience in both PM&HRD would be advantageous.
- DUTIES** : Provide advice on policy implementation/ interpretation by arranging and/or conducting information sessions, workshops, drafting circulars and communication briefs. Coordinate business unit specific processes such as submission of documentation (e.g. performance management, training & development, etc). Conduct research for policy development/ improvement and identification of deficiencies in existing practices, processes, policies and procedures. Provide secretariat service and logistical support to technical or unit specific/ functional meetings (e.g. moderation, bursary committee etc). Facilitate the implementation of unit specific processes, policies and procedures. Undertake technical / unit specific investigations. Compile unit specific reports, statistical information, memos, letters and submissions. Communicate with co-workers, managers, other departments and service providers (including private sector organisations and international organisations). Develop/review concepts, theories and operational

methods and support the implementation and project objectives. Process technical specific information (including capturing and record keeping).

ENQUIRIES : Enquiries should be directed to the recruitment office at (012) 394-5286/ 3097

NOTE : EE Requirements: Preference will be given for People with disabilities / White Males and Females/ Coloured Males

POST 08/26 : **REGISTRY CLERK REF NO: CORP SERV / REG 002**

SALARY : R142 461 per annum, Level 05

CENTRE : Pretoria

REQUIREMENTS : Grade 12 with at least 2 years relevant experience. Knowledge of promotion of Access to Information Act, Administrative Justice Act, National Archives Act and Regulations. Knowledge of Records Management. The successful completion the National Archives Certificate in Records Management will be an added advantage. Good organizing, planning and coordinating, analytical and problem solving skills. Computer literacy and Good Interpersonal skills. Good Communication (verbal and written) skills, ability to work under pressure to work independently.

DUTIES : Manage the registry (Develop and maintain proper filing system, disposal of documents, opening and closing of files, proper filing of documents). Develop and maintain a database of clients/service providers. Receive, Record, Screen all Incoming submissions and documents before forwarding and for distributing to the relevant client. Handle correspondence (receive, sort, acknowledge, distribute and make follow ups). Execute other duties as instructed.

ENQUIRIES : Enquiries should be directed to the recruitment office at (012) 394-5286/ 3097

THE DEPARTMENT OF TELECOMMUNICATIONS AND POSTAL SERVICES

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

- APPLICATIONS** : Ultimate Recruitment Solutions has been retained to handle all responses for this advertisement. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: P O Box 11506, Tierpoort, 0056 or via fax: 0866541819 or email: dtps@ursonline.co.za.
- CLOSING DATE** : 13 March 2017
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department and should be accompanied by a recently updated comprehensive CV and certified copies not older than six (6) months of all qualification(s), and ID document. Applications received after the closing date will not be considered. Faxed or e-mailed applications will be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. All qualifications are subject to verification. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment using the mandated DPSA SMS competency assessment tools. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo a full security vetting. All applicants must declare any conflict or perceived conflict of interest and must disclose membership of Boards and directorships associated with. The successful candidate also have to disclose annually his/her financial interest. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV's submitted will be destroyed after the three (3) months period. The Department reserves the right not to make appointment(s) to the advertised post and candidates will have no legitimate expectation or automatic right to the position. It will be expected from the successful candidate to enter into an agreed contract of employment on the terms and conditions set, obtain a "top secret" security clearance, sign a performance agreement, Resigning from any business interest which will be in direct contravention with the mandate of the Department within three (3) months of appointment and successfully complete a twelve month probation period. Candidates, whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

MANAGEMENT ECHELON

- POST 08/27** : **CHIEF DIRECTOR: BROADBAND REF NO: CDBB**
- SALARY** : An all-inclusive package of R1 068, 564 per annum
- CENTRE** : Pretoria, Hatfield
- REQUIREMENTS** : A relevant ICT Engineering degree or equivalent qualification at NQF level 7, as recognised by SAQA with at least 5 years' experience at a senior management level. A relevant post-graduate qualification will be an added advantage. Skills and Competencies: At an advanced level required in the following: Knowledge and experience of the broadcasting environment. Knowledge of the ICT Infrastructure (Broadband) planning, design, costing, and modelling. Knowledge of Government policies and legislation in the ICT environment. Knowledge of Departmental standards and regulations. Policy analysis and development. Programme and Project Management. Communications skills (both written and verbal). Business acumen.
- DUTIES** : The incumbent will develop and facilitate the implementation of ICT Infrastructure, Broadband Policy Strategy and Implementation Plan and ensure that Broadband goals are achieved. Provide a leadership role in the development of a core and access broadband policy strategy, implementation plan and monitoring on a

national, provincial and municipal level in South Africa. Develop broadband services and application strategy and ensure the facilitation of the implementation and monitoring of the application and services in a national, provincial and municipal broadband plan in South Africa. Provide an oversight role in collating broadband data to inform the broadband model and ensure monitoring tools are in line with the broadband strategy and implementation plans. Oversee the Industrial development of key areas in the broadband value chain. Manage the resources within the ICT Broadband Chief Directorate in line with the relevant legislation to reach the strategic objectives of the Department.

ENQUIRIES

: Application enquiries: URS Response handling Tel no: (012) 811 1900
Any other enquiries: Ms Tania Beukes, Tel no: 012 427 8184.

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: email: rh2@adcorp.co.za Fax: 086 610 0400 or deliver to the Quest Box at Forum 5, Braampark, 33 Hoofd Street, Braamfontein. Applications must be in a sealed envelope and must clearly state the reference number on the outside. Enquiries for applications: Tebogo Kgaditsi Tel no: 011 628 0561
- CLOSING DATE** : 17 March 2017
- NOTE** : The successful candidate's appointment will be subject to a 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 and certified ID, copies of qualifications. 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. 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.

OTHER POST

- POST 08/28** : **DEPUTY DIRECTOR: CORPORATE SECRETARIAT (SALARY LEVEL 11) REF NO: DTA6009**
- SALARY** : An all-inclusive remuneration package of R612 822 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year National Diploma or three year Bachelor's Degree and a minimum of 3 to 5 years' experience in a related field. A qualification in Public Administration/ Business Administration/ Social Science will be an added advantage. Core competencies: Applied strategic capacity, project management, problem solving analysis, people management and empowerment, client orientation and customer focus and communication skills. Technical competencies: Corporate secretariat best practices and government procedures, advanced minutes taking and analytical skills.
- DUTIES** : The successful candidate will perform the following duties: Coordination and provision of secretariat support to internal corporate governance structures and external intergovernmental relations forums. Develop minutes of the meetings and maintain records of meetings. Develop decision matrix and follow up on the implementation of meetings resolutions. Develop policy guidelines and procedures based on the Intergovernmental Relations Act. Develop and maintain the database of all internal and external intergovernmental structures.
- ENQUIRIES** : Ms RS Mogaladi, Tel no: (012) 334 4972

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to those candidates whose appointment will assist the department in achieving its employment equity targets at specific levels in terms of the Department's Employment Equity Plan (People with disabilities and Coloureds, Whites and Women of all races at Senior Management level).

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 of hand deliver at the Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034. Employees are reminded to quote the relevant reference numbers/post number when applying for these posts.
- CLOSING DATE** : 13 March 2017
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

- POST 08/29** : **DEPUTY DIRECTOR: PROVINCIAL REGULATORY ENTITIES (PREs) AND MUNICIPAL REGULATORY ENTITIES (MREs) REF No: (DOT/HRM/2017/001)**
(Branch: Public Transport)
(Chief Directorate: Public Transport Regulation)
(Sub-Directorate: Provincial Regulatory Entities (Pres) and Municipal Regulatory Entities (MREs))
- SALARY CENTRE REQUIREMENTS** : All inclusive salary package R612 822 per annum
: Pretoria
: An appropriate National Diploma or Degree in Transport Management, Public Management, Office Management, Business Management, Communication or Public Relations plus 5 years' relevant experience in the Public Transport Operating Licence environment of which 2 years was supervisory. The following key competencies are essential: Good understanding of how the machinery of government works, including the linkages between the spheres of government; Good interpersonal skills, communication and coordination skills; Computer literacy (MS Word, Power Point, Excel etc); Report writing; Organising and management abilities; Knowledge of Public Finance Management Act (PFMA); National Land Transport Act of 2009 (Act 05 of 2009) and regulations; Knowledge of the National Land Transport Information System (NLTIS); Knowledge of Promotion of Access to Information Act (PAIA); Administration Justice Act; National Archives Acts and Regulations; Good track record in project management; Have a valid driver's licence and be willing to travel and work beyond normal working hours.
- DUTIES** : Provide Guidance and assistance to Provinces and Municipalities with the establishment of Provincial Regulatory Entities (PRE's) and Municipal Regulatory Entities (MRE's). Provide support to Provinces and Municipalities through liaising, coordination and other process associated establishment of PRE's and MRE's. Attend to their queries and problems arising from the implementation of National Land Transport Act (NLTA). Oversee the devolvement/contracting of the Operating Licences function to municipalities. Develop, review and implement standardised procedure manuals. Implementing policies procedure and code of conduct for the National Public Transport Regulator (NPTR). Lead and facilitate the conversion of permits and other matters relating to Operating Licences. Develop, roll out and oversee training and capacity building programmes. Liaise with OLB's/PRE's, MRE and other institutions/persons to maintain contact, assess efficiency, monitor problems and see that there is adherence to the procedure manuals. Establish communication channels and liaison with critical stakeholders. Attend and

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| | | represent the Department at meetings with various stakeholders. Compile reports; performs general administrative work. Manage the sub-directorate. Ms N Mtshwene Tel no: (012) 309 3318 |
| <u>ENQUIRIES</u> | : | |
| <u>POST 08/30</u> | : | <u>DEPUTY DIRECTOR: INSTITUTIONAL SUPPORT REF NO: DOT/HRM/2017/002</u> (Branch: Public Transport) (Chief Directorate: Public Transport Regulation) (Directorate: National Public Transport Regulation) (Sub-Directorate: Institutional Support) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | All inclusive salary package R612 822 per annum Pretoria A three (3) year National Diploma or A Bachelor's degree in Public Administration/Management, Transport Management or Business Administration with a minimum of 5 years relevant experience in Operating Licence environment of which 2 years must be supervisory. The following key competencies are essential: In depth knowledge and understanding of Public Transport Operating Licence environment; Good understanding of how the machinery of Government works including the linkages between the spheres of Government; Good interpersonal skills; written and verbal communication; Coordination skills; Computer literacy (Ms Word, PowerPoint etc.); Report writing, organising and management abilities; Knowledge and understanding of various pieces of legislation namely Public Finance Management Act (PFMA), National Land Transport Act (NLTA), NRTA, Tourism Act, Promotion of Access to Information Act (PAIA), Administration Justice Act, National Archives Acts and Regulations and intergovernmental Relations Framework; Knowledge of the National Land Transport Information System (NLTIS); Project Management; Negotiation skills; Presentation Skills; Risk Management. |
| <u>DUTIES</u> | : | Manage the receiving of applications for interprovincial operating licence and accreditation of tourist transport operators. Manage verification process by cross checking tax clearance certificate with South African Revenue Services (SARS). Facilitate the publication of notices in the government gazette. Manage referral of interprovincial applications to planning authorities for comments/representations. Coordinate referral of application for accreditation to tourism authority or authorities recognised by the Minister. Manage the issuing of accreditation certificates, receipts, face value documents and application forms. Provide a secretariat support service to the NPTR. Manage records/recordings of hearings, meetings and investigations and ensure that are kept safe. Coordinate training of NPTR members and users on the new procedures and processes as outlined in the procedure manuals as well as on the adapted information systems (OLAS). Prepare briefs for the Transport Appeal Tribunal (TAT) where appeals are lodged and answering queries as per requests. Prepare quarterly reports on appeals against the decisions of the NPT. Compile the financial report for the Sub-directorate pertaining to revenues received from operating licence applications including bank reconciliation. Compile the financial report for the Sub-directorate pertaining to revenues received from operating licence applications including bank reconciliation. Manage all files of the NPTR and ensure that backups are kept electronically. |
| <u>ENQUIRIES</u> | : | Ms N Mtshwene Tel no: (012) 309 3318 |
| <u>POST 08/31</u> | : | <u>ASSISTANT DIRECTOR: NATIONAL PUBLIC TRANSPORT REGULATOR SECRETARIAT REF NO: DOT/HRM/2017/003</u> (Branch: Public Transport) (Chief Directorate: Public Transport Regulation) (Directorate: National Public Transport Regulation) (Sub-Directorate: Institutional Support) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R311 784 per annum per annum Pretoria A National Diploma or Degree Transport Management, Public Administration, Business Management or Office Management plus 3 years' relevant experience in the field of Public Transport Operating Licence environment. Experience in the provision of secretariat support to Boards and Committees will be an added advantage. The following key competencies are essential: Sound minute taking; Good understanding of how the machinery of government works including the linkages between the spheres of government. Good interpersonal skills, |

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| | | communication and coordination skills. Computer literacy (MS Word, Power Point, Excel etc.); report writing. Organising and management abilities. Knowledge of Public Finance Management Act (PFMA), National Land Transport Act (NLTA) of 2009 (Act 05 of 2009) and regulations; Knowledge of the National Land Transport Information System (NLTIS). Knowledge of Promotion of Access to Information Act (PAIA), Administration Justice Act, National Archives Acts and regulations; King III report; Tourism legislation. Good track record in project management; a valid driver's licence and willingness to travel and work beyond normal working hours. |
| <u>DUTIES</u> | : | Provide Secretariat and administrative support to the National Public Transport Regulator (NPTR). Support the NPTR with the development of strategic and operational plans. Create, transcribe and distribute meeting agendas and minutes of the Committee. Organize and schedule meetings and hearings on behalf of the NPTR. Prepare files for consideration by the NPTR. Communicate decisions of the Committee to operators. Maintain electronic and manual filing system for the NPTR. Perform general clerical duties which include but not limited to: photocopying, fax, mailing and filing. Secure information by completing database backups. Liaise with various stakeholders. |
| <u>ENQUIRIES</u> | : | Ms R Nchabeleng Tel no: (012) 309 3237 |
| <u>POST 08/32</u> | : | <u>ASSISTANT DIRECTOR: PUBLIC TRANSPORT MONITORING AND INSPECTIONS 2 POSTS REF NO: (DOT/HRM/2017/004</u> (Branch: Public Transport) (Chief Directorate: Public Transport Regulation) (Directorate: National Public Transport Regulation) (Sub-Directorate: Public Transport Monitoring) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R311 784 per annum per annum Pretoria A National Diploma or Degree in Public Management, Business Management, Office Management, Transport Management or Traffic Policing plus 4 years' experience monitoring and evaluation or Public Transport Environment of which 1 year must be on supervisory level. Experience as a Traffic Officer or Examiner of Vehicles will be an added advantage. The following key competencies are essential: Knowledge and understanding of the National Land Transport Act (NLTA) of 2009 (Act No 5 of 2009) and regulations; Knowledge of the National Land Transport Information System (NLTIS); National Road Traffic Act (NRTA) of 1996 (Act 93 of 1996); Understanding of Public Transport Regulatory Entities; Good communication and report writing skills; Project management skills; Good interpersonal relations; Understanding of the tourism industry; Understanding of machinery of government; Computer literacy (MS Word, Excel and Power Point); monitoring and evaluation, team work, valid driver's licence and willingness to travel and work beyond normal working hours. |
| <u>DUTIES</u> | : | Carry out investigations as instructed by the National Public Transport Regulator (NPTR) in line with the requirements of the NLTA. Conduct Ad-hoc inspection on accredited tourist operators. Develop and update checklists for conducting inspections. Ensure adherence to procedures and conditions imposed by the NPTR. Monitor the implementation of Memorandum of Understanding (MOU's) between the NPTR and Provinces and other stakeholders. Collect and report on statistics of operating licences issued. Facilitate the signing of MOUs with law enforcement agencies and Provincial Regulatory Entities (PRE's). Provide inputs to the development and redesigning of the NLTIS. Arrange for testing of vehicles as recommended by the NPTR. Facilitate the submission of Transport Plans by municipalities; Monitor the conversion of permits to operating licences. Develop and update accreditation guidelines; Compile reports on inspections conducted. Provide variety of information to passengers, operators, general public and Regulatory entities. |
| <u>ENQUIRIES</u> | : | Mr A Ruele Tel no: (012) 309 3127 |
| <u>POST 08/33</u> | : | <u>SENIOR NATIONAL PUBLIC TRANSPORT REGULATOR SECRETARIAT SERVICE OFFICER 2 POSTS REF NO: (DOT/HRM/2017/005</u> (Branch: Public Transport) (Chief Directorate: Public Transport Regulation) (Directorate: National Public Transport Regulation) (Sub-Directorate: National Public Transport Regulator Institutional Support) |
| <u>SALARY CENTRE</u> | : | R262 272 per annum Pretoria |

- REQUIREMENTS** : A National Diploma or Degree Transport Management, Public Management, Business Management or Office Management plus 3 years' relevant experience of which two (2) must be in provision of secretariat services. Experience in the Public Transport Licencing Environment will be an added advantage.in the field of Public Transport Operating Licence environment. The following key competencies are essential: Sound minute taking; excellent written and verbal communication skills; knowledge of the NLTA and regulation; Computer literacy (MS Word, Power Point, Excel etc.). Good understanding of how the machinery of government works including the linkages between the spheres of government. Good interpersonal skills, communication and coordination skills; report writing; organising and management abilities. Knowledge of National Land Transport Act (NLTA) of 2009 (Act 05 of 2009). Knowledge of the National Land Transport Information System; ability to work in a team; willingness to travel and work beyond normal working hours and be in possession of a valid driver's licence.
- DUTIES** : Provide Secretariat and administrative support to the NPTR. Support the NPTR with the development of strategic and operational plans. Create, transcribe and distribute meeting agendas and minutes of the Committee. Organize and schedule meetings and hearings on behalf of the NPTR. Prepare files for consideration by the NPTR. Communicate decisions of the Committee to operators. Maintain electronic and manual filing system for the NPTR. Perform general clerical duties which include but not limited to: photocopying, fax, mailing and filing. Secure information by completing database backups. Capture resolutions of the NPTR. Update terms of reference of the NPTR. Facilitate the handing over of operators files for safe keeping. Communicate the outcome of the hearings to applicants. Compile and process sitting allowances. Attend hearings of the NPTR. Present cases to the NPTR. Liaise with various stakeholders.
- ENQUIRIES** : Ms R Nchabeleng Tel no: (012) 309 3237

EASTERN CAPE PROVINCIAL GOVERNMENT

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference.

OFFICE OF THE PREMIER

- APPLICATIONS** : The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 1039, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho
- FOR ATTENTION** : Mnikelo Mbangi
- CLOSING DATE** : Friday, 03 March 2017
- NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. 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 department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

- POST 08/34** : **GENERALIST DEVELOPMENTAL TECHNICAL REGIONAL TOWN PLANNER**
REF NO: OTP/01/02/2017
Re-Advertisement, All applicants who applied for this post in the previous advert may re-apply if they are interested.
- SALARY** : All inclusive package of R1 068 564 per annum, Level 14. Annual progression up to a maximum salary of R1 277 610 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE** : Bhisho
- REQUIREMENTS** : A recognized four (4) year Degree / Advanced diploma (NQF level 7 qualifications) in Land development – related field of study e.g. Town and Regional Planning, Land Survey and Valuation. A post-graduate Degree/Diploma qualification will be an added advantage. A minimum of 5 years working experience in a Senior Management position in a relevant professional field. Professional Registration in the field of study and practice. Knowledge and experience in Project Management would be an added advantage. A Drivers Licence is compulsory. Competencies: Analytical thinking, Research, Professional Judgement, Planning and Technical consulting. Programme and Project Management. Client orientation and customer focus. Strategic Management and Performance Monitoring. Strategic Planning and Coordination. Creativity and Innovation. Policy, systems and methods for town and regional planning. Computer literacy. Facilitation and coordination skills. Strong negotiation and advanced interpersonal skills. Professional report writing and presentation skills. Strong organisational and conflict management skills.
- DUTIES** : To promote, facilitate and coordinate integrated planning in the Province and Municipalities. Provision of strategic management support regarding Town and Regional Planning and provide spatial planning and land management. Develop policy and standards in spatial planning working closely with critical departments

COGTA, Provincial Treasury and municipalities. Review, support and monitor the implementation of SPLUM Legislation and capacitate departments, municipalities and other planning institutions in the Province. Manage projects at a Provincial level and provide Programme management support. Provide coordinated and collaborative services on key areas for the Province (infrastructure, service delivery planning and other special projects). Coordinate the formulation and implementation of strategic objectives to enable the Office of the Premier to successfully fulfil its core mandate. Lead and manage the application of town and regional planning principles in land development and manage site clearance standards as agreed with project managers. Ensure adherence to legal issues and requirements involving community development and changes in expansion and renewal on housing infrastructure, industrialised community facilities, agricultural spaces, land use patterns and management. Formulate and interpret planning legislation, guidelines, policies and regulations. Schedule available resources to meet planning targets; Write reports and make recommendations for decision making for EXCO, Provincial meetings and Clusters. Coordination and provision of strategic support with respect to public engagement on land/ development issues. Coordinate public meetings with community leaders, interest groups, lawyers and general public regarding land development issues. Present development plan at planning boards, appeals and public inquiries. Represent the provincial administration in high level committees. Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment / services. Manage the operational capital projects portfolio for the operation to ensure effective resourcing according to provincial priorities. Manage the effective and efficient utilisation of resources allocated to the Chief Directorate. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practices and organizational requirements. Provide technical consulting services for the operation on regional development related matters to minimize possible risks. Provision of management technical support services with regards to urban, rural development plan. Provide technical assistance to professional teams in all aspects regarding town and regional planning. Compilation of spatial development framework as part of IDP processes and be conversant with SPLUMA. Compile guidelines and evaluate land use management (LUM). Research and design planning policies to guide development; Research and analyze data to help inform strategic developments, such as increases in affordable housing provision. Planning and design of sustainable human settlement. Monitor the implementation of development in compliance with applicable legislation and town and regional planning standard guidelines.

ENQUIRIES :

Mr M. Mbangi Tel no: (040) 609 6424/6290/48

DEPARTMENT OF ROADS AND PUBLIC WORKS

APPLICATIONS :

Post to: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 1039, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION :

Mnikelo Mbangi

CLOSING DATE :

Friday, 03 March 2017

OTHER POST

POST 08/35 :

ASSISTANT DIRECTOR: GOVERNANCE REF NO: DRPW 01/02/201
(1 Year Contract)
Directorate Internal Control

SALARY :

All inclusive package of R311 784 per annum, Level 09. Annual progression up to a maximum salary of R376 626.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE :

Bhisho

REQUIREMENTS :

An appropriate Bachelor's Degree/ National Diploma in Financial Management/Internal Audit • A minimum of 4 years of which 2 years must be at supervisory level within Risk Management/Internal Control/Accounting and Reporting, A valid driver's license. Skills: Interviewing Techniques, Computer literacy, Effective communication (verbal and written), Planning and organisation, Relationship management, Good interpersonal and diplomacy skills, Analytical thinking, problem solving skills, decision making skills, motivational skills,

negotiation skills, conflict management, presentation skills and report writing skills, Energetic and self-driven; Team orientated, Change orientated, Assertive and self-confident.

DUTIES : (i) Provide Strategic Leadership and Management: - Perform the operational analysis of the unit to identify its status regarding the control environment and internal control systems. (ii) Perform Internal Control Operations: - Ensure implementation of an effective, efficient, and transparent system of internal controls. (iii) Project Management: - Evaluate and communicate internal control weaknesses timely to those parties responsible. (iv) Governance: Ensure implementation of the governance framework. (v) Audit and Assurance of Internal Control: - Provide administrative support and ensuring access of the internal audit unit, audit committee and the auditor general to the financial records and supporting information of the department to perform their respective functions. (vi) Oversight Support: - Facilitate responses to oversight bodies (vii) Governance: Ensure implementation of the governance framework.

ENQUIRIES : Mr M Mbangi Tel no: (040) 609 6424 / 6290/ 48

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

APPLICATIONS : Mr S. Meligana: Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho, 5605, Hand Delivery: Tyamzashe Building, at Ground Floor (Foyer), Bhisho.

FOR ATTENTION : Ms N Mabusela

CLOSING DATE : Friday, 03 March 2017

MANAGEMENT ECHELON

POST 08/36 : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: COGTA 01/02/2017**
Re-Advertisement, All applicants who applied for this post in the previous advert may re-apply if they are interested.

SALARY : All inclusive package of R1 068 564 per annum, Level 14. Annual progression up to a maximum salary of R1 277610 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE : Bhisho

REQUIREMENTS : A Bachelor's Degree requiring a minimum period of study of four years, An Honour Degree or an equivalent postgraduate certificate acquired subsequent to a qualification with a value of RVQ 14 (NQF level 7 qualification) in Human Resource/Public Administration or related areas. Five years' experience at Senior Management level. A Valid Driver's licence. Computer Literacy. Competencies: Knowledge of the following fields is critical: In depth understanding of dynamics of the Public Service, Government Systems and operations, good understanding of the PFMA, good understanding of the Public Service Human Resource Regulatory Framework, ability to work in cross/functional project/teams, excellent co-ordination and project management skills, good understanding of Government policies and initiatives and the role of information in government decision-making, Demonstrate strategic and operational management ability and experience, experience in leading and managing transformation, change and diversity.

DUTIES : As a Head of Corporate Services Chief Directorate, the incumbent of this position will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management, Employee Relations, Information Communication Technology, Organisational Transformation and Human Resource Utilisation & Capacity development functions in the Department of Cooperative Governance and Traditional Affairs. Specific key focus areas including the following: To develop and implement a people strategy and implementation plan, to facilitate the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the department, to build capacity through Human Resource Development and Performance Management, to maintain an appropriate labour relations environment and maintain and develop relationships with organised labour and other key role-players. To ensure a human capital that is equitably represented at all levels and to ensure compliance with the Employment Equity Act. To facilitate processes for ensuring that the Department has adequate human resource capacity in line with human resource plan, to promote employee health and objectives of the department, to ensure a conducive and safe work environment including occupational health and safety and other key

auxiliary services (i.e. central registry services, building maintenance and office cleaning services), to ensure the provision of HR support services to operational staff in line with business requirements and departmental strategy, to manage the entire Human Resource, Manage labour relations matters and integrated employee health and wellness programme, Development and management of Information System, manage, co-ordinate and support capacitation and training of employees, manage and monitor the implementation of performance management and development system building HR planning, Organisational Development Services and Auxiliary Services functions in the Department.

ENQUIRIES : Ms N Mabusela Tel no: (040) 609 5258/5350

OTHER POST

POST 08/37 : **SENIOR ADMIN CLERK: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT SERVICES REF NO: COGTA 02/02/2017**

SALARY : All inclusive package of R171 069 per annum, Level 06. Annual progression up to a maximum salary of R201 507.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Manguzeli TC: Maluti
A recognised three year degree/diploma or NQF level 6 equivalent qualification OR Senior Certificate/ equivalent qualification. Computer Literacy.

DUTIES : Receiving of funds on behalf of Traditional Council Compilation of financial statements. Recording of minutes in the meeting. Compilation of vouchers for payment Control of Safes as prescribed by the Treasury instructions Control over expenditure and guard against over spending Compilation of monthly returns through cashbook, receipt book and record books. Assist in typing of correspondence in the Traditional Council. Maintain good relationship between the Traditional Council, Municipalities and other Structures. Understanding of Traditional Affairs and finances will be an added advantage.

ENQUIRIES : Ms NG Mditshwa Tel no: (040) 609 5351/ 5258/ 5239

DEPARTMENT OF SPORTS, RECREATION, ARTS & CULTURE

It is the Department of Sport, Arts & Culture's intention to give preference to women and disabled people in filling of the following positions. Therefore, applications from females and people with disabilities are encouraged.

APPLICATIONS : The Senior Manager: HRM; Department of Sport, Arts & Culture; Private Bag X0020, Bhisho, 5605, Hand Delivery: Department of Sport, Arts & Culture; Wilton Zimasile Mkwazi Building; Office No. 10, HR Section; King William's Town.

FOR ATTENTION CLOSING DATE : Ms N Nomvete
Friday, 03 March 2017

OTHER POSTS

POST 08/38 : **ASSISTANT MANAGER: INFRASTRUCTURE & COMMUNITY DEVELOPMENT REF NO: DSRAC 1/02/201**
1 year contract

SALARY : All inclusive package of R311 784 per annum, Level 09. Annual progression up to a maximum salary of R376 626 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : King Williams Town
A relevant B Degree (Built Environment/Engineering) or equivalent. Certificate in Project Management and Registration with SACPCMP or ECSA as candidate, at least 3 – 5 years' experience in Built Environment. Knowledge of Public Service Act; Legislation; Policies; Prescripts and Procedures. Knowledge of Infrastructure project management; Contracts Management (JBCC, NEC) and Construction Regulations. Must be in possession of a valid driver's license.

DUTIES : Facilitate planning and execution of projects. Coordinate the appointment of the Implementing Agents, Consultants and Contractors. Provide an updated data of the Departmental Infrastructure Projects to External Stakeholders. Monitor, evaluate and report on construction progress. Provide administration support on

construction projects. Ensure safe environment and maintain good relations with Consultants and Contractors. Ensure implementation of recommendations from Safety Audit Report. Ensure Infrastructure Projects are Labour Intensive and comply with the principles of the Extended Public Works Program. Provide administration support to the unit and staff.

ENQUIRIES : Ms NP Nomvete Tel no: (043) 604 4110

POST 08/39 : **CONTRACT WORKER: INFORMATION TECHNOLOGY REF NO: DSRAC 2/02/201**
1 Year Contract

SALARY : All inclusive package of R211 194 per annum, Level 07. Annual progression up to a maximum salary of R248 781 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : King Williams Town
B.Sc. Information Systems/Computer Science and 2 years of Network Administration working experience or National Diploma in Information System and 3 years of Network Administration working experience or 7 years of working experience in Network Administration with either CCNA or equivalent qualification. Extensive and Expert knowledge in Layer 2 & Layer 3 technologies. Experience in LAN, WAN, WLAN implementations. Ability to deploy wireless networks. Experience with encryption devices. Basic knowledge of Windows Operating Systems. Intermediate knowledge of Virtual Private Networking (VPN) and Firewall technologies.

DUTIES : Assist in developing, implementing and maintaining IT Networking Policies and procedures. Assist in producing network configuration documentation and designs. Install, maintain and troubleshoot network equipment routers and switches. Perform Networks and Infrastructure administration on designated Technology Platforms in accordance with defined policies, standards and procedures. Assist in designing network topologies and site configuration. Assist in installations and configurations of Networking devices. Assist with plans, operations, engineering and installation of networks to new locations. Direct and prioritize network troubleshooting and maintenance. Perform Tier-2 support functions for remotes access issues. Monitor networks performance and provide periodic status reports to unit's management and work closely with systems personnel to ensure dependencies are maintained.

ENQUIRIES : Ms NP Nomvete Tel no: (043) 604 4110

POST 08/40 : **LIBRARY ASSISTANTS 4 POSTS (CONDITIONAL GRANT) 1 YEAR CONTRACT- ALFRED NZO DISTRICT (NTABANKULU LIBRARY REF NO: DSRAC/3/02/17 AND MALUTI MODULAR LIBRARY REF NO: DSRAC/4/02/17) CHRIS HANI DISTRICT (QUTHUBENI REF NO: DSRAC/5/02/17 AND MANZANA REF NO: DSRAC/6/02/17)**

SALARY : All inclusive package of R142 461 per annum, Level 05. Annual progression up to a maximum salary of R167 814.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE : Ntabankulu Library, Maluti Modular Library, Chris Hani District (Quthubeni) and Manzana

REQUIREMENTS : Lower Diploma in Library & Information / Matric with a minimum of three years' experience at a Public Library. Knowledge of Library Operations. Ability to work with people. Good communication and reporting skills. Ability to work in a team. Computer literacy.

DUTIES : Issue library materials to members of the public. Join/renew library membership. Shelving and circulation of library materials. Attend to reference queries brought by members of the public and learners. Maintains good public relations with the neighbourhood, community or target populations served by the library. Attend meetings where necessary. Assist in organizing and/or involved in library awareness programmes. Able to work independently. Assist in the formation of library structures. Assist in receiving and checking library materials from districts, head office and donations.

ENQUIRIES : Ms NP Nomvete Tel no: (043) 604 4110

**PROVINCIAL ADMINISTRATION: GAUTENG
GAUTENG DEPARTMENT OF E-GOVERNMENT**

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

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

CLOSING DATE : 03 March 2017

OTHER POSTS

POST 08/41 : **DEPUTY DIRECTOR: ERP (TECHNICAL SUPPORT) REF NO: 000162**
Directorate: Applications Competency Centre

SALARY : R726 276 per annum (all inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus a National Diploma/Degree in IT or Matric certificate plus 10 years' experience in ERP: SAP. Relevant ERP: GRC/Authorizations qualification will be an added advantage. 3-5 years' experience in IT environment, specialising in ERP: SAP GRC/Authorisations. People management experience. Proven experience in ERP implementation projects.

DUTIES : Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers if and when required. Discusses and resolves system issues regarding organizational policies, practices, systems functionality and upgrade projects. Seeks information, clarification, approvals and actions from higher-level managers / executives to resolve system problems and ensure operational functioning thereof. Explains and defends the organization's ERP decisions, actions, and/or recommendations to others internally and externally to increase understanding, gain cooperation and/or encourage compliance. Coordinate and direct technical staff ensuring that the ERP services provided meet the strategic needs and goals of the customer departments within Gauteng Provincial Government. Participate in the development and implementation of business planning for ERP systems including the operational aspects thereof. Serve as the technical liaison with vendors, external partners, and the ERP department regarding system operations. Provide input and information to help prepare and manage ERP budgets and reports. Liaise with various GPG departments and the ERP Team to identify and help develop system upgrades to increase system capabilities and meet customer needs. Communicate with colleagues, management and business unit(s) on requirements, problems, system status and issues. Formulate appropriate operational system procedures/processes. Assist in the planning of new hardware and new platform components. Participate in system upgrade activities as planned.

ENQUIRIES : Mr Derrick Letebele, Tel no: (011) 689 6205

POST 08/42 : **DEPUTY DIRECTOR: ERP (FI/CO) 2 POSTS REF NO: 000164**
Directorate: Applications Competency Centre

SALARY : R726 267 per annum (all inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus a National Diploma/Degree in Information Technology/Financial Information Systems/Informatics or Matric certificate plus 10 years' experience in ERP: SAP. Relevant ERP (FI/CO) qualification will be an added advantage. 3-5 years' experience in IT environment, specialising in ERP: SAP: FI/CO. People management experience. Proven experience in ERP implementation projects.

DUTIES : Maintain effective client contact and builds credible relationships with key client personnel. Understand client requirements and advise on the designing optimum solutions. Work closely with the client (s) to create and define consulting projects and ensure that the client's overall business objectives and needs are translated into well-defined and justified projects. Prepare plans and contribute to proposals that describe the process use to meet the client's needs and include deliverables,

timelines and estimates of the costs and resources required. Prepare and contribute to the process design workshops, provide direction to the consultants and configure the ERP system, demonstrate and gain acceptance from the customer. Deploy consultants in the technical preparation of Business Process Procedures, Test Scenarios, End-user documentation, and User manuals. Set priorities appropriately and ensure that work outputs are timely and of the highest quality. Continually develop ERP core skills, IS-specific skills and cross-functional expertise and business knowledge based on accumulated experience. Apply knowledge gained from each project experience to execute future tasks for projects more effectively. Use ASAP methodology and tools in the project. Perform any administrative tasks that are involved in a project. Lead the execution of assigned project tasks through the effective facilitating meetings/task groups, tracking and influencing task group progress, tracking project deliverables, etc. Interact with ERP organisation as appropriate, to deploy the requisite expertise on the engagement team to address specific client needs in a timely and efficient manner. Act as a key client contact and exercise authority appropriate to particular client requests. Commensurate with client expectations of decision-making and consistent with the ERP Applications Team's policies and practices. This will include decisions on resources, contracts, and other business/process issues where the Senior Consultant is representing the ERP Applications Team. Manage/contribute to the professional development of the junior consultants within the implementation team. Provide feedback to Consultants on their consulting performance. Manage the assignment of consultants to projects.

ENQUIRIES :

Mr Derrick Letebele, Tel no: (011) 689 6205

POST 08/43 :

DEPUTY DIRECTOR: SENIOR CONSULTANT ERP (SRM/MM) REF NO: 000165
Directorate: Applications Competency Centre

SALARY :
CENTRE :
REQUIREMENTS :

R612 822 per annum (all inclusive salary package)
Johannesburg
Matric certificate plus a National Diploma/Degree in IT or Matric certificate plus 10 years' experience in ERP: SAP. Relevant ERP (SRM/MM) qualification will be an added advantage. 3-5 years' experience in IT environment, specialising in ERP: SAP SRM/MM. People management experience. Proven experience in ERP implementation projects.

DUTIES :

Maintain effective client contact and builds credible relationships with key client personnel. Understand client requirements and advise on the designing optimum solutions. Work closely with the client (s) to create and define consulting projects and ensure that the client's overall business objectives and needs are translated into well-defined and justified projects. Prepare plans and contribute to proposals that describe the process use to meet the client's needs and include deliverables, timelines and estimates of the costs and resources required. Prepare and contribute to the process design workshops, provide direction to the consultants and configure the ERP system, demonstrate and gain acceptance from the customer. Deploy consultants in the technical preparation of Business Process Procedures, Test Scenarios, End-user documentation, and User manuals. Set priorities appropriately and ensure that work outputs are timely and of the highest quality. Continually develop ERP core skills, IS-specific skills and cross-functional expertise and business knowledge based on accumulated experience. Apply knowledge gained from each project experience to execute future tasks for projects more effectively. Use ASAP methodology and tools in the project. Perform any administrative tasks that are involved in a project. Lead the execution of assigned project tasks through the effective facilitating meetings/task groups, tracking and influencing task group progress, tracking project deliverables, etc. Interact with ERP organisation as appropriate, to deploy the requisite expertise on the engagement team to address specific client needs in a timely and efficient manner. Act as a key client contact and exercise authority appropriate to particular client requests. Commensurate with client expectations of decision-making and consistent with the ERP Applications Team's policies and practices. This will include decisions on resources, contracts, and other business/process issues where the Senior Consultant is representing the ERP Applications Team. Manage/contribute to the professional development of the junior consultants within the implementation team. Provide feedback to Consultants on their consulting performance. Manage the assignment of consultants to projects.

ENQUIRIES :

Mr Derrick Letebele, Tel no: (011) 689 6205

POST 08/44 : **DEPUTY DIRECTOR: SENIOR CONSULTANT ERP (ABAP) REF NO: 000166**
Directorate: Applications Competency Centre

SALARY : R612 822 per annum (all inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus a National Diploma/Degree in IT or Matric certificate plus 10 years' experience in ERP: SAP. Relevant ERP (ABAP) certificate will be an added advantage. 3-5 years' experience in IT environment, specialising in ERP: SAP ABAP. Proven experience in ERP implementation projects.

DUTIES : Maintain effective client contact and builds credible relationships with key client personnel. Understand client requirements and advise on the designing optimum solutions. Work closely with the client (s) to create and define consulting projects and ensure that the client's overall business objectives and needs are translated into well-defined and justified projects. Prepare plans and contribute to proposals that describe the process use to meet the client's needs and include deliverables, timelines and estimates of the costs and resources required. Prepare and contribute to the process design workshops, provide direction to the consultants and configure the ERP system, demonstrate and gain acceptance from the customer. Deploy consultants in the technical preparation of Business Process Procedures, Test Scenarios, End-user documentation, and User manuals. Set priorities appropriately and ensure that work outputs are timely and of the highest quality. Continually develop ERP core skills, IS-specific skills and cross-functional expertise and business knowledge based on accumulated experience. Apply knowledge gained from each project experience to execute future tasks for projects more effectively. Use ASAP methodology and tools in the project. Perform any administrative tasks that are involved in a project. Lead the execution of assigned project tasks through the effective facilitating meetings/task groups, tracking and influencing task group progress, tracking project deliverables, etc. Interact with ERP organisation as appropriate, to deploy the requisite expertise on the engagement team to address specific client needs in a timely and efficient manner. Act as a key client contact and exercise authority appropriate to particular client requests. Commensurate with client expectations of decision-making and consistent with the ERP Applications Team's policies and practices. This will include decisions on resources, contracts, and other business/process issues where the Senior Consultant is representing the ERP Applications Team. Manage/contribute to the professional development of the junior consultants within the implementation team. Provide feedback to Consultants on their consulting performance. Manage the assignment of consultants to projects.

ENQUIRIES : Mr Derrick Letebele, Tel no: (011) 689 6205

POST 08/45 : **DEPUTY DIRECTOR: SENIOR CONSULTANT ERP (BASIS) REF NO: 000168**
Directorate: Applications Competency Centre

SALARY : R612 822 per annum (all inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus a National Diploma/Degree in IT or Matric certificate plus 10 years' experience in ERP: SAP. Relevant ERP (BASIS) qualification will be an added advantage. 3-5 years' experience in IT environment, specialising in ERP: SAP (BASIS). Proven experience in ERP implementation projects.

DUTIES : Maintain effective client contact and builds credible relationships with key client personnel. Understand client requirements and advise on the designing optimum solutions. Work closely with the client (s) to create and define consulting projects and ensure that the client's overall business objectives and needs are translated into well-defined and justified projects. Prepare plans and contribute to proposals that describe the process use to meet the client's needs and include deliverables, timelines and estimates of the costs and resources required. Prepare and contribute to the process design workshops, provide direction to the consultants and configure the ERP system, demonstrate and gain acceptance from the customer. Deploy consultants in the technical preparation of Business Process Procedures, Test Scenarios, End-user documentation, and User manuals. Set priorities appropriately and ensure that work outputs are timely and of the highest quality. Continually develop ERP core skills, IS-specific skills and cross-functional expertise and business knowledge based on accumulated experience. Apply knowledge gained from each project experience to execute future tasks for projects more effectively. Use ASAP methodology and tools in the project. Perform any administrative tasks that are involved in a project. Lead the execution of assigned

project tasks through the effective facilitating meetings/task groups, tracking and influencing task group progress, tracking project deliverables, etc. Interact with ERP organisation as appropriate, to deploy the requisite expertise on the engagement team to address specific client needs in a timely and efficient manner. Act as a key client contact and exercise authority appropriate to particular client requests. Commensurate with client expectations of decision-making and consistent with the ERP Applications Team's policies and practices. This will include decisions on resources, contracts, and other business/process issues where the Senior Consultant is representing the ERP Applications Team. Manage/contribute to the professional development of the junior consultants within the implementation team. Provide feedback to Consultants on their consulting performance. Manage the assignment of consultants to projects.

ENQUIRIES :

Mr. Derrick Letebele, Tel no: (011) 689 6205

POST 08/46 :

DEPUTY DIRECTOR: SENIOR CONSULTANT ERP (FI/CO) REF NO: 000169
Directorate: Applications Competency Centre

SALARY :

R612 822 per annum (all inclusive salary package)

CENTRE :

Johannesburg

REQUIREMENTS :

Matric certificate plus a National Diploma/Degree in Information Technology /Financial Information Systems /Informatics or Matric certificate plus 10 years' experience in ERP: SAP. Relevant ERP (FI/CO) qualification will be an added advantage. 3-5 years' experience in IT environment, specialising in ERP: SAP FI/CO. Proven experience in ERP implementation projects.

DUTIES :

Maintain effective client contact and builds credible relationships with key client personnel. Understand client requirements and advise on the designing optimum solutions. Work closely with the client (s) to create and define consulting projects and ensure that the client's overall business objectives and needs are translated into well-defined and justified projects. Prepare plans and contribute to proposals that describe the process use to meet the client's needs and include deliverables, timelines and estimates of the costs and resources required. Prepare and contribute to the process design workshops, provide direction to the consultants and configure the ERP system, demonstrate and gain acceptance from the customer. Deploy consultants in the technical preparation of Business Process Procedures, Test Scenarios, End-user documentation, and User manuals. Set priorities appropriately and ensure that work outputs are timely and of the highest quality. Continually develop ERP core skills, IS-specific skills and cross-functional expertise and business knowledge based on accumulated experience. Apply knowledge gained from each project experience to execute future tasks for projects more effectively. Use ASAP methodology and tools in the project. Perform any administrative tasks that are involved in a project. Lead the execution of assigned project tasks through the effective facilitating meetings/task groups, tracking and influencing task group progress, tracking project deliverables, etc. Interact with ERP organisation as appropriate, to deploy the requisite expertise on the engagement team to address specific client needs in a timely and efficient manner. Act as a key client contact and exercise authority appropriate to particular client requests. Commensurate with client expectations of decision-making and consistent with the ERP Applications Team's, policies and practices. This will include decisions on resources, contracts, and other business/process issues where the Senior Consultant is representing the ERP Applications Team. Manage/contribute to the professional development of the junior consultants within the implementation team. Provide feedback to Consultants on their consulting performance. Manage the assignment of consultants to projects.

ENQUIRIES :

Mr. Derrick Letebele, Tel no: (011) 689 6205

POST 08/47 :

ASSISTANT DIRECTOR: WEB DESIGNER REF NO: 000196
Directorate: Applications Development

SALARY :

R389 145 per annum (plus benefits)

CENTRE :

Johannesburg

REQUIREMENTS :

Matric plus relevant 3 year Degree or National Diploma in software development. 1-3 years of experience in developing and implementing Portal and web based applications

DUTIES :

Provide general administration for various applications and graphical structures and framework. Provide support for existing front end applications. Maintain and update existing front end applications. Develop modules for various applications.

Test various applications. Produce reports from various applications. Provide basic user training for various applications.

ENQUIRIES : Ms Portia Makotwane, Tel no: (011) 689 8898

POST 08/48 : **ASSISTANT DIRECTOR: TRANSVERSAL SUPPORT REF NO: 000195**
Directorate: Applications Development

SALARY : R311 784 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric Certificate plus an IT Certificate. Completion of Microsoft certified courses related to server maintenance. Experience in system support and support processes at least 1-2years. Customer care experience at least 3 years.

DUTIES : Maintain, design and implementation of all versions of Microsoft (HIS) Host Integration Servers and (SNA) system network architecture, within GPG. Ensure user access to all Transversal applications. Provision and administrative support of transversal systems (BAS, PERSAL and PERSAL printers) to various client sites. Internal and external. Ongoing evaluation and improvement of current configuration with respect to HIS. Daily maintenance of related HIS hardware and software configuration. Support of all related HIS/SNA functions for business continuity. Provisioning of Logical Units, LU pools and activation of inactive LU's.

ENQUIRIES : Mr Errol Ogle, Tel no: (011) 689 6861

POST 08/49 : **ASSISTANT DIRECTOR- BUSINESS CONTINUITY MANAGEMENT (BCM) REF NO: 000199**
Directorate: Office of the HOD – Internal Risk Management Unit

SALARY : R311 784 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 with a National Diploma or Bachelor's degree in business, information management or computer science. A certificate in business continuity will be an added advantage. Two (2) to three (3) years business continuity and IT risk analysis experience is required. Person Profile: High level of verbal and communication skills, Facilitation skills, Lateral thinking skills, Good report writing skills, Strong interpersonal skills. Ability to meet deadlines. Value delivery focus. Change agency. Diagnostic and advisory skills.

DUTIES : Develop a business continuity management policy and programme management. Embed BCM within the department's culture. Conduct risk assessments and business impact analysis. Identify response options. Develop response plans. Train, Exercise and Maintain. Prepare and submit reports to be tabled at executive and oversight committees.

ENQUIRIES : Mr Errol Ogle, Tel no: (011) 689 6861

POST 08/50 : **SENIOR ADMIN OFFICER: CONTENT ADMINISTRATOR REF NO: 000197**
Directorate: Application Development

SALARY : R262 272 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 focused on languages and communication. Experience is required in content and content publishing. 1 to 2 years' experience with web content is required. Experience with web and portal development would be advantageous.

DUTIES : Receive and quality check content from the sites provided by the various content owners and content developers. Deploy or post content within the required service level agreements. Ensure that the quality of the content is maintained. Ensure that content is always current and highlight areas of concern. Provide technical advice to content owners in terms of specifications, format, grammar and aspects of content management.

ENQUIRIES : Ms. Portia Makotwane, Tel no: (011) 689 8898

POST 08/51 : **PERSONAL ASSISTANT REF NO: 000198**
Directorate: Assets & Logistics

SALARY : R211 194 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a Secretarial Diploma or equivalent. 3-5 years clerical or administrative experience. Ability to work on MS-Excel.

DUTIES : Maintain a Document Management System for the unit. Appointments, management and co-ordination. General administrative duties. Management of

documents frequently used within the Business Unit. Management of financial records and maintaining databases. Diary management. Management, co-ordination and support with regards to specifically assigned meetings. Logistical arrangements. All other roles suitable to a secretarial function as well as ad-hoc roles as requested by the Director.

ENQUIRIES : Mr Oscar Baloyi, Tel no: (011) 689 4648

DEPARTMENT OF HEALTH

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

Erratum: Kindly note the Diagnostic Radiographer {Ultrasound} Grade 1–3 Ref No: 000146 (Post 07/143), advertised in PSVC 07, the salary has been amended as follows: R327 600 to R 374 577 per annum (plus benefit) – Grade 1, R 385 899 to R441 234 per annum (plus benefit) – Grade 2, R454 569 to R 489 708 per annum (plus benefit) – Grade 3 and the closing date is 03 March 2017.

MANAGEMENT ECHELON

POST 08/52 : **MEDICAL SPECIALIST REF NO: HRM 15/2017**

Directorate: Nuclear Medicine

SALARY : R924 378 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Specialist qualification in Nuclear Medicine. Current registration as a specialist Nuclear Medicine Physician with the health Professions Council of South Africa. Sound knowledge and experience as a Nuclear Medicine Specialist Physician. Experience with PET/CT imaging will be advantage.

DUTIES : Involvement in the provision of a professional clinical nuclear medicine service. Performance, interpretation and reporting of diagnostic nuclear medicine investigations. Patient treatment with unsealed sources. Patient management and clinical assessment. Responsibility for patient care in the department. Liaison with other disciplines. Teaching and training with the service. Providing after hour care in accordance with the commuted overtime contract. Working with the Head of Department in the day-to-day running of the department.

ENQUIRIES : Prof. MM Sathekge Tel no: (012) 354 1794
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

CLOSING DATE : 10 March 2017

NOTE : 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

POST 08/53 : **MEDICAL SPECIALIST REF NO: HRM 16/2017**

Directorate: Cardiothoracic Surgery

SALARY : R924 378 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : FCPaed/MMed (Paediatrics). Registration as a Specialist Paediatrician for independent practice. Experience in a Paediatric Pulmonology Service/PICU.

DUTIES : Candidates will deliver patient care and service, mainly but not exclusively in Paediatric Pulmonology/PICU, including after hours and night duty overtime work, as allocated by the Head of the Department.

ENQUIRIES : Prof. RJ Green Tel no: (012) 354 5276
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

CLOSING DATE : 10 March 2017

NOTE : 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.

OTHER POSTS

POST 08/54 : **PNB- 4 ASSISTANT MANAGER NURSING SPECIALITY PNA- 7 ASSISTANT MANAGER NURSING GENERAL: (PSYCHIATRY) REF NO: 000150**
Directorate: Nursing

SALARY : PNA 7 R 465 939 per annum plus benefits - General
PNB 4 R 509 148 per annum plus benefits - Speciality

CENTRE : Weskoppies Hospital

REQUIREMENTS : Grade 12. Basic qualification as a Professional nurse according to R425 that leadsto registration with the South African Nursing Council as a Professional nurse For PNB 4 a post basic qualification in the speciality area: Psychiatry recognized in accordance with R 212.A qualification in nursing administration / management will be a recommendation. Driver's license Experience: A minimum of 10 years' experience as a professional nurse after registration as a PN with SANC. For general, at least 6 years' experience in psychiatry. For speciality, 6 years' experience in psychiatric nursing after registration of the post basic Psychiatry qualification. At least 3 years' experience on management level.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and professional / legal framework. Manage effectively the utilization and provision of resources. Coordination of the provision of effective training and research Provision of effective support to nursing services Maintain professional growth / ethical standards and self-development

ENQUIRIES : Ms. B Schoonwinkel, Tel no: (012) 319 9680

APPLICATIONS : Applications should include Z83, CV, certified copies of ID and Qualifications. Applications should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag X113, Pretoria, 0001 or placed in the "Application box" provided at the security gate.

CLOSING DATE : 10 March 2017

POST 08/55 : **OPERATIONAL MANAGER NURSING: SPECIALITY UNIT (PN-B3) REF NO: 000184**
Directorate: Nursing Services

SALARY : R465 939 per annum (plus benefits)

CENTRE : Sterkfontein Hospital, Krugersdorp

REQUIREMENTS : Appropriate Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse. A Post basic qualification in Advanced Psychiatry which is one year accredited with SANC. A minimum of 9 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate/recognized experience in Psychiatry after obtaining one year post-basic qualification. Proof of current registration with SANC. Sound interpersonal and good communication skills. Knowledge of Mental Health Care Act, PFMA and other Public Sector Regulations and Legislative framework. A valid driver's license.

DUTIES : Deputize for Nursing Managers in their absence and take charge of the hospital after hours, at night, during weekends and Public Holidays. Demonstrate basic understanding of Human Resource and Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and Supply Chain Management procedures. Ensure effective and efficient coordination and integration of Quality specialized nursing care through compliance to Batho Pele Principles, Mental Health Care Act Procedures and Quality Assurance standards. Participate in staff development, uphold the nursing strategy and compile reports.

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

CLOSING DATE : 10 March 2017

POST 08/56 : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: 000152**
Directorate: Operating Theatre Complex

SALARY : R465 939 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (diploma / degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Operating Theatre Nursing Science. Have a minimum of 9 years appropriate / recognizable 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 / recognizable experience after obtaining the 1 year post basic qualification in Operating Theatre Nursing Science Computer literacy.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi – disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

ENQUIRIES : Ms E Kunene, Tel no: (011) 488 3826
APPLICATIONS : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za

CLOSING DATE : 10 March 2017

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

POST 08/57 : **CLINICAL PROGRAMME COORDINATOR REF NO: 000190**

Directorate: Nursing Division Nephrology Department

SALARY : R367 815 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R25 qualification (diploma / degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. Have a minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience. Computer literacy.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in Accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors,

other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices

- ENQUIRIES** : Ms P Nomvete Tel no: (011) 488 3670
- APPLICATIONS** : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za
- CLOSING DATE** : 10 March 2017
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, HPCSA and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
- POST 08/58** : **OPERATIONAL MANAGER: ANTE NATAL CLINIC REF NO: 000183**
Directorate: Health Department
- SALARY** : R367 815 per annum (plus benefits)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Basic Diploma/Degree accredited with the SANC in terms of R425 or equivalent qualification that allows registration with SANC as a Professional Nurse. Minimum 7 years appropriate/recognised experience in nursing after registration as professional nurse with SANC in general nursing. Relevant discipline Specific skills and competence will be considered.
- DUTIES** : Provide leadership to nursing team for results based services. To ensure holistic care to patients is rendered in cost effective manner. Co-ordinate and monitor the implementations of nursing care Intervention during pregnancy and evaluate care. Ensure compliance with Key Priorities, National Core Standards and Quality Improvement Plans. Effective utilisation and management of Human Resource. Compliance with Performance Management and Development Systems. Effective management of material resource in line with PFMA. Maintain professional growth and ethical standards. Ensure compliance with all National Health Priorities and Programmes. Compliance with legal frame works and aligns with principles of LEAN Management.
- ENQUIRIES** : Ms M Khoza Tel no: 011 411 3502
- APPLICATIONS** : Applications must be submitted on Z83 with CV, Certified Copies of I.D, Qualifications and Current SANC Receipt. Applications should submitted or hand delivered at Leratong Hospital Human Resource Development (Block 6)1 Adcock Street Chamdor 1740 or applies online at: www.gautengonline.gov.za
- CLOSING DATE** : 10 March 2017
- POST 08/59** : **CLINICAL PROGRAMME COORDINATOR (TRAINING) REF NO: 000189**
Directorate: Nursing
- SALARY** : R367 815 per annum (plus benefits)
- CENTRE** : Bheki Mlangeni District Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration as a Professional Nurse. A minimum of 7yrs or more appropriate / recognizable experience in general nursing after registration as a Professional Nurse with SANC. Post basic Qualification in Nursing Education registered with SANC. Computer literacy with ability to apply computer technology and programmes. Good communication, supervisory, report writing, facilitation and presentation skills. Good organizational skills. Analytical thinking and thoroughness. Ability to work in a team and under pressure.

DUTIES : Align the Clinical Training and Human resource department issues to the Departmental Strategic objectives. Provide direction and support with regards to strategic issues, management, supervision, development and implementation of policies, Guidelines and Protocols. Coordinate training into the institution which includes development and training materials and manuals aligned to National Guidelines and relevant training needs. Conduct skills audit and identify training needs for clinical. Ensure correct implementation of training strategies by conducting supervisory visits to units after training. Coordinate professional development training as per Central office training schedule. Coordinate study leaves application for part time and full time studies to ensure that the study leave policy is adhered to. Submit reports and monthly statistics to the supervisor and Central office as required. Attend meetings and updates related to training at HRD, LMSD and Nursing Colleges and meetings to patient care. Ensure effective functioning of in-training committees. Form part of the Quality Assurance Team to ensure compliance to National Core Standards. Ensure facilitation of the implementation of the National Nursing Strategic Plan.

ENQUIRIES APPLICATIONS : Ms. M.N. Mchunu Tel no: (011) 241 5600 X5620

ENQUIRIES APPLICATIONS : Applications must be submitted on a Z83 form accompanied by C.V, certified copies of qualifications and ID documents. Applications should be submitted to HR Department at Bheki Mlangeni District Hospital or posted to Bheki Mlangeni District Hospital, P.O. Box 731, Jabulani, 1868 or apply online at: www.gautengonline.gov.za

CLOSING DATE NOTE : 10 March 2017

CLOSING DATE 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. Suitable candidates will be subjected to Occupational Health and Safety Medical Surveillance as required in the Hazardous Biological Agents and Hazardous Chemical Substances. Regulations with the OHS Act 85 of 1993.

POST 08/60 : **PROFESSIONAL NURSE (SPECIALITY): ADVANCED MIDWIFERY AND NEONAL NURSING SCIENCE 2 POSTS REF NO: TDH02/2017**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R317 271 – R367 815 per annum (plus benefits)
: Tshwane District Hospital
: Grade 12 or equivalent / NQF level /Basic R425 qualification (i.e) Diploma/Degree in nursing that allows registration with the South African Nursing Council as a Professional Nurse. A basic qualification Diploma in advanced Midwifery and Neonatal Nursing Science with duration of at least 1 year, accredited with SANC, certificate of registration with SANC (General Nursing, Midwifery, Psychiatric and Community Nursing Science). Proof of current SANC registration (2017). Experience: A minimum of 5 years as a professional Nurse after registration with SANC in general nursing and 3years experience working in labour ward as a Midwife with duration of at least 1 year post basic qualification in midwifery and Neonatal Nursing Science. Good communication skills/verbal and written, understanding of national core standards, able to work under pressure. Knowledge of the guidelines that governs Maternal and child health e.g. PPIP, Maternal guidelines, HIV and EMTCT as well as EPI

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional legal frame work. Effective utilization of resources participation in training and research. Provision of support to nursing service. Maintain professional growth/ethical standards and self-development. Display MBFHI etc. work as part of multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient.

ENQUIRIES APPLICATIONS : Mrs Motlhaga DS Tel no: (012) 354 7600
: All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag X179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.

CLOSING DATE : 03 March 2017

POST 08/61 : **LECTURER PND 1/2 PROFESSIONAL NURSE CLINICAL NURSING SCIENCE HEALTH ASSESSMENT, TREATMENT AND CARE (PHC) REF NO: 000157**
Directorate: Nursing Services

SALARY : PND1: R317 271 per annum (plus benefits)
: PND2: R390 216 per annum (plus benefits)

CENTRE REQUIREMENTS : Rahima Moosa Campus
PND1 minimum of 4 years appropriate/ recognizable nursing experience after being registered as a Professional Nurse. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Minimum of 2 years appropriate experience in Clinical Nursing Science, Health Assessment, Treatment and Care. Registered with the SANC as a General Nurse and Midwife. Degree in Nursing Education registered with the SANC. Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care. A track record of transferability of the post applied for. A code 8 Driver's License. Proof of Computer literacy (Word, PowerPoint, Excel.) Post is allocated at Rahima Moosa Campus.

DUTIES : Plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes. Policy and curriculum development. Develop clinical tools, implement PMDS for post basic students. Develop, review and evaluate circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record –keeping as required, accompany learners in clinical areas affiliated to the college (Westrand Region). Continuing education in Nursing education as well as own specialty

ENQUIRIES APPLICATIONS : Ms. N. Buthelezi Tel no: (011) 247 3304-3300
All applications must be submitted on Z83 form, certified copies of qualifications, curriculum vitae (CV) certified ID copy delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department or apply online at www.gautengonline.gov.za.

CLOSING DATE : 10 March 2017

POST 08/62 : **PNA3/PNA4 PROFESSIONAL NURSE (GENERAL) GRADE 1: QUALITY ASSURANCE (RE-ADVERTISEMENT) REF NO: 000240**
Directorate: Quality Assurance Unit
This is a re-advertisement of the advert that was published in the PSVC 07. The requirements and duties have been amended, the reference number has changed and the closing date extended to 10 March 2017. Those who previously applied may re-apply.

SALARY : PNA3: R259 134 – R300 414 per annum (plus benefits)
PNA4: R317 271 – R401 922 per annum (plus benefits)

CENTRE REQUIREMENTS : Kalafong Provincial Tertiary Hospital
Grade 12 or equivalent NQF level / Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration as a professional nurse. A certificate in Total Quality Management. A certificate in Microsoft Office (MS Word, MS Excel, MS PowerPoint). 3-years appropriate recognizable experience in Quality Assurance. Knowledge of Core Standards prescripts, practices, standards. A valid EB or Code 8 driver's license. **COMPETENCIES:** PNA3: Minimum 10-years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC / PNA4: Minimum 20-years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC. Sound knowledge in management, computer skills (MS Word, Excel and Power Point), sound interpersonal communication and sound leadership skills. Ability to engage appropriate stakeholders on QA matters. Skills Required: Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Coordination skills. Problem solving skills. Evaluation skills. Ability to collect and analyze data.

DUTIES : Ensure excellent implementation and management of QA program of the hospital through efficient operational planning, compliance, audits, engagements, support, reports, and records. Oversee program of Customer care, Accreditation and Record Audits in the institution.

ENQUIRIES APPLICATIONS : Ms MJ Mbiza, Tel no: (012) 380-7059/ (012) 318-6910
Please note that this is a re-advertisement of the advert that was published in PSVC 07. Those who applied before may re-apply. People with disabilities are welcome to apply. Applications must be filled on a Z 83 form accompanied by CV and certified copies of ID and certificates. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE : 10 March 2017

POST 08/63 : **ASSISTANT DIRECTOR: FACILITY & LOGISTICS REF NO: 000064**
 Directorate: Logistics

SALARY : R311 784 per annum (plus benefits)

CENTRE : Bheki Mlangeni District Hospital

REQUIREMENTS: : An appropriate Degree/Diploma in Public Administration/ Business/Project Management with more than 5 years' experience in supervision or Grade 12 plus 10 years relevant supervisory experience in Logistics (Facility & Project management). Knowledge of Public service Act and regulations, Basic conditions of Employment, national and Provincial Policy framework, PFMA and ELS (Electronic logging system), Transport legislation and Fleet management policies and directives. Knowledge of National Building Regulations, experience of hospital environment will be an added advantage. Good financial management problem solving, inspection, presentation, analytical skills and conflict management. Computer literacy and Valid Driver's License.

DUTIES : Management of facility and infrastructure. Management of cleaning services, linen service and Porters service on a daily basis. Ensure that there is good maintenance of grounds, building, plants and offices. Strengthen the cleaning standards of the whole facility, passages, wards and removal of medical and general waste. Overall coordination and project management of all activities relating to capital projects. Work closely with departments of infrastructure (DID) to implement a turnaround strategy of maintenance of health facility. Leadership and management of all allocated employees and contractors. Monitor and evaluate DID daily activities. Facilitate and attend FMU and DID meetings. Compile weekly, Monthly and quarterly reports. Ensure compliance with National core standards. Strengthen management of PMDS for logistics department on a quarterly basis.

ENQUIRIES : Ms MN Mchunu Tel no: (011) 241 5600 X5620

APPLICATIONS : Applications must be filled on a Z83 accompanied by certified copies of certificates and ID documents. Applications may be submitted to Bheki Mlangeni District Hospital, P O Box 731, Jabulani, 1868 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 10 March 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 08/64 : **PNA 1-PNA 3 PROFESSIONAL NURSE GENERAL GRADE 1 -3: QUALITY ASSURANCE 2 POSTS REF NO: 000149**
 Directorate Nursing

SALARY : R210 702 – R401 922 plus benefits per annum. Salary notch will be determined by years of service after registration at SANC.

CENTRE : Weskoppies Hospital

REQUIREMENTS : Basic R425 qualification, i.e. Diploma / Degree in nursing that allows registration with the South African Nursing Council as Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration. Experience in Quality Assurance will be a recommendation. A valid Driver's licence and Computer skills including Word, Excel, and PowerPoint. Good writing and verbal skills in English, preferable able to speak three or more South African languages.

DUTIES : Develop Protocols and Standard Operating Procedures for Quality Assurance. Provide training in implementation of Quality Assurance standards. Implement peer review teams to ensure compliance to National Core Standards. Conduct inspections and establish audit teams to do quality Assurance assessments on regular intervals. Collect statistics and analyse data to implement action plans for Quality Improvement. Manage Patient Events. Relieve Quality Assurance manager.

ENQUIRIES : Ms P B Schoonwinkel, Tel no: (012) 319 9680

APPLICATIONS : Applications should include Z83, CV, certified copies of ID and Qualifications. Applications should be submitted to: The HR Manager, Weskoppies Hospital, and Private Bag x113, Pretoria, or hand delivered to the box provided at the Security gate at the Main entrance at Weskoppies Hospital.

CLOSING DATE : 10 March 2017

POST 08/65 : **FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO: 000193**
 Directorate: Forensic Pathology Service

SALARY : R138 138 per annum (plus benefits)
CENTRE : Springs FPS
REQUIREMENTS : Senior certificate/Grade 12 (Related experience in the Medico -legal field will be an added advantage). Relevant qualifications in the Medico-Legal (health science) field will be an added advantage. A valid driver's licence minimum Code C1 with Public Driver Permit. Basic computer skills (MS Word). Willingness to work with corpses (Mutilated, decomposed, infected with Infectious Disease). Willingness to work shift duties. Organizing and Planning, communication, time management and interpersonal skills. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to the Principles of Batho Pele.

DUTIES : Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process (which includes evisceration, scribing and typing) in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

ENQUIRIES : Mr G. Mashego Tel no: (011) 811 9652
APPLICATIONS : Application must be submitted at Forensic Pathology Service, 11 Diagonal Street, 13 floor, reception or can be posted to Forensic Pathology Service, P O Box 7128, Johannesburg, 2000 or apply online at: www.gautengonline.gov.za.

CLOSING DATE : 10 March 2017
NOTE : Due to job inherent requirements of the post, shortlisted candidates will be subjected to computer literacy test (MS-Word, Excel PowerPoint) and driving skills test. Successful candidates will undergo: Medical screening to determine medical fitness due to the job inherent requirements and Security clearance check with the South African Police Service or other relevant State agencies. Application to be submitted on Z83 form, certified copies of Qualifications, curriculum vitae (CV) certified ID copy

DEPARTMENT OF OFFICE OF THE PREMIER

APPLICATIONS : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 30 Simmonds Street, Johannesburg or posted to Private Bag X61 Marshalltown 2107 or online on www.gautengonline.gov.za

CLOSING DATE : 10 March 2017
NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. 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 department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

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| <u>POST 08/66</u> | : | <u>TEAM LEADER DELIVERY LOGISTICS (CONTRACTUAL EMPLOYMENT 3 YEARS)</u> <u>REF NO.: 000032</u> Directorate: Delivery Support Unit |
| <u>SALARY</u> | : | R1 068 564 – 1 277 610 per annum (All-inclusive package) |
| <u>CENTRE</u> | : | Johannesburg |
| <u>REQUIREMENTS</u> | : | 3-4 year degree in Social Sciences/Humanities, Urban Planning, Public Policy and/or Economics (a post graduate degree will be an advantage). 5-10 years' experience as a senior manager. Must have strategic management abilities as well as excellent analytical, planning, organizing, communication, delegating, research and monitoring and evaluation skills and be computer literate. Must be able to manage assets and procurement. |
| <u>DUTIES</u> | : | The incumbent will work in the Delivery Support Unit that focuses on accelerated delivery across all Gauteng Provincial Government departments, and report to the Head: Delivery Support Unit. S/he will be responsible to lead, intervene in and monitor the delivery of departmental priorities. This will involve, inter alia: defining departmental goals and strategies; enabling ongoing monitoring of departmental goals and strategies; structuring of work streams and managing the team to ensure timely output; leading problem solving and analysis of assigned priorities. The incumbent will furthermore be expected to monitor the team's performance on assigned priorities and targets. Coach and train more junior team members on delivery and project management skills. Oversee, create and ensure quality presentations to relevant stakeholders. Lead teams that work directly with owners of delivery activities in department to provide problem solving support to departments. |
| <u>ENQUIRIES</u> | : | Ms Phelisa Khuzwayo Tel no: (011) 355 6730 |
| <u>NOTE</u> | : | All shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job; furthermore recommended candidates will be subjected to a generic managerial competency assessment that will be testing generic managerial competencies using the DPSA SMS competency assessment tools |
| <u>POST 08/67</u> | : | <u>RESEARCH AND DATA ANALYST (CONTRACTUAL EMPLOYMENT 3 YEARS)</u> <u>REF NO: 000033</u> Directorate: Delivery Support Unit |
| <u>SALARY</u> | : | R898 743 – 1 058 691per annum (All- inclusive Remuneration Package) |
| <u>CENTRE</u> | : | Johannesburg |
| <u>REQUIREMENTS</u> | : | 3-4 year degree in Social Sciences/Humanities, Urban Planning, Public Policy, Economics and/or Geographic Information Systems (GIS). 5 years' experience in research and/or data management and analysis. Must have analytical, planning, organizing, communication, writing and research skills and be computer literate. . |
| <u>DUTIES</u> | : | The incumbent will work in the Delivery Support Unit that focuses on accelerated delivery across all Gauteng Provincial Government departments. S/he will be responsible for setting up performance data collection systems and analyzing the data. S/he will be expected to conduct research on various aspects of public policy and government service delivery in order to enhance departmental and overall performance. Prepare communication and presentation material drawing on insights from the analysis developed by the unit. Compile action plans for implementation of recommendations. Track progress on implementation of recommendations. Analyse impact of implemented recommendations. Diagnose the situation. Propose problem solving solutions. Monitor implementation of recommended solutions. Analyse impact of implemented solutions. |
| <u>ENQUIRIES</u> | : | Ms Sylvia Mtshali, Tel no: (011) 355-6280 |
| <u>NOTE</u> | : | All shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job; furthermore recommended candidates will be subjected to a generic managerial competency assessment that will be testing generic managerial competencies using the DPSA SMS competency assessment tools |

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** : 10 March 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. 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 POSTS

- POST 08/68** : **DEPUTY DIRECTOR: SUPPLIER MANAGEMENT**
Directorate: Procurement Services
- SALARY** : R612 822 per annum, (Inclusive of benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Must hold a recognised SAQA accredited 3-year qualification. Procurement and / or Supply Chain courses in the Public Sector will be an added advantage. 3 years' experience in a Quality environment and 3 years' experience in a Supplier Management environment is compulsory. Broad knowledge of procurement, public sector work experience and SAP Supplier Database experience will be an added advantage.
- DUTIES** : To ensure that quality requirements have been properly defined. To define quality specifications, collaborate with commodity teams, assess suppliers against quality standards and continuous analysis of the quality of goods and services delivered to the Gauteng Provincial Government. To ensure that the quality management system (QMS) is developed and all QMS requirements pertaining to Provincial Supply Chain management (PSCM) are being met and to actively promote the same ethos to both supplier and end user. To ensure CSD supplier registration in collaboration with the Supplier Development sub-unit and the effective management of the SAP Supplier Database in Gauteng Provincial Treasury. To manage Supplier Help Desk. To provide required training to suppliers, staff and government officials. Responsible for all operational and reporting requirements, all stakeholder engagements and all verbal and written communication. Responsible for staff monitoring, performance and evaluation.
- ENQUIRIES** : Ms Linda Ninzi, Tel no: (011) 227 9000

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| <u>POST 08/69</u> | : | <u>SENIOR FINANCIAL OFFICER: MANAGEMENT ACCOUNTING 2 POSTS</u> Directorate: Office of the Chief Financial Office |
| <u>SALARY</u> | : | R262 272 per annum, (plus benefits) |
| <u>CENTRE</u> | : | Johannesburg |
| <u>REQUIREMENTS</u> | : | Relevant 3 year tertiary qualification, e.g. National Diploma or Degree in Financial Management. 1 – 2 years' experience in the Financial Management and/or related field. Good understanding of PFMA, Treasury Regulations and Standard Charts of Accounts. Knowledge of Microsoft Office (Excel, PowerPoint and Word). Knowledge of BAS and SAP will be an added advantage. Relevant experience on budget planning process, expenditure monitoring and general financial reporting. |
| <u>DUTIES</u> | : | To provide Management Accounting, budgeting and related administration services to the department driven by a customer focus ethos that deliver accurate and timeous assistance and information to all programme and sub programme managers. Ensure expenditure monitoring through analysis of expenditure reports and providing monthly expenditure reports. Reconciliation of BAS/PERSAL. Assist in provision of strategic planning services by compilation of financial and non-financial. Trial balance (item) analysis and journals. Compilation of the appropriate statement. Compilation of the Estimates of the Provincial Revenue and Expenditure and adjustment. Responses to the legislature and auditor general. |
| <u>ENQUIRIES</u> | : | Ms Linda Ninzi, Tel no: (011) 227 9000 |
| <u>POST 08/70</u> | : | <u>PERSONAL ASSISTANT: FINANCIAL ASSET AND LIABILITIES</u> Directorate: Sustainable Fiscal Resource Management |
| <u>SALARY</u> | : | R211 194 per annum (with benefits) |
| <u>CENTRE</u> | : | Johannesburg |
| <u>REQUIREMENTS</u> | : | National Diploma with 3 – 5 years' experience in office management or similar role, especially for senior management. Experience in scheduling, diary management, stakeholder relations and telephone etiquette. The candidate must be proficient and have knowledge of a range of software packages (Advanced Ms Office). Exceptional written and oral communication skills, planning (basic project management skills), and organizational skills. Show discretion with confidential information. Must be presentable, a people's person with excellent interpersonal skills and portray a professional front-line image with a thorough understanding of the Public Sector and its processes. |
| <u>DUTIES</u> | : | Office Administration: Implement an electronic filing system and a manual back-up system to ensure that all documents are accurately recorded and filed and are easily retrievable type documents, print documents, make photocopies, scan documents, photocopying, faxing, printing, e-mail scanning Stationery, essential office supplies and other resources prepared are requisitioned on regular basis to ensure operational productivity and efficiency. Prepare memo's, presentations and other documents as per prescribed templates professionally transcribed and typed Screen telephone calls, enquiries and requests, and handle them accordingly. Review incoming correspondence (memos, requests, reports, submissions, etc.), prioritise and distribute to managers according to the urgency and confidentiality required and where applicable, prepare draft responses and reviews. Diary Management: Management and maintenance of managers' appointments, calendars (diary management) and meetings to enable effective time management. Assist with taking minutes during meetings and distributing them as per timelines. Project Administration Prepare and monitor project schedules and plans in the Chief Directorate to enable efficient process flow, timely and relevant responses and actions. Prepare and facilitate up-keep and maintenance of minutes and action plans of meetings to ensure follow up actions are implemented and monitored. Logistical Support Services Logistical support services provided to facilitate effective deliberations at meetings, workshops and engagement sessions (venue bookings, liaising with the Office of the CFO for PO creation, etc.) and Co-ordinate and administer the payment of financial and procurement claims for the component. Prepare memos required to facilitate payments to service providers where required. Keep track of budget expenditure and prepare regular expenditure reports. Reporting Consolidate monthly and quarterly report information for the entire Chief Directorate (reports will range from operational reports to expenditure reports). Execute any other ad-hoc administrative request as and when required, including general office housekeeping |
| <u>ENQUIRIES</u> | : | Ms Linda Ninzi, Tel no: (011) 227 9000 |

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

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref 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.

MANAGEMENT ECHELON

POST 08/71 : **MANAGER: MEDICAL SERVICES (NON CLINICAL) TO SERVE BOTH AS MEDICAL MANAGER AND CHIEF EXECUTIVE OFFICER REF NO: G04/2017**
Cluster: District Health Services

SALARY CENTRE REQUIREMENTS : An all Inclusive salary package of R981 093 per annum
: Jozini Community Health Centre
: MBCHB qualification; PLUS Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner; PLUS A minimum of five (5) years in a Health Institution or Primary Health Care environment. Unendorsed valid Code B driving licence (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the District Manager, and will responsible to manage the provision of district level one health service. The ideal candidates must: Possess knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMF), Public Service Act and related regulations and policies. Possess knowledge of procurement, human resource management, work methods and procedures. Have strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Have service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES : Key Performance Areas:-Manage the day - to - day function of the hospital to ensure effectiveness and efficiency. Implement financial planning, monitoring and control of expenditure. Formulate and implement strategies and policies to promote efficiency inclusive of clinical practices. Develop and implement clinical practices planning for the Hospital. Manage the provision of clinical services within the Hospital and its Clinic. Ensure the implementation of human resource development policies to promote knowledge, skills and competencies especially clinical expertise. Provide effective leadership to motivate staff and promote team work.

ENQUIRIES APPLICATIONS : Mr VE Khoza Tel no: (033)- 846 7216
: All applications should be forwarded to: The Acting General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Minus 1:1 North Tower

FOR ATTENTION CLOSING DATE : Mr NC Mbatha
: 17 March 2017

POST 08/72 : **MEDICAL SPECIALIST 3 POSTS REF NO: MEDSPECRADONCO/1/2017**
 Department: Radiation Oncology

SALARY : Grade 1: Medical Specialist: R924 378 per annum all inclusive salary package (Excluding commuted overtime), Experience: Not applicable. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with Health Professional Council of South Africa as a Specialist in Radiation Oncology
 Grade 2: Medical Specialist: R1 056 915 per annum all inclusive salary package (excluding commuted overtime), Experience: Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist in Radiation Oncology
 Grade 3: Medical Specialist: R1 226 595 per annum all inclusive salary package (excluding commuted overtime, Experience: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Specialist in Radiation Oncology

CENTRE REQUIREMENTS : IALCH
 : Grade 12/Matric certificate, MBChB or equivalent. Registration Certificate as a Specialist: Radiotherapy Oncologist with the HPCSA and Current Registration Card with HPCSA. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge within the discipline. Ability to deal with all oncological emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage adult patients with solid organ malignancies and selected lymphomas. Competent in the radiotherapy management of paediatric malignancies.

DUTIES : Provision of holistic care for oncology patients. Maintain medical records. Participate in the Quality Improvement Programmes of the Department/Hospital. Maintain clinical, professional and ethical standards. Be involved in community-orientated/outreach programmes including the provision of expert advice and services to all health facilities within the province as delegated. Participation in provision of postgraduate health personnel teaching. Attend departmental academic sessions and meetings. The successful applicant will be required to perform after hour duties and be part of a multi-disciplinary team when deemed necessary.

ENQUIRIES APPLICATIONS : Dr LP Mtshali Tel no: (031) 240 1124
 : 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 : 10 March 2017

OTHER POST

POST 08/73 : **RADIOGRAPHER (NUCLEAR MEDICINE) REF NO: RADNUCMED/1/2017**
 Department: Nuclear Medicine

SALARY : Grade 1 R262 020 per annum, Plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements. No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Nuclear Medicine Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Nuclear Medicine Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
 Grade 2: R308 649 pa Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements. Minimum 10 years relevant experience after registration with the HPCSA as a Nuclear Medicine Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA as a Nuclear Medicine Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa.
 Grade 3: R363 582.pa Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements. .Minimum 20 years relevant experience after registration with the HPCSA as a Radiographer – Nuclear Medicine in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as a Nuclear Medicine Radiographer in respect of

foreign qualified employees of whom it is not required to perform community service as required in South Africa.

**CENTRE
REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital
:
: Diploma or Bachelor degree in Nuclear Medicine Radiography. Current registration with the Health Professions Council of South Africa as a Nuclear Medicine Radiographer. A minimum of one year current clinical experience in Nuclear Medicine. Knowledge, Skills, Training and Competence Required: Sound knowledge of nuclear medicine procedures and equipment. Protocol compilation skills. Good verbal and written communication skills. Sound knowledge of Radiation Safety/Protection Regulations. Knowledge of Quality Assurance. Computer literacy. Patient empathy. Current Nuclear Medicine clinical experience. PET imaging experience will be an advantage.

DUTIES

: Co-ordinate and undertake nuclear medicine radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex nuclear medicine procedures including PET studies. Supervise in-service training of students and/ or radiographers. Supervise subordinates and/ or other support personnel within the department. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Play an important role concerning discipline, counselling and guidance to junior staff. Promote team work in the department. Ensure the objectives of Batho Pele and Patient Rights are met

**ENQUIRIES
APPLICATIONS**

: Dr Fozy Peer Tel no: (031) 240 1881
:
: 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

: 10 March 2017

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF FINANCE**

The North West Department of Finance is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

- APPLICATIONS** : Applications should be forwarded to: The Director: Human Resource Management, North West, Department of Finance, Private Bag X2060, Mmabatho 2735, marked for attention: JM Moheta, K Chuma, O Kgomanyane or N Marengwa, 2nd Floor, Garona Building. Applications should be submitted on time.
- CLOSING DATE** : 17 March 2017 at 16h00 Applications received after the closing date will not be accepted.
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, qualifications, skills, competencies and knowledge). These must be supported by certified copies of educational certificates and Identity Document. Applications with foreign qualifications must submit a SAQA evaluation report on the qualification. Incomplete applications will not be considered. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the Department. Appointment of successful candidates will be strictly subject to the result/outcome of Personnel Suitability Checks. Failure to comply with the above requirements will result in the disqualification of the application. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. NB: 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 committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency based assessments.) The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools. Women are encouraged to apply for SMS posts.

OTHER POSTS

- POST 08/74** : **INFRASTRUCTURE ANALYST (SL10) 3 POSTS REF NO: FINNW/35/2017**
Chief Directorate: Budget and Public Finance Management
Directorate: Infrastructure Management
- SALARY CENTRE REQUIREMENTS** : R389 145 per annum (Salary Scale: R389 145 – R458 385)
Mmabatho
- : A recognised Bachelor's degree/ National Diploma in Financial Management or equivalent qualification. A qualification in Project Management will be an added advantage. A minimum of 2 years working experience in Financial and non Financial analytical and/ or related field. The incumbent must have analytical and inovative thinking abilities. Planning, project and time management abilities. Report writing, workshop presentation and facilitation, research and coordination skills.
- DUTIES** : Analyse and provide any statistics related to the Rollout of the Infrastructure Delivery Improvement Programme (IDIP) in the all NW Provincial Departments; Analyse and provide information iro the compliance of departments to infrastructure procurement processes to alleviate bottlenecks for quality improvement within the infrastructure departments; Analyse and provide statistics for any activities related to the implementation of the new framework "toolkit" and development of best practice guidelines on infrastructure procurement and delivery management; Analyse and provide statistics in support of the oversight, planning and provision of written reports on field trips and site monitoring; Provide a database and statistics for recordkeeping of departmental organizational design models and departmental capacitation plans for optimal infrastructure delivery in North West; Analyse the impact of any training initiatives based on the Capacitation plan; Provide information or statistics in support of monitoring the performance of delivery against planning; Provide information and statistics of impact contributors to improve integrated planning and budgeting; Provide information and statistics that might

reflect indicators contributing to challenges around Infrastructure spending or delivery; Provision of information to improve planning, budgeting and expenditure; Strengthen the provision of credible information and statistics from Infrastructure Information systems (NEIMS; asset registers etc.) used for improved integrated planning; Monthly and Quarterly analysis and reporting on the infrastructure and maintenance expenditure, infrastructure performance and delivery of provincial departments through Infrastructure Reporting Model (IRM) and other prescribed models.

ENQUIRIES : Mr. M. Daantjie Tel no: (018) 388 3500

POST 08/75 : **INTERNAL AUDITOR (SL8) 5 POSTS REF NO: FINNW/36/2017**
Chief Directorate: Provincial Internal Audit
Directorate: Risk Based Audits

SALARY : R262 272 per annum (Salary Scale: R262 272 – R308 943)
CENTRE : Mmabatho
REQUIREMENTS : BCom Degree in Accounting and Auditing or Diploma in Internal Audit and a completed IAT qualification or at least two years' experience in auditing which should be in risk based internal auditing. Valid driver's license is essential. An added advantage would be studies towards a CIA. Knowledge of IIA Standards, PFMA, Treasury Regulations and Internal Audit Methodology. Report writing and communication skills. Ability to work in a team. Computer literacy. Time Management

DUTIES : Perform audits of government departments in accordance with the audit methodology. Assist with audit planning and compilation of reports. Documenting field work. Assisting in ensuring effective and efficient audits. Keep time records. Give guidance to junior team members.

ENQUIRIES : Ms M Wilson Tel no: (018) 388 1403

POST 08/76 : **SENIOR TRAINING OFFICER - BAS (SL8) REF NO: FINNW/37/2017**
Chief Directorate: Provincial Accounting Services
Directorate: Financial Systems

SALARY : R262 272 per annum (Salary Scale: R262 272 – R308 943)
CENTRE : Mmabatho
REQUIREMENTS : Completed a three year tertiary qualification (degree or equivalent qualification). Three to five years' work experience in public finance. Three to five years' BAS Training coordination and administration experience. The successful candidate should have the ability to work independently and within a team. Ability to facilitate workshops, training, ability to interpret and apply policies and other prescripts. Must have good inter-personal, excellent communications (verbal and written), management, report writing, research and analytical skills. Ability to meet deadlines and work well under pressure. Ability to prepare reports and proposals.

DUTIES : The successful candidate will report directly to the Assistant Director: Financial Management Training. Main purpose of the job is to conduct WALKER/BAS training and capacity building in the North West Provincial Departments and public entities. Manage the provision of BAS training and other training initiatives. Manage the provision of BAS training and other training initiatives to users in the North West Provincial Departments and Public entities. Maintain an effective BAS management system within provincial departments and public entities. Manage and coordinate process related to Financial BAS training and training centre's. Compile monthly and quarterly reports.

ENQUIRIES : Mr TF May Tel no: (018) 388 1164

POST 08/77 : **SENIOR STATE ACCOUNTANT (NGA) (SL8) REF NO: FINNW/38/2017**
Chief Directorate: Provincial Accounting Services
Directorate: Accounting Services

SALARY : R262 272 per annum (Salary Scale: R262 272 – R308 943)
CENTRE : Mmabatho
REQUIREMENTS : An appropriate recognised Bachelor's degree/diploma or equivalent qualification in Commerce or Public Finance Management and Administration. Three years' experience in Finance Management and Administration. Conversant with the PFMA, Treasury Regulations and the Division of Revenue Act. Conversant with Persal, Walker and BAS Financial Systems. Computer literacy in Microsoft Word, Excel and PowerPoint. The successful candidate should have the ability to work independently and within a team. Problem solving, initiative and presentation skills,

ability to interpret and apply policies and other prescripts. Must have good inter-personal, excellent communications (verbal and written), management, report writing, research and analytical skills. Ability to meet deadlines and work well under pressure. Ability to prepare reports and proposals.

DUTIES : Receive & record manual cashbooks, deposit slips and vouchers in the control register. Check and confirm the correctness of submitting office code, cashbook page number and deposit slip numbers and vouchers. Confirm that the amount in the vouchers tally with the expenditure cashbook and the deposit slips are tally with revenue cashbooks. Submit revenue and expenditure cashbooks to Accounting section for capturing. Receive captured cashbooks from the Accounting Section for filling. Collect Tribes monthly Cashbook from House of Traditional Leadership. Filing of cashbooks and source documents (deposit slips, vouchers, bank statements, cashed cheques and computerized reports). Reconcile Traditional Council Cashbooks with Finance Cashbooks. Monitor and control Provincial Tribal and Trust Bank Reconciliation. Reconcile Tribal and Trust control accounts and distribution of interest to Tribal Authorities

ENQUIRIES : Ms K Horsley Tel no: (018) 388 3437

POST 08/78 : **SENIOR STATE ACCOUNTANT (SALARY ACCOUNT) (SL8) REF NO: FINNW/39/2017**
Chief Directorate: Provincial Accounting Services
Directorate: Accounting Services

SALARY CENTRE REQUIREMENTS : R262 272 per annum (Salary Scale: R262 272 – R308 943)
Mmabatho
An appropriate recognised Bachelor's degree/diploma or equivalent qualification in Commerce or Public Finance Management and Administration. Three years' experience in Finance Management and Administration. Conversant with the PFMA, Treasury Regulations and the Division of Revenue Act. Conversant with Walker and BAS Financial Systems. Computer literacy in Microsoft Word, Excel and PowerPoint. The successful candidate should have the ability to work independently and within a team. Problem solving, initiative and presentation skills, ability to interpret and apply policies and other prescripts. Must have good inter-personal, excellent communications (verbal and written), management, report writing, research and analytical skills. Ability to meet deadlines and work well under pressure. Ability to prepare reports and proposals.

DUTIES : The successful candidate will report directly to the Assistant Director: Salary Deductions. The incumbent will be responsible for the following: Collection of machine cheques from the computer room. Verification of all machine cheques i.t.o. date, sequence, amount and rand values against cheque register from computer room. Sorting and distribution of machine cheques. Sorting and distribution of the following supplementary salary reports: summarized payroll, supplementary payment rejected, supplementary payment exceeding ACB limit, payments more than ten thousand, payments more than one hundred thousand, detail list of ACB transaction and ACB control reports. Sorting of pay slips, IRP5 certificates and annual salary adjustments. Filing of all pay slips, Persal salary reports for collection per department, all IRP5 certificates and adjustment letters. Ensure safe custody of all machine cheques. Verifying the signature of the cheque collector against departmental signature specimen received from Departments. Recording of all issued cheques in numerical sequence. Ensuring that registers are correctly completed for all cheques collected. Maintain environment where fraudulent transactions are minimized.

ENQUIRIES : Ms K Horsley Tel no: (018) 388 3437

POST 08/79 : **COUNSELLOR (SL8) REF NO: FIN/NW40/2017**
Chief Directorate: Corporate Services
Directorate: Human Resource Management
Sub-Directorate: Employee Health and Wellness Programme

SALARY CENTRE REQUIREMENTS : R262 272 per annum (Salary Scale: R262 272 – R308 943)
Mmabatho
Applicants must have a B Psych Degree or a Social Work Degree and be registered as a psychological counselor with the HPCSA or as a Social Worker with the SACSSP. 2-3 years practical experience in counseling of a diverse client group. Computer literacy in MS Office packages. Valid Driver's license. Experience in an Integrated Employee Health & Wellness Programme would be an added advantage. The incumbent must be willing to travel. Knowledge of an Integrated

Employee Health and Wellness Programme. Knowledge of Government legislation especially those pertaining to Employee Health & Wellness. Ability to run workshops, support groups, and think creatively and innovatively in terms of programme development and expansion. Ability to work independently but also be a team player. Good interpersonal, communication, analytical ability, research, report writing, people, facilitation and presentation skills.

DUTIES : Assist with Employee Health and Wellness Programme that covers Wellness Management, Occupational Health and Safety and HIV and AIDS and thus will need to be conversant in all three areas. The person will be tasked with counseling, group work, crisis intervention, bereavement, trauma debriefing and running workshops, policy development, promoting work wellness. Assist in developing workshops & materials, questionnaire design and data collection, data capturing, data analysis and report writing. Coordinate events. Develop and maintain effective client record keeping systems and provide statistical and other reports as directed.

ENQUIRIES : Mr. T Ntsheni Tel no: (018) 388 4024

POST 08/80 : **STATE ACCOUNTANT (SALARY ACCOUNT) (SL7) REF NO: FINNW/41/2017**
Chief Directorate: Provincial Accounting Services
Directorate: Accounting Services

SALARY CENTRE REQUIREMENTS : R211 194 per annum (Salary Scale: R211 194 – R248 781)
Mmabatho
An appropriate recognised Bachelor's degree/diploma or equivalent qualification in Commerce or Public Finance Management and Administration. Two years' experience in Finance Management and Administration. Conversant with the PFMA, Treasury Regulations and the Division of Revenue Act. Conversant with Persal, Walker and BAS Financial Systems. Computer literacy in Microsoft Word, Excel and PowerPoint. The successful candidate should have the ability to work independently and within a team. Problem solving, initiative and presentation skills, ability to interpret and apply policies and other prescripts. Must have good interpersonal, excellent communications (verbal and written), management, report writing, research and analytical skills. Ability to meet deadlines and work well under pressure. Ability to prepare reports and proposals.

DUTIES : Provision of assistance to Departments regarding salary enquiries and tax reconciliations so as to provide quality accounting and advisory support. Distribution of Personnel Expenditure reports to Departments and provision of financial information to Cash-Flow Management Unit to facilitate monitoring, management and control of Departmental expenditure on Personnel. Facilitate the distribution of Persal salary reports and payment schedules. Provision of financial information to Provincial Departments and external clients. Assist Departments with bi-annual, year-end and revised tax reconciliations. Manage helpdesk type functions of Provincial Departments and other external clients. Filing of ACB reports, EFT lists, pension and tax schedules.

ENQUIRIES : Ms K Horsley Tel no: (018) 388 3437

POST 08/81 : **SCM OFFICER (SL7) REF NO: FINNW/42/2017**
Chief Directorate: Financial Management Services
Sub Directorate: Logistics Management

SALARY CENTRE REQUIREMENTS : R211 194 per annum, (Salary Scale: R211 194 – R248 781)
Mmabatho
Appropriate Bachelor's degree/Diploma in Accounting, Financial Management, Supply Chain Management or Equivalent qualification coupled with 1 year experience in Supply Chain Management field. Sound analytical thinking and problem solving skills. Good communication and interpersonal skills. Ability to work independently and in a team and must be able to work under pressure. Must be computer literate, Word and Excel. Must have knowledge of Government prescripts (PFMA, Treasury Regulations, PPPFA).

DUTIES : Ensure that transactions that are processed comply with PFMA, related prescripts and departmental policies. Receive registered requisitions from ordering section and send orders to suppliers and arrange delivery of goods and invoices. Receive goods from suppliers, notify requestor and certify purchase orders, keep all orders without delivery of goods and invoices until service is rendered. Follow up on open orders and keep record of follow ups. Administer compensation of subsidy and general travel claims. Administer the creation and maintenance of Travel Claim records and data base. Implement effective actions and processes to ensure that

deadlines are met. Administer log books, Licensing of vehicles and registration of pool vehicles. Communicate all matters relating to pool vehicles with relevant stake holders.

ENQUIRIES : Mr M Phaladi Tel no: (018) 388 3911

POST 08/82 : **HRD PRACTITIONER (SL7) REF NO: FINNW/43/2017**
Chief Directorate: Corporate Services
Directorate: Human Resource Management and Development
Sub Directorate: Human Resource Development

SALARY : R211 194 per annum, (Salary Scale: R211 194 – R248 781)
CENTRE : Mmabatho
REQUIREMENTS : A recognized 3 year degree/or National Diploma in Human Resource Management or an equivalent NQF level 6 qualification. 1-2 years' experience in a training and development environment. An OD-ETDP Certificate and registration with relevant professional bodies, such as SABPP would be an added advantage. Knowledge of relevant prescripts and application of resources. An understanding of legislative frameworks and variety of work ranges and procedures. Report writing skills. Presentation and facilitation skills. Written and verbal communication skills. Time management skills. Competent in project management. The ability to work in a team. Computer literacy.

DUTIES : Assist with the presentation for skills audit and analysis of training needs. Participate in the analysis and interpretation of results of the skills audit and training needs. Coordinate training schedules/ plan and ensure training is conducted. Search for and compile a list of training providers and provide contract arrangement for coordinating in-house training programmes. Communicate all upcoming training activities to staff. Maintain files and statistics pertaining to training contracts and course offerings. Provide inputs and data for the generation of monthly/ quarterly reports. Provide administrative support to the supervisor as required.

ENQUIRIES : Mr A Kgabo Tel no: (018) 388 3960

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

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

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

OTHER POSTS

POST 08/83 : **DEPUTY DIRECTOR: MEDICAL PHYSICS**

SALARY : R856 911 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Current and active registration with the HPCSA as a Medical Physicist. Experience: A minimum of 3 years appropriate experience after registration as a Medical Physicist. Competencies (knowledge/skills): A strong academic, teaching and research background with a thorough knowledge of physics concepts and its link to medical applications. Exceptional technical, management, administration, communication and interpersonal skills as pertaining to the scope of profession of Medical Physicist, both within service delivery as well as teaching environment. Knowledge of computer and software used in radiotherapy, radiology and nuclear medicine. Experience in the implementation of advanced medical physics techniques, including a clear understanding of the legislative impact, quality assurance required and efficiency processes associated with such implementations. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Responsible for the management of radiation protection functions of the hospital in general, as well as the dosimetry, quality assurance and service delivery associate with the use of radiation emitting devices in the divisions of Medical Physics, Radiation Oncology, Nuclear Medicine and Diagnostic Radiology. Active participation in the routine execution of clinically related medical physics tasks. Perform equipment tender preparation and commissioning. Assist with management of staff and departmental administration. Supervise and lecture the under- and postgraduate teaching and training programmes of the Medical Physics Division. Responsible for the management of the research and development programme of the Medical Physics Division.

ENQUIRIES : Ms H Burger, tel. no, (021) 404-6240/6266 email: Hester.Burger@uct.ac.za

APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Ms N Mbilini

CLOSING DATE : 10 March 2017

POST 08/84 : **DEPUTY MANAGER: NURSING (LEVEL 1 AND 2 HOSPITALS)**
(Chief Directorate: General Specialist and Emergency Services)

SALARY : R705 057 (PN-A8) per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Worcester 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. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Expertise in management of human resources within the public sector. Knowledge of financial and supply chain management processes within a functional business unit and cost centres.

Computer literacy in all MS Office packages. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Note: Shortlisted candidates will undergo a competency test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Provide comprehensive strategic management and leadership within the Nursing Component, including clinical governance. Manage financial resources, including planning and control. Manage comprehensive human resource management and development. Manage effective information management to ensure appropriate action plans.

ENQUIRIES : Ms E Vosloo, Tel no. (021) 348-1113

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

FOR ATTENTION : Ms G Owies

CLOSING DATE : 10 March 2017

POST 08/85 : **PHARMACY SUPERVISOR GRADE 1**

SALARY : R686 322 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Piketberg CDC (Stationed at Radie Kotze Hospital) (West Coast District)

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Proof of current registration with the SAPC as a Pharmacist. Experience: A minimum of 3 year's appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Willingness to register as a Responsible Pharmacist. Ability and willingness to supervise, tutor and train staff. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Good communication skills in at least two of the three official languages of the Western Cape. Interpersonal skills and computer literacy. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Ensure quality provision of pharmaceutical care by implementing and monitoring work procedure, policies and guidelines in keeping with Batho Pele, SAPC and the National Drug Policy and National and Provincial ARV treatment guidelines. Manage and ensure effective drug supply management (Procurement, storage, control and distribution of pharmaceuticals) for ARV and general medicines. Implement and monitor security measures to ensure safekeeping of all pharmaceutical within the pharmacy and CHC. Manage, compile and monitor pharmacy budget and expenditure. Manage and provide professional advisory services to other healthcare workers, including training and development of pharmacy staff. Represent the pharmacy department at management level (meetings/strategic planning), control and manage resources within the pharmacy.

ENQUIRIES : Mr L Kloppers, Tel no: (022) 487-9209

APPLICATIONS : The Director: West Coast District, Private Bag X15, Malmesbury, 7299.

FOR ATTENTION : Mr E Sass

CLOSING DATE : 10 March 2017

POST 08/86 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) 2 POSTS**

SALARY : R465 939 (PN-B3) per annum

CENTRE : Post 1: Nolongile Community Day Centre, Post 2: Mfuleni Community Day Centre (Chief Directorate: Metro District Health Services)

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. Post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). 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 nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work after-hours. Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays and weekends to manage hospital after-hours. Competencies (knowledge/skills):

Knowledge and insight of relevant legislation and policy related to this nursing speciality 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, organisational skills and basic computer literacy (MS Word, Excel and Outlook). 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. 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 of training and personal development and participate in nursing research. Monitor and submit statistics as per relevant policy.

ENQUIRIES : Ms C Steyn, Tel no: (021) 360-4713

APPLICATIONS : The Director: Khayelitsha/Eastern Sub-structure Office, Corner of Walter Sisulu and Steve Biko Drives, Khayelitsha, 7784.

FOR ATTENTION : Mr A Horak

CLOSING DATE : 10 March 2017

POST 08/87 : **RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)**

SALARY : Grade 1: R 327 600 per annum
Grade 2: R 385 889 per annum
Grade 3: R 454 569 per annum

CENTRE : Vanguard Community Health Care (Chief Directorate: Metro District Health Services)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Radiography. Registration with a professional council: Registration with the HPCSA as a Radiographer (Ultrasound). Experience: Grade 1: None after registration with the HPCSA in Ultrasound Radiography. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Ultrasound Radiographer. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in Ultrasound Radiographer. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of Obstetric, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required. Ability to work independently and as part of a multi-disciplinary team. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Experience and Diploma in Diagnostic Radiography will be an advantage. Note: No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

DUTIES : (key result areas/outputs): Render an efficient and effective sonography service to patients. Assist with effective and efficient administration of the Department. Written reports of ultrasound investigations performed. Ensure the rational use of resources and equipment. Assist with training and quality assurance in the sonography department. Additional duties as required for service delivery.

ENQUIRIES : Mr M Mbanga, tel. no. (021) 695 8244/8242

APPLICATIONS : The Director, Metro District Health Services, Southern/Western sub structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P O Box 30360, Tokai, 7966

FOR ATTENTION : Mr F Le Roux,

CLOSING DATE : 10 March 2017

POST 08/88 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**

SALARY : R311 784 per annum

CENTRE : Directorate: Supply Chain Sourcing (Head Office, Cape Town)

REQUIREMENTS : Minimum educational qualification: Relevant post-matric qualification in procurement and/or the built environment. Experience: Appropriate experience in

procurement of built environment-related goods and services in a healthcare environment by means of commodity-driven sourcing strategies, in particular: Executing procurement projects from needs analysis through to contract management stage. The procurement processes prescribed by the Construction Industry Development Board. The local built environment industry, incl. cost drivers, supply and demand, innovations, vendor landscape, etc, Human Resource Management. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of FM services, i.e plumbing, electrical and mechanical maintenance, HVAC and fabric repairs. Demonstrate stakeholder engagement and influencing skills. Financial and commercial awareness. Proven experience managing complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills. Knowledge of Human resource management. Note: No payment of any kind is required when applying for this post. Shortlisted candidates will be required to undergo a competency test.

- DUTIES** : (key result areas/outputs): Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans, End-to-end management of the sourcing process: drive vendor performance management, vendor identification, evaluation, Supplier relationship and performance management: ensure that high standards of contractor performance are maintained, Internal stakeholder management, Delivery of optimal commercial benefits to the Department. Human resource management.
- ENQUIRIES** : Ms S van Breda, tel. no. (021) 483-7810
- APPLICATIONS** : The Director: People's Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
- FOR ATTENTION** : Ms C Dawood
- CLOSING DATE** : 10 March 2017

POST 08/89 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**
 Directorate: Supply Chain Sourcing

- SALARY** : R311 784 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Relevant post-matric qualification in procurement and/or the built environment. Experience: Appropriate experience in procurement of built environment-related goods and services in a healthcare environment by means of commodity-driven sourcing strategies, in particular: Executing procurement projects from needs analysis through to contract management stage. The procurement processes prescribed by the Construction Industry Development Board. The local built environment industry, incl. cost drivers, supply and demand, innovations, vendor landscape, etc, Human Resource Management. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of FM services, i.e plumbing, electrical and mechanical maintenance, HVAC and fabric repairs. Demonstrate stakeholder engagement and influencing skills. Financial and commercial awareness. Proven experience managing complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills. Knowledge of Human resource management. Note: No payment of any kind is required when applying for this post. Shortlisted candidates will be required to undergo a competency test.

- DUTIES** : (key result areas/outputs): Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing: take ownership of spend management within

your category through the design and execution of innovative category management plans, End-to-end management of the sourcing process: drive vendor performance management, vendor identification, evaluation, Supplier relationship and performance management: ensure that high standards of contractor performance are maintained, Internal stakeholder management, Delivery of optimal commercial benefits to the Department. Human resource management.

ENQUIRIES : Ms S van Breda, tel. no. (021) 483-7810
APPLICATIONS : The Director: People's Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms C Dawood
CLOSING DATE : 10 March 2017

POST 08/90 : **ADMINISTRATION CLERK: SUPPORT**

SALARY : R142 461 per annum, Level 05
CENTRE : Comprehensive Health Services, Southern/Western Substructure (Chief Directorate: Metro District Health Services)

REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in office management and financial administration. Competencies (knowledge/skills): Computer proficiency in MS Word, Excel and MS Office. Knowledge of reconciliation of payments. Ability to interpret and implement relevant financial instructions. Ability to think analytically and logically and ability to work under pressure. Good interpersonal relations, communication and organisational skills. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Note: Shortlisted candidates will be subjected to a competency test. No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Provide effective and efficient general office administration, including coordinating meetings and visits, minute taking, file administration and coordinating training. Administrative support to the Community Based Service Programme including support to funded NPO partners. Ensure compliance with the PFMA and FA 21/2015. Scrutinize claim documents, reconciliation of claims, and preparing claim for payment. Prepare NPO budget breakdowns and contract documents

ENQUIRIES : Ms C Levendal tel. no. (021) 2020-912
APPLICATIONS : The Director: Metro District Health Services, Southern/ Western Substructure Office, D P Marais Nurses Home, cnr of White and Main Roads, Retreat, 7945
FOR ATTENTION : Mr F Le Roux
CLOSING DATE : 10 March 2017