



DATE OF ISSUE: 10 MARCH 2017

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

PUBLIC SERVICE VACANCY CIRCULAR NO 10 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

: **Independent Police Investigative Directorate:** Kindly note that the post of Personal Assistant to Chief Director: Kwa-Zulu Natal (Ref: No Q9/2017/16), (Post 09/35), Requirements should read as follows: Secretarial Diploma or equivalent qualification. 3-5 years' experience in rendering a support service to senior management. The post of Director: Strategy and Performance Monitoring National Office (Post 09/30) (Ref: No Q9/2017/11), advertised in PSVC 09, the closing date is 17 March 2017.

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THE 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** : The Department of Basic Education, 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** : Mr A Tsamai
- CLOSING DATE** : 31 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 POSTS

- POST 10/01** : **DEPUTY DIRECTOR: NATIONAL SCHOOL AND NUTRITION PROGRAMME (NSNP) REF NO: DBE/24/2017**
- SALARY** : All-Inclusive remuneration package of R726 276 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate, recognised Bachelor's degree or equivalent qualification in the health and social sciences plus 4 years managerial experience in a nutrition related field (NB: must submit academic record or statement of results with application). Experience in conceptualising and leading behaviour change communication and campaigns on healthy eating and lifestyles; Knowledge of project and financial management. Coordination, facilitation, analytical and creative skills. Strong stakeholder relations and stakeholder management skills; Excellent report writing skills and communication (verbal and written) skills. Critical thinker and self-disciplined. Ability to work well under pressure with minimum supervision. Leadership, management and conflict resolution skills; Strong organising, planning and problem solving skills; Inter-personal skills; Proven ability to engage in proactive and informative discussions at all levels; Knowledge of the basic education sector will be an added advantage. A high degree of sound judgement in dealing with business, Government Officials, counterparts and other role-players. Computer literacy skills (MS Word, Excel, Access and PowerPoint). A valid driver's licence is a prerequisite.
- DUTIES** : Manage and coordinate the implementation of the National School Nutrition Programme in provinces. Manage all business processes relating to compliance with the Conditional Grants including time and quality reports. Conceptualise interventions, strategies, programmes and campaigns, including IEC material to promote healthy living among school communities. Develop learner and teacher support materials (LTSM) for nutrition education, Facilitate capacity building workshops for district officials and school communities. Oversee the process of establishing and coordination of partners to promote the NSNP. Coordinate inter-district consultative processes with Subject Advisors to integrate nutrition knowledge in the Curriculum. Review and implement the Obesity Strategy and Plans. Coordinate the National School Deworming Programme in collaboration with partners. Compile and analyse quarterly performance reports. Facilitate nutrition related research to inform nutrition strategies. Supervise junior staff. Perform other tasks as delegated.
- ENQUIRIES** : Mr A Tsamai Tel no: (012) 357 3321
- NOTE** : Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.

POST 10/02 : **ASSISTANT DIRECTOR: SCHOOL FEEDING REF NO: DBE/23/2017**
Branch: Social Mobilisation and Support Services
Chief Directorate: Care and Support in Schools
Directorate: National School Nutrition Programme (NSNP)

SALARY : R389 145 per annum
CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised Bachelor's degree or equivalent qualification (include academic record) coupled with at least 3 years working experience in the relevant field and proven record in project management; an understanding of government strategic vision and public service legislation and policies pertaining to the education sector in South Africa; Knowledge of project and financial management; Co-ordination, facilitation, analytical and creative skills; Strong communication (Verbal and written), Computer literacy skills (MS Word, Excel, Access and PowerPoint) and interpersonal skills; A valid driver's licence is a prerequisite; Conceptual skills; Financial management; Assessment of, and provision of guidance on the nutritional needs of school-going children, report writing, interpersonal skills; Leadership, Conflict resolution, Negotiation skills and problem-solving; An ability to work with a spectrum of stakeholders.

DUTIES : The incumbent will be required to: ensure the successful feeding of learners in targeted areas in Provinces in compliance with NSNP Grant Framework; Monitor and report on programme implementation; Conceptualise, develop and write project proposals towards programme innovation and improvement; Coordinate and support the National School Deworming Programme, WASH Programme as well as relevant research on child nutrition; Facilitate the development of national and provincial business plans; Facilitate capacity building workshops; Compile monthly and quarterly progress reports; Review and analyse menu options in accordance with South African Based Dietary Guidelines making recommendations to all provinces; Collaborate and coordinate activities with other role players on nutrition issues and actively engage in nutrition education; Perform delegated tasks and be willing to travel extensively.

ENQUIRIES : Mr A Tsamai Tel no: (012) 357 3321

NOTE : Shortlisted candidates 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. No faxed, e-mailed and late applications will be considered.
- FOR ATTENTION** : Ms M van Schalkwyk
- CLOSING DATE** : 20 March 2017
- NOTE** : Application must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies (not older than three months) of qualifications, ID document and a driver's license (where indicated) in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Relaxation of qualification requirements may be considered for non-OSD posts. Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest. The department reserves the right not to make an appointment. No e-mailed, faxed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 10/03** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: CARBON SINKS MITIGATION CCAQ07/2016)**
- SALARY** : R409 989 per annum (Total package of R554 633 per annum/ conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma in Natural/Environmental Sciences or equivalent qualification in the related field. A postgraduate qualification will be an added advantage. Extensive experience in the field of Climate Change especially in the Agriculture, Forestry and Other Land Use sector (including biodiversity, understanding of the Carbon Sinks and Sources). Knowledge of atmosphere, plant & soil interlinkages and dynamics. Knowledge of Forestry dynamics in South Africa, South African Vegetation Biomes, Land Use and Land Use Change dynamics. Knowledge of IPCCs Work on Agriculture, Forestry, and Other Land Use (AFOLU), Computer Modelling, Global Change issues, Finance, Planning and Project management. Good Communication Skills (Verbal and Written). Organising and planning, leadership, and coordination skills. A valid driver's licence.
- DUTIES** : Researching and preparing policy and discussion documents to inform South Africa's climate change response in the Carbon Sinks/AFOLU sector. Facilitation of the development, review and alignment of existing carbon sinks/AFOLU sector policies, legislation, regulation, national communications that have an impact on climate change mitigation. Facilitating arrangements for the implementation of carbon sinks/AFOLU sector programmes and projects. Facilitation of the development, review and alignment of new carbon sinks/AFOLU sector policies, legislation, regulation, national communications that have an impact on climate change mitigation. Coordinating and facilitating arrangements for stakeholder consultation in the carbon sinks/AFOLU sector.
- ENQUIRIES** : Mr B Kgope Tel no: (012) 399 9165

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 24 March 2017
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). "The successful candidate must disclose to the DG particulars of all registrable financial interests".

OTHER POSTS

- POST 10/04** : **DEPUTY DIRECTOR: CONTENT DEVELOPMENT**
- SALARY** : All-inclusive salary package: R612 822 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a recognised 3 years Degree (NQF 7) or National Diploma (NQF 6) in Communication Science, Journalism, Media Studies or English; a postgraduate qualification in the relevant fields will be an added advantage. Proven experience as a writer, editor and proof-reader; excellent verbal and written communication skills in English; a minimum four years' experience in a publishing/communication environment; good planning and project management skills; outstanding editing and proofreading skills; good interpersonal and intercultural skills; must be able to work well in a team; ability to work under pressure and meet tight deadlines; computer literacy is a requisite, especially on an Apple Mac; a good knowledge and understanding of government programmes and projects; willingness to work overtime, including weekends and public holidays, when required to meet tight deadlines. A valid driver's licence.
- DUTIES** : The successful candidate will be required to Oversee the overall production of the annual South Africa Yearbook (SAYB) and Pocket Guide to South Africa; develop, rewrite, edit and proofread content for a variety of information and strategic products such as annual reports, publications, newsletters, leaflets, posters, advertisements, exhibitions, etc; prepare publications for final sign-off; manage, coach and mentor a small team of editors/writers; update and maintain the GCIS Style Guide; coordinate the digitisation of the SAYB; manage the unit's social media accounts; liaise with external service-providers and stakeholders.
- ENQUIRIES** : Mr Elias Tibane, Tel no: 012 473 0069
- NOTE** : Interviewees will be expected to perform a practical writing, editing and proofreading test.
- POST 10/05** : **STATE ACCOUNTANT: BUDGET OFFICE**
Directorate: Finance
- SALARY** : R211 194 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a three year degree in commerce with Accounting as subject or a three year diploma in Public Finance with Cost and Management Accounting as subject, with relevant experience. Ability to work under pressure. Good communication and writing skills. Knowledge of the Budget process in the Public Service, the Basic Accounting System (BAS), National Treasury Regulations and understanding of the Public Finance Management Act (PFMA). Computer literacy in Microsoft Excel and Word.

- DUTIES** : The successful candidate will be responsible for co-ordinating, analysing, consolidating and reporting in respect of the budget and expenditure information of GCIS; ensuring that records of financial transactions are updated correctly and monitoring of expenditure against the approved budget. These functions include, amongst others, duties regarding monthly projections, virement, Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), budget functions on the Basic Accounting System (BAS), etc. The successful candidate should also be able to evaluate the performance of planned activities as indicated in the business plan against the allocated budget. Provide an administrative support service to the component.
- ENQUIRIES** : Ms K Matlala, Tel no: (012) 473-0127 / Mr H Bekker, Tel no: (012) 473-0099
- POST 10/06** : **SENIOR SUPPLY CHAIN MANAGEMENT CLERK**
Sub-Directorate: Supply Chain Management
- SALARY** : R171 069 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a 3 years Degree (NQF 7) or National Diploma (NQF 6) in Public Management/Administration/Logistics Management/ Public Finance and Accounting or Purchasing Management, with relevant experience in Supply Chain Management. Knowledge and application of the following Legislative Frameworks: PFMA and Treasury Regulations. Knowledge and understanding of Government procurement procedures and the Logis system. Very good communication and interpersonal skills, ability to work under pressure and independently. Computer literacy with knowledge of Excel, and good organizational skills.
- DUTIES** : The successful candidate will be responsible as an entry point receiving requisitions from Internal Clients online, verifying the requisitions for compliance in line with prescripts, checking and verifying suppliers on the Central Supplier Database, approving compliant requisitions on-line using SharePoint and return non-compliant requisitions back to the client quoting the prescript that is being transgressed. He/she will also be responsible for printing hard copies of compliant requisitions and submit to supervisor to distribute to the relevant officials for capturing on LOGIS, updating requisitions on SharePoint immediately with the relevant order numbers, printing SharePoint reports on outstanding requisitions to be printed and / or updated with order numbers on SharePoint, daily, and provide to supervisor. The candidate will provide monthly reports from SharePoint, assist with capturing of requests on LOGIS. Handling queries and enquiries related to requisitions and update the SCM enquiry system, and provide effective and efficient client service.
- ENQUIRIES** : Mr Enoch Phahlane Tel no: (012) 473-0075

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).

<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms N Sombinge
<u>CLOSING DATE</u>	:	27 March 2017 Closing Time: 12:00 Mid-day
<u>NOTE</u>	:	Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates, service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

<u>POST 10/07</u>	:	<u>DEPUTY DIRECTOR: PHARMACOVIGILANCE TB REF NO: 32/2017</u> Contract Post – ending 31 March 2019 Chief Directorate: SSF: Global fund HIV/AIDS. Directorate: National Pharmacovigilance
<u>SALARY</u>	:	An all-inclusive remuneration package of R726 276 per annum [basic salary consists of 70% or 76% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Middle Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree in Life/Health Sciences, A post-graduate qualification with epidemiology experience and working with National Department of Health programmes will be an advantage, At least 3-5 years experience in the area of Pharmacovigilance locally and/or internationally on a junior management or supervisory level, Knowledge and experience in the application of the Medicines and Related Substances Act, 1965 (Act 101 of 1965) and quality, safety and efficacy of medicines and Pharmacovigilance, the SA National TB Programme and current TB epidemiological landscape, and of planning and implementing Pharmacovigilance TB programmes with Donors/NGO's and other stakeholders, Experience in producing clear and accurate reports, reviews, presentations, educational/training materials, SOP's and other documents in Pharmacovigilance TB programmes and training, Good innovation, initiative, leadership, presentation, report writing, communication (written and verbal) and computer (MS Excel, MS Word, MS Powerpoint and use of data bases) skills, Ability to work in a team, Must be willing to travel and work irregular hours, A valid driver's licence.
<u>DUTIES</u>	:	Oversee the decentralisation of the Pharmacovigilance TB programme, Provide advice on collaborate with specialized units and academia to carry out pharmaco-epidemiologic or cohort studies on new or specific ADRs of national interest, based on national ADR trends from aggregate data, Facilitate and coordinate Pharmacovigilance TB training in the provinces, Prepare orientation of new Pharmacovigilance TB system members, Establish Pharmacovigilance TB systems/structures in the provinces, Represent NDOH Pharmacovigilance centre for public health programmes agenda at the provincial Pharmacovigilance Therapy Committee (PTC), Support and conduct the existing studies in TB Pharmacovigilance to generate safety information for treatment programmes, Communicate Pharmacovigilance TB findings with the NPC through presentation and publication, Collect and analyse data in research for national

Pharmacovigilance, Conduct statistical analyses and provide insight into interpretation of results.

ENQUIRIES : Mr M Dheda Tel no: (012) 395 8176

POST 10/08 : **ASSISTANT DIRECTOR: COMPREHENSIVE CARE MANAGEMENT TREATMENT (CCMT) REF NO: NDOH 35/2017**
Chief Directorate: HIV AND AIDS. Directorate: Comprehensive Care Management Treatment

SALARY CENTRE REQUIREMENTS : R389 145 per annum (plus competitive benefits)
: Pretoria
: A appropriate three year Bachelor's degree/Diploma or equivalent NQF 6 qualification in Health Sciences, A post basic degree/diploma in Community/Primary Health Care, At least three (3) years experience in nursing, or Primary Health Care and in managing children infected and/or affected by HIV and AIDS and/or TB, Knowledge and experience in Primary Health Care System, managing children infected and or affected by HIV/ AIDS and TB, knowledge of HIV and AIDS and STI National Strategic Plan, Training in integrated Management of Childhood Illness Strategy (IMCI), Good understanding of Comprehensive HIV and AIDS Management, Care, Treatment and support plan for children and adolescents skills, Ability to identify, support researchable areas and utilise findings, Ability to develop and analyse policy guidelines, Ability to communicate effectively with NGO's and other stakeholders, Good interpersonal relations, communication (written and verbal), organisation, planning and computer literacy skills, A valid driver's licence.

DUTIES : Coordinate child health aspect of managing HIV infected and or exposed children and or TB at Primary Health Care level, Support provinces with implementation of the paediatric CCMTS including capacity building, Liaison with the stakeholders, Support programmes with children made vulnerable or orphaned due to HIV and AIDS, Collaborate with stakeholders to strengthen provision of paediatric HIV and TB services, Develop appropriate intervention plans to strengthen the demand side, Improve and maintain the quality of care provided to children with HIV/AIDS and TB, Coordinate and monitor implementation of the guidelines for the management of HIV infected/exposed children including TB, Improve the implementation of child CCMT programme, Coordinate implementation of HIV and TB Guidelines for Children and Adolescents, Management of risk and audit queries, Initiate and coordinate risk management and audit activities for CCMT programme.

ENQUIRIES : Ms N Mazibuko Tel no: (012) 395 8735

POST 10/09 : **RADIOGRAPHER GRADE I: MBOD REF NO: NDOH 31/2017**
Chief Directorate: CCOD and Occupational Diseases. Directorate: Medical Bureau for Occupational Diseases

SALARY CENTRE REQUIREMENTS : Grade 1: R 304 461 – R 348 120 per annum (plus competitive benefits) as per OSD
: Johannesburg
: A National/National Higher Diploma in Diagnostic Radiography or B.RAD/B-Tech Degree in Diagnostic Radiography Registration with the Health Professional of South Africa (HPCSA) as a Diagnostic Radiographer, At least three (3) year experience as a Diagnostic Radiographer, Knowledge of diagnostic procedures in accordance with required competencies, radiation protection and correct Kilovoltage (kVp) and Milliampereseconds (mAs) selection, quality control and As Low As Reasonably Attainable (ALARA) principles, health and safety policies, departmental training and facilities, and of provisioning procedures and Quality Assurance (QA) procedures, Good communication (verbal and written), patient support, first aid, darkroom or film processing, planning, organisational, conflict and personnel management, problem solving and decision making, pattern recognition and x-rays QA evaluation, and research skills, Ability to treat patients with empathy and according to department protocols, and to assist in special procedures.

DUTIES : Perform clinical radiographic work, while ensuring quality service delivery and radiation protection on patients accessing benefit medical examinations at the MBOD, Perform unit's quality control tests daily, monthly, quarterly and yearly, Compile statistic system for number of ex-mine workers accessing benefit medical examinations, Management of risk and audit queries, Perform administration duties for the job, Register patients as and when x-rays are performed, Complete all prescribed and implemented quality control procedure forms and tables for record keeping.

ENQUIRIES : Ms R Setuke Tel no: (011) 356 5607

POST 10/10 : **SENIOR LOGISTICS OFFICER: PAYMENTS REF NO: NDOH 33/2017**
Chief Directorate: Supply Chain Management Directorate: Supply Chain and Asset Management

SALARY : R262 272 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : An appropriate B-Degree, National Diploma or equivalent qualification on NQF level 6 in Financial Accounting/Logistics Management or Supply Chain Management, At least three (3) years experience in the public sector's logistics environment with two (2) years on the level of Chief Logistical Clerk (level 7), Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Government Policies, LOGIS, Basic Accounting System, transversal contract RT15-2016, PPPFA and the departmental procurement policy, and understanding of all government's procurement processes as well as acts and regulations pertaining to the Supply Chain Management environment, Good communication (written and verbal), computer (MS Word and Excel), problem solving, accuracy, supervisory and leadership skills, Ability to work independently and under pressure, Valid driver's licence.

DUTIES : Monitoring the timely opening of new voice and data contracts, Upgrading of contracts as well as the timely closing/delinking of accounts, Administer cellular and data spending on spend manager, Monitor expenditure patterns through Spend Manager and address spending that is not in line with policy, Ensure that all invoice and data contracts are paid timely, Keep schedule of all voice and data invoices received, Verify that all invoices are scanned onto ITS and approve that the invoices were correctly loaded, Perform monthly reconciliations of amounts paid to suppliers versus invoices received, Compile quarterly inputs on commitments, Compile monthly journals to post cellular and data expenditure, Investigate any unknown contracts appearing on the Enterprise Bundle Account, Final authorize payments on LOGIS, Manage human resources, Ensure that all staff have job descriptions and signs annual PMDS agreements timely, Quarterly evaluation of staff, Ensure proper leave planning.

ENQUIRIES : Ms M Moraba Tel no: (012) 395 8998

POST 10/11 : **SENIOR LOGISTICS OFFICER: WAREHOUSE REF NO: NDOH 34/2017**
Chief Directorate: Supply Chain Management Directorate: Supply Chain and Asset Management

SALARY : R262 272 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : An appropriate B-Degree, National Diploma or equivalent qualification on NQF level 6 in Financial Accounting/Logistics Management or Supply Chain Management, At least three (3) years experience in the public sector's warehouse environment with two (2) years on the level of Chief Logistical Clerk (level 7), Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Government Policies, LOGIS, Basic Accounting System, Inventory Management Guidelines, PPPFA and the departmental procurement policy, and understanding of all government's procurement processes as well as acts and regulations pertaining to the Supply Chain Management environment, Good communication (written and verbal), computer (MS Word and Excel), problem solving, accuracy, supervisory and leadership skills, Ability to work independently and under pressure, Valid driver's licence.

DUTIES : Implement controls on inventory and consumables, Identify redundant/expired inventory and consumables and ensure the disposal thereof, Provide assistance to all warehouses with the management of the inventory and perform monthly inspections to ensure that inventory processes are adhered to, Quarterly stock counts at all warehouses, Investigate any losses on inventory after stock counts, Manage human resources, Ensure that all staff have job descriptions and signs annual PMDS agreements timely, Quarterly evaluation of staff, Ensure proper leave planning, Monitor staff performance, Manage logistics warehouse.

ENQUIRIES : Ms M Moraba Tel no: (012) 395 8998

DEPARTMENT OF LABOUR

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

CLOSING DATE : 27 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.

Erratum: Kindly note that the experience for the posts of Senior Personnel Officer: Human Resources Management (8) posts have been revised as follows: One to Two year functional experience as a generalist in Human Resource Management. These posts were advertised on PSVC No: 09 of 2017 for Sheltered Employment Factories, Pretoria, Potchefstroom, Free State, Kwazulu Natal, Pietermaritzburg and Gauteng (Springfield).

OTHER POSTS

POST 10/12 : **SENIOR ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: HR 4/17/3/15HO**

SALARY : R262 272 per annum

CENTRE : Sheltered Employment Enterprise, Silverton

REQUIREMENTS : Three (3) year relevant tertiary qualification in Accounting / Financial Management. Two (2) year Supervisory experience in Creditors and/ or Payroll. Two (2) years functional experience in finance or accounting environment. Knowledge: Accrual accounting treatment, Cash flow management, Basic Payroll Legislation, Basic knowledge of VIP system, Basic knowledge of SYSPRO would be an added advantage, National Treasury Regulations, Public Finance management Act. Skills: Computer Literacy, Budgeting and Financial Management, Customer focus and responsiveness. Developing others, Planning and Organising, Team Leadership.

DUTIES : Oversee expenditure in the Supported Employment Enterprises. Oversee Payroll in the Supported Employment Enterprises. Oversee cash management in the Supported Employment Enterprises. Provide internal control and financial reporting in the unit. Manage the resource within the unit.

ENQUIRIES : Ms Nomusa Malatji, Tel no: (012) 843 7300

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 10/13 : **INSPECTOR: INSPECTION SERVICES REF NO: HR 4/4/5/09**

SALARY : R211 194 per annum

CENTRE : Labour Centre: Pietermaritzburg

REQUIREMENTS : Three (3) year relevant tertiary qualification in Labour Relations /Human Resource Management. One (1) year functional experience in Inspection and enforcement Services. Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, listening and observation.

DUTIES : Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of Labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaign on Basic Conditions of Employment Act (BCEA) legislation. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.

ENQUIRIES : Mr MP Tshabalala, Tel no: (033) 3415300

APPLICATIONS : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban

FOR ATTENTION : Sub-directorate: Human Resources Management, Kwazulu-Natal.

DEPARTMENT OF MILITARY VETERANS

The department of military veterans is an equal opportunity affirmative action employer. it is our intention to promote representativity (race, gender and disability) through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.



- APPLICATIONS** : Applications may be posted to The Department of Military Veterans, Private Bag X943, 0001 or deposited in the Response Handling box at the Department of Military Veterans, 328 Festival Street, Hatfield, Pretoria, 0001. No faxed or e-mailed applications will be considered.
- CLOSING DATE** : 17 March 2017, Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s), Matric certificate must also be attached and ID-document and Driver's licence (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). NB: Preference will be given to military veterans. Please indicate your force number on the Z83. Persons with disabilities are encouraged to apply

MANAGEMENT ECHELON

- POST 10/14** : **DIRECTOR: POLICY ANALYST (LEVEL 13) REF NO: DMV 001/03/2017**
- SALARY** : An all-inclusive salary package of: R898 743 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A graduate degree in the Humanities and Policy Development e.g political science, governance, law or with social degree with modules in governance, public policy, political studies is the minimum requirement. A post-graduate degree in policy, governance, public administration or related fields is a preference. 5 -10 years appropriate managerial experience in policy development, analysis and review related duties as a Deputy Director. The successful candidates must be willing to undergo security clearance processes before appointment, a valid driver's code 08 license. The applicant must have a very good understanding of governance and policy development processes. The successful applicant should be able to have wide network in the broader government establishment, especially security, veterans and foreign affairs. A demonstrated ability to write research reports and a policy research experience is a requirement for the job. A demonstrated knowledge of government procurement processes and the PFMA is essential.
- DUTIES** : Conduct policy research, analysis and provides recommendations and reports military affairs. Ensure DMV strategy and operations plans are aligned to departmental and national policy. Collaborate with Monitoring and Evaluation to enhance the implementation of policies, practices and procedures. Research comparative benefits related theories and practices to inform military veteran's policies. Maintain and enhance stakeholder (Interest groups and academics etc) relations through regular consultations with relevant stakeholders. Assist provincial spheres of government in developing military veteran's policies to ensure strategic alignment with national military veteran's policies and strategies. Manage the policy directorate and measure organizational performance accordingly. Develop policy and discussion papers on aspects of military veterans' affairs as requested by the Chief Director and EXCO. Manage the secretariat of the department policy committee and that of the advisory committee Report of the Chief Director: Policy and Research and on policy development processes.

ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

POST 10/15 : **DIRECTOR: SOCIO-ECONOMIC SUPPORT PROGRAMMES (EDUCATION SUPPORT, PENSION AND SOCIAL RELIEF OF DISTRESS) REF NO: DMV 002/03/2017**

SALARY CENTRE REQUIREMENTS : An all-inclusive salary package of: R898 743 per annum, Level 13
Pretoria
An appropriate Bachelor's degree/National Diploma or equivalent qualification, 5-10 years relevant managerial experience, Insight into legislation, which impacts on the administration of Military Veterans affairs, thorough understanding of policy analysis, formulation and interpretation and understanding of Public Service Regulatory Prescripts. Insight into broad legislation which impacts on the administration of Education Support, Pension and Social Relief of Distress.

DUTIES : Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities the incumbent must: Participate in the provision of effective strategic, financial and human resources planning and information by providing controllership functions in order to ensure finances are managed according to legislation, policies and procedures and generally accepted accounting principles by managing accounting and financial systems and maintain full and accurate accounting records. Conduct financial analysis and prepare detailed financial reports and statements. Provide financial and accounting advice, direction and leadership. Ensure compliance with financial legislation, policies and procedures and adhere to the terms of Block Funding and Contribution Agreements. Develop and implement purchasing practices and monitor the purchasing system. Prepare tender documents and administer contracts. Respond to auditors' comments concerning finances and operations and oversee required action to address deficiencies. Approve the Chart of Accounts and maintain commitment controls. Implement and monitor payment authority practices. Establish and maintain cash controls, monitor department spending and recommend corrective actions as necessary. Manage investments and reserves, reconcile general ledger accounts. Analyse spending trends and rectify deviation from the spending plan. Align spending with the implementation of the Strategic, Annual Performance and Operational plans of the Department. Develop and implement Risk management and Fraud prevention plans as well as internal control system. Manage and monitor clearance of suspense accounts to zero balance and report monthly accordingly. Respond to and resolve audit and parliamentary queries. Design and implement work processes and systems to improve service delivery. Ensure that tax reconciliation and monthly pay over of tax to SARS is done on a regular basis. Manage, monitor and report on the reconciliation of business systems. Forecast cash flow and monitor it daily to avoid over/under-spending of budget, preparation of the quarterly, interim and Annual Financial Statements. Manage and coordinate human resources and administrative functions including personal administration and payroll by administering the collective agreement. Manage the payroll system in order to ensure all staff are paid on a timely and accurate basis. Provide advice and assistance on human resource planning and management issues. Ensure personnel records and files are maintained. Provide leadership and direction to Finance and Administration staff to ensure efficient use of human resources. Establish and maintain internal controls to ensure compliance with financial and human resources legislation, policies and procedures. Evaluate the performance of, and provide training and development opportunities for, Finance and Administration staff. Manage the maintenance and upgrade of financial, payroll and human resources information systems. Provide leadership by delegating tasks, responding to staff inquiries and providing overall direction to section employees. Provide financial and human resources advice and guidance to the Senior Administrative Officer. Participate in strategic, financial and human resources planning. Research, prepare and submit the annual budget. Prepare detailed reports on financial, human resources and administrative matters. Attend meetings and make presentations to relevant committees.

ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

POST 10/16 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DMV 003/03/2017**
(2 years contract)
Chief Directorate: Financial Management

SALARY CENTRE : An all-inclusive salary package of: R898 743 per annum, Level 13
Pretoria

REQUIREMENTS

: A recognised B Degree or Diploma in commerce, financial management, supply chain or any appropriate qualification A minimum of 5-10 years' experience at middle / senior management level executing supply chain related duties. Must have knowledge of organisational and government structures, PFMA, Treasury Regulations and guidelines. Applicable legislative and regulatory framework, supply chain management related regulations, practice notes, circulars, policy frameworks, PPPFA and its associated regulations, SCM: A guide to Accounting Officers and Authorities, BBBEE Act, Government wide policies. Ability to interpret and apply policies and legislations. Must be able to perform skills of report writing, research, people management, leadership, problem solving, presentation, analytical, motivational, decision making, facilitation and all other general management skills.

DUTIES

: Develop and oversee the implementation of the supply chain management system by developing and ensuring an established and effective supply chain management system including: an established and capacitated SCM unit with official components within the Office of the CFO, approved and implemented departmental policies and procedures, implemented effective anti-corruption measures, and approved and implemented delegations of authority, that are compliant with the applicable legislative requirements. Establish the bid specification, bid evaluation and bid adjudication committee, and oversee the proper functioning of such committees by ensuring that: Effective bid committees are established with clearly defined roles, functioning in accordance with applicable legislative requirements. Manage the Demand Management process by ensuring that the approved demand management process is effectively managed, including: needs assessment, categorisation of commodities, availability of funds, market assessment and industry analysis, identify methods of procurements, identify preferential procurement policy objectives, specifications/terms of reference and life cycle costing. Identify preference points system and appropriate goals per commodity in line with preferential procurement policy objectives. These must be in compliant with: Preferential procurement goals determined in accordance with departmental policies and procedures and complaint with applicable legislative requirements. Oversee bid/quotation process that is effective, cost-efficient and is maintained in accordance with departmental policies and procedures and compliant with applicable legislative requirements. Oversee the management of logistics operations that is effective, efficient and complies with departmental policies and procedures and compliant with applicable legislative requirements. Develop and oversee the implementation of assets management and the disposal plan. This includes the development and maintenance of a sound assets management system. The assets management system should be developed in accordance to internal policies and procedures and all applicable legislative requirements. Assets management is inclusive of fleet management. Timely reporting of supply chain management information to internal and external stakeholders in compliance with departmental policies and procedures and applicable legislative requirements. Develop and oversee an effective SCM performance management system in accordance with departmental policies, procedures and applicable legislative requirements, that measures performance of: suppliers, the SCM unit, and the Department. Complete and manage the annual SCM risk assessment, development of the SCM risk universe and risk response plan. Ensure an effective utilisation of LOGIS for provisioning, procurement, stock control, assets management and reporting.

ENQUIRIES

: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9325

OTHER POSTS

POST 10/17

: **DEPUTY DIRECTOR: PROVINCIAL COORDINATOR PROVINCE: KWA-ZULU NATAL REF NO: DMV 004/03/2017**

SALARY CENTRE REQUIREMENTS

: An all-inclusive salary package of: R612 822 per annum, Level 11
: Kwa-Zulu Natal
: An appropriate Bachelor's Degree/National Diploma or equivalent with 3-5 years appropriate working experience and understanding of Public Service Administration, a good Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relation Act and other employment legislations, good office management skills, good organisational skills, good inter-personal relations, coordination skills. Be able to work independently.

DUTIES

: Administer the provision of provincial offices management services by implementing provincial operational plans in line with the strategic objectives of the department and report thereof. Implement regulatory framework for provincial management services and cooperative governance. Coordinate skills development

programmes for Military Veterans. Assist Military Veterans with and coordinate employment placement programmes. Coordinate provincial Military Veterans honor, ceremonial and heritage functions. Manage SLA with line function department and other service providers. Manage provincial Military Veterans inspection programmes. Coordinate the provision of all the posthumous services (heritage, burials, re-burials, exhumations and repatriation) iro Military Veterans in the province. Provide Military Veterans with first-line support and assistance on their services and benefits. Compile Military Veterans profiles, update their records and manage provincial Military Veterans resources systems. Monitor and ensure effective and efficient co-ordination of activities in the provincial office and at the access points. Develop operational standards and ensure the attainability and sustainability. Compile monthly, quarterly and annual reports. Plan, organize and control activities pertaining to the provincial office and in access points. Implement service level agreements. Distribute resources to other service areas. Manage service delivery and performance of regional offices and access points. Be able to manage provincial office independently.

- ENQUIRIES** : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325
- POST 10/18** : **DEPUTY DIRECTOR: POLICY ANALYST REF NO: DMV 005/03/2017**
- SALARY** : An all-inclusive salary package of: R612 822 per annum, Level 11
CENTRE : Pretoria
REQUIREMENTS : A graduate degree in the Humanities and Policy Development e.g political science, governance, law or with social degree with modules in governance, public policy, political studies is the minimum requirement. A post-graduate degree in policy, governance, public administration or related fields is a preference. 3 -5 years at middle management level executing policy development, analysis and review related duties as Assistant Director. The successful candidates must be willing to undergo security clearance processes before appointment, a valid driver's code 08 license. The applicant must have a very good understanding of governance and policy development processes. The successful applicant should be able to have wide network in the broader government establishment, especially security, veterans and foreign affairs. A demonstrated ability to write research reports and a policy research experience is a requirement for the job. A demonstrated knowledge of government procurement processes and the PFMA is essential.
- DUTIES** : Implement policy development processes, develop sustainable Military Veterans policies through the pro-vision of administrative, technical and logistical support. Assist provincial spheres of government in developing Military Veterans related policies in order to ensure strategic alignment with the national policy. Undertake policy research, analysis, conduct policy research, analysis and provide feedback to the department regarding policies. Support the development of policy and discussion paper on military veterans' affairs. Provide support in the alignment of departmental policies through the interpretation of applicable laws, strategic as well as political policy determinations. Support the introduction and understanding of new and revised policies, guide the departmental functionaries in the development of new policies and provide support in the development of new priority policies. Undertake policy review processes, continuously evaluate and review Military Veterans policies in order to align them with appropriate laws and national governments' objectives. Analyse and provide inputs on policies, conduct general and comparative policy research, analysis, review and provide feedback to the department, support the undertaking of general and specific literature review on national and international best practices regarding policy models. Handle the provision of secretariat services to the departmental policy committee and the advisory committee. Support the policy implementation, interpretation and u understanding processes, support the implementation of mechanism and consultative processes in order to ensure proper rulings in the case of uncertainties and disputes in relation to policies. Support the implementation of workshops and work session in the in the department in order to ensure continued awareness and understanding in relation to policies, associated strategies and guidelines. Provide administrative, technical and logistical support in demarcating and ensuring mutual understanding of respective roles and responsibilities in relation to policies. Manage the establishment of networks with stakeholders and the maintenance thereof, support consultative interactions with stakeholders and partners on policies and develop and maintain policy stakeholders and partners database.
- ENQUIRIES** : Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9325

POST 10/19 : **DEPUTY DIRECTOR: AUXILIARY & REGISTRY REF NO: DMV 006/03/2017**
Chief Directorate: Financial Management

SALARY : Salary/Package: R612 822 per annum, Level 11
CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor degree/National Diploma in Public Administration. Candidates with alternative qualifications or prior learning will also be considered. 3-5 years relevant first level managerial experience in records management environment. Insight into legislations and other prescripts, which impacts on records management (National Archives and Records of SA Act 43 of 1996, Promotion of Access to information Act, 2000). Thorough understanding of policy analysis, formulation and interpretation. Understanding of Public Service Regulatory Framework

DUTIES : Develop and manage the implementation of records management and auxiliary policies, practices, procedures, guidelines and policies in accordance with the national legislation. Ensure that records managed according to relevant legislative prescripts. Ensure the implementation of a Disaster Recovery Plan. Ensure the implementation of the Departmental records management policies. Ensure the development, implementation and maintenance of Departmental Electronic Records Management System that is compliant with relevant prescripts. Advise management and the department on Records Management practices, procedures, guidelines and policies. Monitor and evaluate the compliance of the filing system to the National Archiving Act. Conduct research and impact analysis pertaining to Records Management practices, procedures, processes and policies in the Department. Monitor and evaluate management and utilization of records. Apply and implement a policy on document economy. Developing and implementing records management systems and procedures, departmental File Plan and records control schedule for correspondences. Manage the archives, the filing system and maintain a Departmental Electronic/Manual Records Management System. Conduct inspection on records keeping and ensure the security of records. Develop and maintain a Disaster Recovery Plan, draw up and manage a:- Retention Schedule, Registry Procedure Manual, Records Survey, Transfer of Records Procedure and Vital Records Protection Program. Develop a system that will integrate the collection, opening and distribution of mail. Manage the faxing, speed mail, etc. Ensure service delivery improvement regarding delivery of documents, telephones, typing and cleaning management. Monitor and evaluate management and utilization of resources e.g. telephones in the Department. Co-ordinate and maintain cleaning services through the maintenance of the workplace facilities (offices, boardrooms and other facilities). Ensure the provision of food aid and office support services. Monitor and ensure proper utilization of equipment (e.g. photocopier, switchboard and fax machines). Manage messenger and postal/mail services. Develop partnerships and network with relevant stakeholders. Manage resources (human and physical).

ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

POST 10/20 : **ADMINISTRATIVE OFFICER (CHIEF DIRECTORATE: RESEARCH & POLICY DEVELOPMENT) (LEVEL 07) REF NO: DMV 007/03/2017**

SALARY : R211 194 per annum (plus benefits)
CENTRE : Pretoria

REQUIREMENTS : A diploma or Degree in Office Management, Public administration or equivalent qualification, 2-3 years' experience at clerical or senior clerical level or as an intern in a relevant office.

DUTIES : Provide secretariat support services by typing documents, take minutes during meetings. Compile and distribute agendas and minutes. Circulate and collect attendance registers during meetings. Receive and re-route incoming calls. Record and relate messages. Operate and ensure that office equipment is in good working order. Coordinate and schedule meetings. Coordinate the provision of refreshments and water during meetings. Follow-up with the supervisor regarding scheduled meetings and appointments. Manage the cancellation and rescheduling of appointments. Provide records management and filing services. Ensure the effective flow of information to and from the office. Receive and register incoming correspondence. File and safe keep documents in line with the file plan and other relevant regulations and practice. Register and distribute outgoing correspondence. Maintain the confidentiality of documents. Receive clients and visitors. Receive and seat visitors. Provide refreshments to clients and visitors where necessary. Respond to general enquiries of visitors. Manage the tidiness of the office. Provide administrative and logistical support services. Order stationary

for the office, serve as a chief user clerk and coordinate the procurement of Office supplies, computer consumables and stationary for the office. Check invoices for correctness and certify them for payment. Coordinate the payment of invoices. Make bookings for venues, accommodation and manage travel arrangements. Ensure the processing of S&T and overtime. Collate and compile reports and any other information as requested. Obtain the necessary signatures on documents. Scrutinise documents to determine actions. Manage the leave register and the submission of leave forms for the office. Monitor budget spending for the office in order to note under and over utilisation. Collect and coordinate all documents that relate to the budget and funding requirements.

ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

POST 10/21 : **ADMINISTRATIVE ASSISTANT (CHIEF DIRECTORATE: HERITAGE, MEMORIALS, BURIALS AND HONOUR SERVICES) (LEVEL 06) REF NO: DMV 008/03/2017**

SALARY : R171 069 per annum (plus benefits)
CENTRE : Pretoria
REQUIREMENTS : A diploma or degree in Office Management, Public Administration or equivalent qualification and 2-3 years' experience at clerical or senior clerical level or as an intern in relevant office. Be able to work independently. Knowledge, skills, training and competencies required: Relevant legislation, policies, prescript and procedures. Information management, basic financial/ budget management, basic knowledge of MS office programs and operating switchboard equipment. Computer skills, Interpersonal skills, telephone etiquette, customer relations skills, office management skills, organizational skills, communication skills and problem solving skills. Interpersonal relations, integrity courteousness, responsive, credibility, commitment and loyalty.

DUTIES : Provide secretariat support services by typing documents, take minutes during meetings. Compile and distribute agendas and minutes. Circulate and collect attendance registers during meetings. Receive and re-route incoming calls. Record and relate messages. Operate and ensure that office equipment is in good working order. Coordinate and schedule meetings. Coordinate the provision of refreshments and water during meetings. Follow-up with the supervisor regarding scheduled meetings and appointments. Manage the cancellation and rescheduling of appointments. Provide records management and filing services. Ensure the effective flow of information to and from the office. Receive and register incoming correspondence. File and safe keep documents in line with the file plan and other relevant regulations and practice. Register and distribute outgoing correspondence. Maintain the confidentiality of documents. Receive clients and visitors. Receive and seat visitors. Provide refreshments to clients and visitors where necessary. Respond to general enquiries of visitors. Manage the tidiness of the office. Provide administrative and logistical support services. Order stationary for the office, serve as a chief user clerk and coordinate the procurement of Office supplies, computer consumables and stationary for the office. Check invoices for correctness and certify them for payment. Coordinate the payment of invoices. Make bookings for venues, accommodation and manage travel arrangements. Ensure the processing of S&T and overtime. Collate and compile reports and any other information as requested. Obtain the necessary signatures on documents. Scrutinise documents to determine actions. Manage the leave register and the submission of leave forms for the office. Monitor budget spending for the office in order to note under and over utilisation. Collect and coordinate all documents that relate to the budget and funding requirements.

ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

POST 10/22 : **ADMINISTRATOR: ASSETS MANAGEMENT REF NO: DMV 009/03/2017**
 Chief Directorate: Financial Management

SALARY : R171 069 per annum (plus benefits), Level 06
CENTRE : Pretoria
REQUIREMENTS : A recognised B Degree or Diploma in commerce, financial management, supply chain or any appropriate qualification. Previous experience on assets management may be an advantage. Must have knowledge of Public Finance Management Act, Supply chain management related policies, guidelines, instructions and directives. Government wide policies. Ability to interpret and apply policies and legislations.

DUTIES : Monitor Assets Register and address variances by ensuring timely update of the assets register, reconcile assets register with trial balance and reconciliation, and ensure source of variances are addressed at all times. Barcode and update the inventory list with all newly acquired assets. Conduct timely assets verification by

identifying losses at Least Quarterly. Conduct monthly spot checks on assets. Conduct, administer disposals and write-offs. Compile assets movement reports i.e. Additions, reallocations, disposals and any other related transactions. Update records for lease and warranties of assets and keep records. Update and maintain the register for all leased assets including Fleet and Cell Phones. Facilitate and keep records for all the movement of assets. Maintain the inventory list by ensuring that it is update and signed by the end users. Follow up on losses and ensure that the assets register is updated. Utilise LOGIS for the maintenance of assets. Provide support to the SCM and Finance for all daily and quarterly reporting including the preparation of annual financial statement.

ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

POST 10/23 : **INVITATION TO SERVE ON THE DEPARTMENT OF MILITARY VETERANS RISK COMMITTEE CHAIRPERSON: RISK MANAGEMENT COMMITTEE (DMV) REF NO: DMV 010/03/2017**

The Department of Military Veterans has been established to facilitate delivery and coordination of all activities that recognizes and entrench the restoration of dignity and appreciation of the contribution of military veterans to our freedom and nation building. The Department of Military Veterans is inviting interested independent and suitably qualified individual for appointment as chairperson of the Risk Management Committee for a period of three (3) years.

SALARY : Remuneration: Chairperson will be remunerated in accordance with the rates as determined by National Treasury from time to time.

CENTRE : Pretoria

REQUIREMENTS : MBA/MBL/CASA. Applicants should have extensive experience in corporate governance, strong leadership, analytical and good communication skills, sound knowledge and including, (a) in possession of a post degree or equivalent qualification in any of the following fields: Accounting/Risk Management/Financial Management/Auditing/Legal or Business/ Information Communication Technology, b), at least 12+ years' experience in the risk management environment, c) should be independent and knowledgeable of the status of their positions as a chairperson, (d) a member of a professional body, (e) having experience of serving in Boards of Directors and/or similar committees. The following will be an added advantage: Experience in or knowledge of the public sector. Knowledge and understanding of internal controls, project management, governance, risk management principles and accounting practices. Knowledge and understanding of and exposure to legislation/policies (Risk Management and Corporate Governance, EWRM, COSO model, PSRMF, PFMA, GRAP, GAAP, Treasury Regulations and relevant legislation and practice notes). Knowledge and understanding of ICT, including the roles of internal and external audit. Integrity, dedication, inquisitiveness within reasonableness of probing, an enquiring mind, analytical reasoning abilities, and a good understanding of the committee's position in the governance structure, thorough understanding of corporate governance principles.

DUTIES : The candidate will chair the Department's Risk Management Committee and discharge its responsibilities as set out in the Risk Management charter, regulations/codes: to provide an oversight role regarding: monitoring the implementation of risk management within the Department, review the risk policies, strategies and other working procedures. Review the risk management action plans to be instituted and ensure compliance with such plans. Integration of risk management into planning, monitoring and reporting processes. Review the risk appetite and tolerance levels of the Department. Provide reports to the Director General on a quarterly basis, management and other oversight committees. Implementation of risk maturity model. The risk management committee shall meet at least three times yearly.

ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

NOTE : Applications must be accompanied by a comprehensive curriculum vitae as well as certified copies of qualifications and identity document. It is the applicant's responsibility to ensure that foreign qualifications are evaluated by the South African Qualification Authority (SAQA). This is not a full time appointment. Shortlisted candidates will be invited for interviews.

POST 10/24 : **INVITATION TO SERVE ON THE DEPARTMENT OF MILITARY VETERANS AUDIT COMMITTEE (5 MEMBERS) REF NO: DMV 0011/03/2017**

The Department of Military Veterans was established to facilitate delivery and coordination of all activities that recognizes and entrench the restoration of dignity and appreciation of the contribution of military veterans to our freedom and nation building. The Department of Military Veterans is inviting interested independent and suitably qualified individuals to serve on the Audit Committee, established in terms

of section 76(4) and 77 of the Public Finance Management Act (PFMA) read together with chapter 3 of Treasury Regulations for a minimum period of three (3) years.

- SALARY** : Remuneration: Members will be remunerated in accordance with the rates as determined by National Treasury from time to time.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should have extensive experience in corporate governance, strong leadership, analytical and good communication skills, sound knowledge and including, (a) in possession of a relevant post graduate qualification with at least 10+ years' experience in any of the following fields: Accounting/Auditing/Financial Management/Legal or Business/ Information Communication Technology, and Monitoring and Evaluation), should be independent and knowledgeable of the status of their positions as members, (c) A member of a professional body. (d) Have experience of serving in Boards of Directors and/or similar committees. The following will be added advantages: Post graduate qualifications. Experience in or knowledge of the public sector. Highly specialised knowledge of internal controls and accounting practices. Major accounting and public sector reporting frameworks/models. Intensive knowledge and understanding of and exposure to legislation/policies (PFMA, GRAP, GAAP, Treasury Regulations and other relevant legislation and practice notes). Knowledge and understanding of ICT, including the roles of internal and external audit. Integrity, dedication, inquisitiveness within reasonableness of probing, an enquiring mind, analytical reasoning abilities, and a good understanding of the committee's position in the governance structure, thorough understanding of corporate governance principles.
- DUTIES** : To execute roles and responsibilities as outlined in chapter 3 of Treasury Regulations issued in terms of the PFMA and provide advice to the Executive Authority and Accounting Officer of the Department of Military Veterans on matters relating to: Internal Audit and Internal Financial Controls; Risk Management; Accounting policies and frameworks; Legal and Information Communication Technology matters; review the annual financial statement to provide the department with an authoritative and credible view of the financial position of the DMV, its efficiency and effectiveness and its overall level of compliance with the relevant acts, legislation, policies and procedures; adequacy, reliability and accuracy of financial reporting and performance information; effective governance; respond to issues raised by the Auditor-General in the audit report; Carry out such investigations into the financial affairs of the Department as may be requested by the Executive Authority; perform such other functions as may be prescribed.
- ENQUIRIES** : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325
- NOTE** : Term of Office for Risk and Audit Committees: The term of office will run effective immediately upon appointment for a period of three years.

INTERNSHIP PROGRAMME: 2017/18 INTAKE: (FOR THE YOUTH OF SOUTH AFRICA)

- APPLICATIONS** : Application forms for Internship Programme can be downloaded from the Department of Military Veterans' website: www.dmv.gov.za or <http://www.dmv.gov.za/documents.htm> or you can physically collect from the corner of 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001, Please don't use Z83 for Internship Programme. Applications may be posted to The Department of Military Veterans, Private Bag x943, 0001 or deposited in the Response Handling box at the Department of Military Veterans, 328 Festival Street, Hatfield, Pretoria, 0001. Enquiries: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9325. No faxed or e-mailed applications will be considered.
- CLOSING DATE** : 17 March 2017
- NOTE** : Applications should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s), Matric certificate must also be attached and ID-document and Driver's licence (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The

Department reserves the right not to make appointment(s) to the advertised post(s). NB: Preference will be given to military veterans. Please indicate your force number on the Z83.

The Department of Military Veterans is contributing towards skills development by providing opportunities to unemployed graduates to gain work experience in various skills areas. It is therefore inviting applications for Internship Programme that will run for a 12 months contract period. The internship programme is aimed at enhancing the employability of qualified unemployed graduates aged between 18 and 35 years. Applicants must be graduates in fields below and/or have successfully completed the theoretical part of study and are in need of experiential learning in order to complete the qualification. Military Veterans Dependents are encouraged to apply.

POST 10/25 : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DMV01/IP/2017-18**
Directorate: Financial Management

SALARY : Stipend R5000 pm
CENTRE : Pretoria
REQUIREMENTS : Financial Management
ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

POST 10/26 : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DMV02/IP/2017-18**
Directorate: Audit and Risk Management

SALARY : Stipend R5000 pm
CENTRE : Pretoria
REQUIREMENTS : Internal Audit and Risk
ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

POST 10/27 : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DMV03/IP/2017-18**
Directorate: Research

SALARY : Stipend R5000 pm
CENTRE : Pretoria
REQUIREMENTS : Research Methodology, Public Man, Public Dev, & Social Science
ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

POST 10/28 : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DMV04/IP/2017-18**
Directorate: Policy

SALARY : Stipend R5000 pm
CENTRE : Pretoria
REQUIREMENTS : Policy Management & Management of Social Sciences
ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

POST 10/29 : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DMV05/IP/2017-18**
Directorate: Supply Chain Management & Logistics

SALARY : Stipend R5000 pm
CENTRE : Pretoria
REQUIREMENTS : Diploma or Degree in SCM and Logistics
ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

POST 10/30 : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DMV06/IP/2017-18**
Directorate: Communications

SALARY : Stipend R5000 pm
CENTRE : Pretoria
REQUIREMENTS : Communications, Public Relations and Marketing
ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

POST 10/31 : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DMV07/IP/2017-18**
Sub-Directorate: Strategic Planning

SALARY : Stipend R5000 pm
CENTRE : Pretoria
REQUIREMENTS : Planning Reporting / Business Public Administration Governance
ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

POST 10/32 : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DMV08/IP/2017-18**
Sub-Directorate: Monitoring & Evaluation

SALARY : Stipend R5000 pm
CENTRE : Pretoria
REQUIREMENTS : Monitoring & Evaluation or Public Administration
ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

POST 10/33 : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DMV09/IP/2017-18**
Chief Directorate: Military Veterans Skills Development

SALARY : Stipend R5000 pm
CENTRE : Pretoria
REQUIREMENTS : Training Management and Skills Development
ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

POST 10/34 : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DMV10/IP/2017-18**
Sub-Directorate: Compliance

SALARY : Stipend R5000 pm
CENTRE : Pretoria
REQUIREMENTS : Diploma in Auditing and LLB
ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

POST 10/35 : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DMV11/IP/2017-18**
Sub-Directorate: Security Management

SALARY : Stipend R5000 pm
CENTRE : Pretoria
REQUIREMENTS : Safety & Security Management
ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

POST 10/36 : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DMV12/IP/2017-18**
Directorate: Information, Communication and Technology (ICT)

SALARY : Stipend R5000 pm
CENTRE : Pretoria
REQUIREMENTS : Degree or Diploma in PC Skills
ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

POST 10/37 : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DMV13/IP/2017-18**
Office Administration: Empowerment & Stakeholder Management Branch

SALARY : Stipend R5000 pm
CENTRE : Pretoria
REQUIREMENTS : Public Administration
ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

POST 10/38 : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DMV14/IP/2017-18**
Office Administration: Socio-Economic Support Branch

SALARY : Stipend R5000 pm
CENTRE : Pretoria
REQUIREMENTS : Public Administration
ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

POST 10/39 : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DMV15/IP/2017-18**
Office Administration: Administration Support Branch

SALARY : Stipend R5000 pm
CENTRE : Pretoria
REQUIREMENTS : Public Administration
ENQUIRIES : Ms Dineo Masemola or Mr Caiphus Mailula Tel no: (012) 765 9325

DEPARTMENT OF MINERAL RESOURCES

- APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Francis Baard Street, former Schoeman, Sunnyside
- CLOSING DATE** : 27 March 2017
- FOR ATTENTION** : Ms T Sibutha or Ms N Maseko
- NOTE** : Applications should be on Z83 form (which should be completed in full, accurately, legibly, signed and dated) and must be accompanied by a comprehensive CV, and originally certified copies of qualifications as well as ID not longer than 3 months (Where a drivers licence is a requirement, a certified copy must be attached). NB: Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered). Requirements stated on the advertised posts are minimum inherent requirements; therefore criterion for shortlisting will depend on the proficiency of the applications received. The Department reserves the right to determine suitable candidate(s) during the Selection process. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

MANAGEMENT ECHELON

- POST 10/40** : **PRINCIPAL INSPECTOR OF MINES REF NO: DMR/17/0022**
- SALARY** : R898 743 per annum (all inclusive package), Level 13
- CENTRE** : Kimberley, Northern Cape Region
- REQUIREMENTS** : An NQF Level 7 qualification in Mining, Electrical, Metallurgical, Survey, Occupational Health, Nursing or related and Mine Manager's Certificate of Competency in Metalliferous or Coal/Mine Surveyor's Certificate of Competency, or Certificate in Mine Environmental Control; or Government Certificate in Mechanical Engineering coupled with a minimum of 5 years' experience at Middle Management/ Senior Management in the mining industry, with a valid driver's license. PLUS the following key competencies: Knowledge: The Mine Health and Safety Act, 1996 (Act 29 of 1996), underground and surface mining, mining health and safety hazards and risks, Labour Relations and Human Resource management, Public Finance Management, understanding of DMR's policies aimed at optimal utilisation of mineral resources. Skills: High level of managerial skills, Conflict resolution, Negotiation, Planning and Organising skills, Budget planning and management, Communication: Ability to communicate in a professional manner (verbally and in writing) in a way that upholds the Batho Pele principles and enhances the image of the Department. Ability to demonstrate good listening and be able to relate clearly with all stakeholders (internal and external), both in the public and private sector. Creativity: Ability to analyse workload related challenges and to implement a continuous improvement strategy. Ability to demonstrate logical thinking, innovation, problem-solving and flexibility in a non-aggressive manner. Ability to work under pressure. Other: Loyalty, honesty and integrity.
- DUTIES** : Enforce the Mine Health and Safety Act, Develop Health and Safety strategies to improve health and safety performance of mines in the region. Provide support and assistance on the promotion of health and safety in the mining industry, Make inputs in the development of health and safety legislation such as regulations and guidelines. Manage the performance of Inspectors and support staff. Manage the information system. Report health and safety information to the Deputy Chief Inspectors of Mines and other stakeholders.
- ENQUIRIES** : Mr FJ Nkuna Tel no: 012 444 3002
- NOTE** : Coloureds and Indians are encouraged to apply, however, this post is targeted for a female. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend the nominated candidate/s to attend a generic managerial Competency Assessment. This appointment will be subject to a valid certificate of fitness.

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets
- FOR ATTENTION** : Ms A West
- CLOSING DATE** : 31 March 2017 @15H45
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement. Please accept that your application was unsuccessful. Please take note that faxed, E-mailed and late applications will not be accepted. This post is advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the post. Candidates whose promotion/transfer will promote representivity will receive preference.

OTHER POST

- POST 10/41** : **SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: SSA/MA/03/2017**
- SALARY** : R262 272 per annum, Level 08
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : National Diploma/Bachelor's degree in Accounting/ Financial Management or Management Accounting with 1 to 2 years' experience in Financial accounting, planning and budgeting PLUS the following key competencies: Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Government budget processes and procedures, Financial and related transversal systems used by government (BAS, PERSAL, Vulindlela); Standard Chart of Account (SCOA) and Computer literacy (MS Office) . Thinking Demand: Interpret, analysis of reports and financial data; Evaluation of budget inputs, budget adjustment; Interpret and provide advice on the PFMA, TR and budget guidelines; Proposals for budget adjustments, processes and consolidated inputs, Skills: Financial, accounting and numeric skills; Letter and reporting writing; Problem solving/ Innovation; Organisational skills, Personal Attributes: Analytical and innovative thinker; pay attention to detail; Ability to work under pressure; Adaptability to change.
- DUTIES** : Assist in compilation of departmental budget submission for MTEF, AENE, ENE and Rollover. Capture budget for all programmes on the Basic Accounting Systems. Ensure that funds are requested for monthly drawings. Provide financial/ budget information during the budget committee meetings. Assist with financial/ budget information required during audit processes. Compile monthly IYM reports on the utilization of departmental budget, spending and provide corrective measures for the Accounting Officer, Minister and National Treasury in terms of the PFMA. Oversee the compilation and distribution of the monthly budget and expenditure reports to budget holders. Assist in correcting misallocations in expenditure, including PERSAL transactions. Perform BAS System control functions. Attend to all budget enquiries and provide advice when needed.
- ENQUIRIES** : Ms ET Modise Tel no: 012 3521061

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation, attention Ms J Mchunu, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. WEBSITE: www.dpme.gov.za
- CLOSING DATE** : 24 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 DPSSA. 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 10/42** : **STATE ACCOUNTANT: S&T REF NO: 007/2017**
Office of the Chief Financial Officer, Division: Financial Accounting
- SALARY** : R211 194 – R248 781 per annum, Level 07, plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3 years tertiary qualification or equivalent with 2 years relevant experience or Grade 12 or equivalent with 8 years relevant experience. Additional: courses in government financial management. Extensive knowledge and experience of BAS and PERSAL. Good knowledge and understanding of the PFMA and National Treasury Regulations and the ability to interpret relevant policies. Computer literacy and sound knowledge of Microsoft Office applications is essential. Good planning and report writing skills. Organisational skills and good interpersonal relations. Communication skills (written & verbal). Ability to maintain high level of confidentiality. Be able to work under pressure.
- DUTIES** : The successful candidate will be responsible to provide financial administrative and operational services within the department and will perform the following financial accounting functions: Verify and authorise S&T claims in line with the relevant policies and procedures. Calculate and process foreign advance requests as well foreign claims. Implement deductions to clear suspense accounts in line with the PFMA and Treasury Regulations. Investigate and clear transactions on the suspense accounts. Monthly reporting on the suspense accounts. Supervision and training of sub-ordinates. On an Adhoc basis, assists with payroll, tax submissions, and the verification and authorisation of payments on BAS, LOGIS and PERSAL.

ENQUIRIES

: In connection with the applications kindly contact Ms K Mogotsi, Tel no: (012) 312-0465 and in connection with the post kindly contact Ms C Pillay, Tel no: (012) 312-0434

**DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM
OFFICE OF THE VALUER GENERAL**

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: Office of the Chief Registrar of Deeds, Private bag X918, Pretoria, 0001. Rentmeester Building, room 407, 4th floor, Corner Pretorius and Bosman Street
- FOR ATTENTION** : Refilwe Noge
- CLOSING DATE** : 24 March 2017 at 16:00
- NOTE** : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools

MANAGEMENT ECHELON

- POST 10/43** : **DIRECTOR: FINANCIAL AND SUPPLY CHAIN MANAGEMENT REF NO: 3/2/1/2017/041**
- SALARY** : R898 743 per annum, Level 13. (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Office of the Valuer-General (Pretoria)
- REQUIREMENTS** : Bachelor's degree (NQF 7) in Financial Management/ Accounting/ Commerce/ Supply Chain Management with Financial accounting as a major. A minimum of 5 years middle managerial experience. Must demonstrate high level of competency in financial administration and financial accounting. Experience and knowledge of GAAP/GRAP system and accrual accounting systems. Knowledge of the public sector budget process. Ability to effectively manage alignment of budget with priority programmes for service delivery in the public service. Ability to act as change agent and manage in accordance with the strategic vision and objective of the Office of the Valuer-General. Knowledge of financial management in relation to the new regulatory framework for the public service e.g. Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulation. Excellent management, communication and interpersonal skills. Driver's license.
- DUTIES** : Provide support to the Accounting Officer and other Senior Management in executing their function in terms of PFMA, 1999 and Treasury Regulations. Ensure good governance within the OVG line with the PFMA and Treasury Regulations. Assistant the accounting officer to discharge the duties prescribed in part 2 Chapter 5 of the Public Financial Management Act. Ensure effective management of compliance with other legislation, regulations, OVG policies and procedures. Represent the Office of the Valuer-General strategic, management and other government forums. Ensure the development of quality and risk management frameworks, standards and practices with other Senior Managers. Draft or delegates and submit reports that are required or delegated by Ministry AO other arms of government. Facilitate the implementation of national norms and standards where applicable. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure the effective standardization of quality standards, practices and procedures across various offices and zones. Provide advice to the Office of the Valuer-General on matters pertaining to strategic and financial implications. Participate on the development and preparation of the strategy planning for Office of the Valuer-General. Coordinate the development, monitoring and review of strategic plans for the Chief Directorate in line with the departmental strategic objectives. Ensure provision of strategic leadership and expert advice on the interpretation and implementation on legislation and regulations relating to financial management. Ensure effective definition of the performance measures in order to evaluate the success of the Chief Directorate strategic objectives. Design and implement high level Operational Plans with relevant Senior Managers and track progress. Liaise with the Accounting Officer on matters that have strategic and financial implications. Establish partnership with all OVG internal and external stakeholders as well as other spheres of government

in relation to Valuation related matters. Manage the provisioning of financial administration functions for the Office of the Valuer-General. Manage the MTEF budgeting process with estimates of expenditure, monthly cash flow and adjustments for the OVG. *Manage expenditure and revenue accounting. Manage movable and immovable asset. Manage supply chain processes and contracts. Exercise control by maintaining an accurate system of accounting and recording of financial activities of the OVG. Develop and maintain measures to prevent fraud and maladministration. Ensure effective resource management within the Office of the Valuer-General. Establish and maintain appropriate systems (analytical tools, information systems, projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensure accurate forecasting, budgeting and allocation of resource within the branch. Ensure effective management of external contractors and suppliers within the branch. Ensure effective development and management of internal and external service level agreements. Ensure effective management of business risk, resources and continuity. Ensure effective capacity management within the branch to ensure sustained service delivery.

NATIONAL 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** : The Department of Transport, Private Bag X193, Pretoria, 0001 of hand deliver at the Forum Building, Cnr Struben and Bosman Street, Pretoria. Employees are reminded to quote the relevant reference numbers/post number when applying for these posts.
- FOR ATTENTION** : Recruitment Unit. Room 4034
- CLOSING DATE** : 27 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. All shortlisted candidates will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated to the candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

- POST 10/44** : **CHIEF DIRECTOR: PUBLIC TRANSPORT INDUSTRY DEVELOPMENT REF NO: DOT/HRM/2017/06**
Branch: Public Transport
Chief Director: Public Transport Industry Development
- SALARY** : All-inclusive salary package of R1 068 564 per annum of which 30% may be structured according to the individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Bachelor Degree at NQF Level 7 as recognized by SAQA in Transport Economics, Transport Planning/Engineering or equivalent qualification plus 6 – 10 years relevant experience of which 5 years must be on Senior Management Level. An Honor's/Master's Degree will be added advantage. Knowledge and skills: Compilation of management reports and PFMA; Communication (verbal and written, communication in English above average); Computer literacy; Governance related information; Financial Management; Strategic Capability & leadership (SCL); People Management & Empowerment (PEM); Project/Programme Management (PPM); Client Orientation and Customer Focus (COCF); Change Management.
- DUTIES** : Render strategic planning, management and administration services in relation to Public Transport Industry Development; Provide strategic support and leadership on the development and implementation of Public Transport policies, Strategies and Programmes such as Public Transport Subsidies, taxi Recapitalisation programme, Public Transport Operations Grant and Industry Empowerment; Develop Integrated Public Transport network strategy to integrate Public Transport Systems in all nine (9) Provinces; provide strategic guidance and assistance to other sphere of government (provinces and Municipalities) on Public Transport issues to ensure full participation; Manage and control the Chief Directorate; Provide strategic direction functioning of the Chief Directorate by promulgating internal management directives and procedures; Manage and monitor the performance of the Chief Directorate in terms of the approved strategic business plan and performance target within the allocated resources.
- ENQUIRIES** : Mr H Patel; Tel no: (012) 309 3276

<u>POST 10/45</u>	:	<u>DIRECTOR: TRANSPORT APPEAL TRIBUNAL REF NO: DOT/HRM/2017/07</u> Branch: Public Transport Chief Directorate: Public Transport Regulation Directorate: Transport Appeal Tribunal
<u>SALARY</u>	:	All-inclusive salary package R898 743 per annum of which 30% can be structured according to individual needs
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate Bachelor Degree in Public Administration / Management OR Transport Management OR Transport Planning OR Transport Economics OR legal qualification at NQF Level 7 as recognised by SAQA with a minimum of five (5) years relevant experience at Senior OR Middle Management Level. Knowledge and Skills: Compilation of management reports, Public Finance Management Act (PFMA), Communication (verbal & written and English at above average), Computer literacy, Governance related to information, Financial Management, Strategic Capability and Leadership, People Management and Empowerment, project/Programme Management, Client Orientation and Customer Focus and Change Management.
<u>DUTIES</u>	:	Manage processes related to the Transport Appeals Tribunal (TAT); Manage Transport Appeals Tribunal secretariat; Provide legal support to Transport Appeals Tribunal; Ensure the provision of administrative support services to Transport Appeals Tribunal; Process review applications referred to High Court against Tribunal decisions; Provide a secretariat service; Manage information gathering, research and investigations as pertaining to operator disputes and complaints for hearing of appeal cases; Review and update Transport Appeals Tribunal Act; Review and update Transport Appeals Tribunal Regulations; Develop guidance, standards and procedures in relation to the Transport Appeals Tribunal Act; Provide continuous training of Transport Appeals Tribunal members on Public Transport Legislations and related interventions; Manage Public Transport Stakeholder relations and Public Entities enquiries; To provide corporate governance support and monitoring mechanisms for the Transport Appeals Tribunal; Establish Tribunal structure and control framework; Facilitate the process to appoint the Tribunal Members; Facilitate induction training for Tribunal members to introduce them to government processes; Ensure the preparation of packs for the Tribunal meetings; Attend Tribunal meetings and hearings when necessary; Ensure effective minute keeping of all Tribunal proceedings; Manage and control the Directorate; Ensure compliance with all administrative requirements, regulations, rules and instruction pertaining to the Directorate; Establish and maintain governance and administrative systems continuity within the work of the Directorate; Prepare and submit implementation of plans; Ensure quality of work produced; Ensure the compilation of the annual report and strategic plan of the Directorate; Provide quarterly reports on Business Plan and Annual Performance Plan; Manage the planning, organising and delegation of work; Ensure monitoring & evaluation is carried out in all areas of the Directorate as required.
<u>ENQUIRIES</u>	:	Mr H Patel Tel no: (012) 309 3276
<u>POST 10/46</u>	:	<u>DIRECTOR: TAXI STAKEHOLDER MANAGEMENT REF NO: DOT/HRM/2017/08</u> Branch: Public Transport Chief Directorate: Public Transport Industry Development Directorate: Taxi Stakeholder Management
<u>SALARY</u>	:	All-inclusive salary package of R 898 743 per annum of which 30% can be structured according to individual needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate Bachelor Degree in Transport Management OR Public Administration/ Management at NQF Level 7 as recognised by SAQA plus a minimum of five (5) years relevant Senior Management or Middle Management experience. Knowledge and Skills: Good knowledge and experience of the Public Service; Sound knowledge of the National Land Transport Act (NLTA); Computer literate; Analytical and problem-solving skills; Planning and organisation skills; Supervisory skills; Communication- Verbal & Written; Financial Management; Financial Management; Financial Management; Strategic Capability & Leadership; People Management & Empowerment; Project/Programme Management; Client Orientation And Customer Focus; Change Management.
<u>DUITES</u>	:	Manage Public Transport Stakeholder engagement with specific focus on taxi and bus sector; Develop appropriate management strategies to effectively engage Public Transport stakeholders based on their needs and facilitate implementation;

Coordinate and ensure improved inter-governmental relations between the different sphere of Government on Public Transport issues in order to enhance decision making and accountability; Facilitate and monitor industry support by the Department in the form of training and economic empowerment initiatives; Monitor and manage the assistance rendered to the sectors; Assess Public Transport stakeholder interests and develop measures and procedures to deal with disputes; Monitor and evaluate the implementation of these measures and procedures; Manage and control the Directorate/Section; Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Branch.

ENQUIRIES

: Mr L Manamela Tel no: (012) 309 3638

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER**

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.

- APPLICATIONS** : Hand Delivery: Room 1039, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho. Post to: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605
- FOR ATTENTION** : Mnikelo Mbangi
- CLOSING DATE** : Friday, 17 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.
- Erratum: Eastern Cape Department of Transport:** Kindly note that the requirements for the posts of Provincial Inspector: Traffic Law Enforcement X6 (Ref. Dot 008/11/2016) Sarah Baartman District X3 (Ref. Dot009/11/2016) Or Tambo X1 (Ref.Dot010/11/2016) Joe Gqabi X1 (Ref.011/11/2016) Alfred Nzo X1, were incorrectly indicated and should read as: Grade 12 Certificate or Higher Qualification. Basic Traffic Diploma in a recognized Traffic College. One year practical experience in Law enforcement. Valid Driving Licence- Code B. No criminal record.

OTHER POST

- POST 10/47** : **CONTRACT MANAGER: SCMU REF NO: OTP/01/03/2017**
- SALARY** : All inclusive package of R612 822 per annum, Level 11. Annual progression up to a maximum salary of R721 878 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 recognized Degree in Supply Chain Management or Logistics or Legal plus 8 years' experience in Supply Chain Management of which 5 years must be within contract management at an Assistant Director. Extensive working knowledge and understanding of Supply Chain Management processes, Finance processes, PFMA, Treasury Regulations, and all other related supply chain management prescripts. High level of computer literacy. Valid driver's Licence. Skills: Excellent written and verbal communications skills. Customer care service oriented. Decision making, Communication, Initiative, Innovation, continuous improvement, planning & Organizing, Developing others, Managing Interpersonal Conflict, Project Management, Team Leadership and supervisory skills.
- DUTIES** : Issuing of appointment letters to successful service providers, Issuing of letters of regret to unsuccessful service providers, Develop and maintain complaints register and deal with complaints if any, Preparing of contract documentation for signing of contract, Inform successful service provider and project leaders of signing of contract, Signing of contract document and safekeeping of original contract documents, Updating of contract register, Updating of contract file Updating of grey

list of service providers for non-performance and other, Recording and Safekeeping of guarantees and sureties, Management of projects, Variation Orders and price adjustments, Legal and technical advisory services to bid committees and Management, Management of disputes, litigations and penalties, Variance analysis, budgeting and forecasting on projects, Maintain financial records of projects from inception to conclusion, Manages reporting of project expenditure, Maintaining project budgets and cash flows, Preparation, review and monitoring of all cost data for projects, Compilation of contract commitment schedules and co-ordination of financial information for financial statements.

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

PROVINCIAL TREASURY

APPLICATIONS : Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052
3rd Floor: Tyamzashe Building, Bhisho. Post to: The Director: Human Resources
Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605.

FOR ATTENTION : Bonelwa Ndayi

CLOSING DATE : Friday, 17 March 2017

OTHER POSTS

POST 10/48 : **ASSISTANT DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET
MANAGEMENT: SARAH BAARTMAN DISTRICT**

SALARY : R311 784 per annum level 09

CENTRE : Port Elizabeth

REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management/Financial Accounting • Minimum of 3 years relevant experience in Financial Management at an officer level. Previous experience in monitoring or working in Municipal environment is essential.

DUTIES : To assist on improving the understanding on the technical application of accounting standards in compliance with the Financial Reporting Framework as required by the Municipal Finance Management Act: Conduct assessment on AGSA reports to determine common issues on concerns for municipalities on accounting and also identify emerging risk on the GRAP Reporting Framework. Monitoring of AFS plan and conduct a high level reviews of AFS, Audit File and assess the Audit Action Plans of municipalities. Assist in investigating areas of concern with regards to municipal financial health which might affect the going concern of municipalities and provide report to the Deputy Director. Prepare, analyse and report progress on mSCOA implementation within timelines and its financial impact to assist on compliance with mSCOA Regulations and its alignment to Standard of GRAP. Assist in assessing, advising and monitoring municipalities with preparation of monthly, quarterly and annual financial statements. Conduct analysis of Consolidated Management Report to identify common and for dissemination to municipalities and roll out transversal support. To provide practical assistance and control mechanism on issues of compliance to Supply Chain Management (SCM), Asset Management (AM): Assist in the analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities and provide report to the Deputy Director. Conduct an assessment of AGSA reports to determine common issues of concerns for municipalities on SCM and AM and identify emerging risk on the legislative frameworks/policies. Assist in conducting Budget assessment on the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans. Assist in monitoring compliance with financial assets and liabilities and revenue management: Assist in monitoring financial asset management compliance and compile a report. Collate information for comments in respect of Long Term Contracts, Disposal of assets, borrowing proposals, Demarcation and the Establishment of municipal entities. Provide hands on support to municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities. Manage area of responsibility: Maintain high standards of work in terms of quality/quantity and timeliness. Motivate and support subordinates. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all

		subordinates. Assess knowledge and technical capabilities of officials to support training and development skills.
<u>ENQUIRIES</u>	:	Ms B. Ndayi Tel no: 040 1010 072/071
<u>POST 10/49</u>	:	<u>ASSISTANT DIRECTOR: SCM STRATEGIC PROCUREMENT & TRANSVERSAL CONTRACT MANAGEMENT</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R311 784 per annum, Level 09 Bhisho A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in in Financial Management, Majoring in Supply Chain or Finance or any related field plus Minimum of 3 years experience in SCM environment at an officer level (level 7 or higher). Computer literacy on Intermediate to advance, Word, Excel, Outlook, Powerpoint. Valid Driver's Licence. Competencies: In-depth understanding of legislative framework that governs the Public Service. Knowledge and application of National and Provincial Treasury Instruction Notes, Practice Notes and Circular. Applied Strategic Thinking. Applying Technology, Budgeting and Financial Management, Communication and Information Management. Continuous Improvement, Citizen Focus and Responsiveness. Developing Others, Diversity Management, Data Analysis, Negotiation skills, Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management, Team Leadership, and Good Communication Skills (verbal and written), Public Speaking and presentation.
<u>DUTIES</u>	:	Render awarding compliance and an ensure an effective component: Analyse Procurement Plans to identify Transversal Contracts opportunities. Conduct research on opportunities for transversal contracts and prepare business cases. Facilitate the arrangement of transversal contracts by ensuring that the right processes of awarding contracts have been followed. Prepare and Coordinate IBAC submissions. Draft bid adverts and ensure that they are at an acceptable standards. Coordinate the review of Bids received from Departments by ensuring that the right processes of evaluating tenders have been followed; handle any anomalies detected in the review of submission process thereof. Render all secretariat services of the convene committee are met. Render the implementation and institutionalisation of contract management: Coordinate the development of questionnaires and conduct onsite assessments on current contract management .Render the development of a contract management plan in conjunction with the Department. Render the monitoring of the contract management plan and analyse responses from stakeholders to ensure update on status of Gap analysis report. Analyse contract registers and prepare reports. Review contract documents and advise client departments. Review contract documents and advise client departments. Attend to all contract related complaints and enquiries regarding National Contracts RT. Coordinate and provide support on the drafting of tender adverts and ensure that they are at an acceptable standards. Coordinate participation on RT contracts. Be willing to travel Provincially and Nationally. Render support rendered to departments on contract management disputes. Render the arrangement of contract management workshops and roll-out best practises. To institutionalise contract management in the Departments. Promote contract management strategic procurement: Ensure Implementation and Monitoring of Local Economic Development Procurement Framework. Coordinate the implementation and maintenance of price referencing systems for low value/high volume commodities. Coordinate implementation measures and monitor the impact for value for money initiatives Departmental spend. Support initiatives to promote local economic development by directly participating in campaigns i.e. Buy EC Campaign. Manage area of responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.
<u>ENQUIRIES</u>	:	Ms B. Ndayi Tel no: 040 1010 072/071

POST 10/50 : **HUMAN RESOURCE DEVELOPMENT PRACTITIONER**

SALARY : R211 194 per annum, Level 07

CENTRE : Bhisho

REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) Human Resource Management/Human Resource Development or any related field plus a minimum of two (2) years practical experience in the Human Resource Management environment. A minimum of two (2) years practical experience in the Human Resource Development environment will be an added advantage. Computer literacy in Microsoft Applications. Competencies: Computer literacy in Microsoft Applications, particularly Word and Excel; Application of Public Service legislative framework that governs Human Resource Development, particularly, with regard to the administration of Internships, Learnerships and generic capacity development programmes and, provision of financial assistance for human capacity development; Familiarity with procurement processes and procedures and Budget administration.

DUTIES : Coordinate training and development programmes for the department. Facilitate implementation of skills development policies, strategies and plans. Draft WSP (Workplace Skills Plans) and ATR (Annual Training Report). Arrange and/or attend Skills Development meetings, including departmental committees and Provincial HRD Forums. Produce employee training quarterly and annual reports. Coordinate implementation of Induction Programmes. Implement relevant tools for determination of employee training needs. Coordinate and administer bursaries, internship and learnership programmes. Arrange logistics for training and ensure payments of invoices are paid within the legislated timeframes. Develop and maintain training databases.

ENQUIRIES : Ms B. Ndayi Tel no: 040 1010 072/071

DEPARTMENT OF SPORTS, RECREATION, ARTS & CULTURE

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

FOR ATTENTION : Ms NP Nomvete

CLOSING DATE : Friday, 17 March 2017

MANAGEMENT ECHELON

POST 10/51 : **SENIOR MANAGER: OR TAMBO DISTRICT: REF NO: HRM 01/03/2017**

SALARY : All inclusive package of R898 743 per annum, Level 13. Annual progression up to a maximum salary of R1 058 691 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 : OR Tambo (Umtata)

REQUIREMENTS : A four-year Degree or three –year Diploma in Social Science, Industrial Psychology, Business Administration and /or equivalent is essential. Extensive experience in a relevant managerial field. At least four's experience at managerial level. Experience in developing strategic and business plans. Experience in government financial management. Extensive knowledge and experience in Government policies and procedures. Excellent communication and analytical skills. Computer literacy with an emphasis on Excel and PowerPoint. An independent worker, meeting timeframes. Monitoring managing compliance of the District with the Statutory Bodies. Must be in possession of a valid driver's license.

DUTIES : Overall management of the District Office in terms of the following: Corporate Services which includes Human Resource Management, Financial Management and Supply Chain Management and all administrative aspects. Provide strategic leadership within the District. Managing alignment of Annual Performance Plan and Budget Plan. Ensure that the line function managers carry out their duties and responsibilities in the following areas: Sport and Recreation, Libraries and Archives Services, Museums and Heritage Resources, Arts and Culture. Establish and maintain inter-governmental and non- governmental organization relations for the integration of programmes. Manage the District budget and compile all kinds of reports as required. Monitor performance of the District in relation to planned

objectives. Ensure that the operation of the district is in compliance with regulations. (This post is targeting to attract women and persons with disabilities).
Ms NP Nomvete Tel no: (043) 604 4110

ENQUIRIES

OTHER POSTS

POST 10/52

MANAGER: SPORT & RECREATION REF NO: HRM 02/03/2017

SALARY

All inclusive package of R726 276 per annum, Level 12. Annual progression up to a maximum salary of R855 516.00 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

OR Tambo District (Umtata)

REQUIREMENTS

An appropriate Bachelor's Degree/Diploma in the field of Sport & Recreation coupled with 10 years' experience in the field of Sport & Recreation of which 3 years must be at an Assistant Manager level. Knowledge of Preferential Procurement Policy Framework Act and Regulation, Public Finance Management Act, Division of Revenue Act. Knowledge of Financial Management and how to implement Conditional Grants in line with DORA framework. Knowledge of the grant framework conditions. Knowledge of the sport environment in the Eastern Cape. Must have good interpersonal, problem – solving and crisis management skills. Need to show good strategic capabilities and leadership. Project Management skills. Must be able to work under pressure. A valid driver's license.

DUTIES

Planning of the sub-directorate and the district operational plans. Ensure compliance with Conditional Grant Framework. Prepare budgets, procurement plans and cash flow projections in line with the Business Plan, Provincial and National Directives. Synchronise the operational plans with budget and business plans. Provide strategic leadership and ensure capacity building. Assist and facilitate the implementation of mass participation programmes in the following areas: School Sport, Club Development, Recreation Development, Sport Academy, Sport Councils. Implement programmes in line with policy directives and political imperatives. Implement and monitor nation directives for the programme. Manage the utilization and safe – keeping of assets. Ensure a productive organizational culture.

ENQUIRIES

Ms NP Nomvete Tel no: (043) 604 4110

POST 10/53

ASSISTANT MANAGER: PERFORMING ARTS REF NO: HRM/6/3/17

SALARY

R389 145 – R458 385, Level 10

CENTRE

Chris Hani District (Queenstown)

REQUIREMENTS

A Degree/Diploma in Music/Film/Performing Arts or related field and have at least 3 years' experience of which 2 years must be at a supervisory level or Matric certificate with at least 10 years' experience in the field of performing arts (Music, video, film, dance, drama and languages) of which 2 years must be at supervisory level. Knowledge of Arts and Culture and its legislations. Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act and other applicable legislative framework. Proven administration skills, planning and organisational skills. Strong analytical thinking skills. Conflict resolution and decision making skills. Strategic planning and reporting procedures. Innovative and creative. People development and empowerment. Good communication and presentation skills. Ability to maintain sound interpersonal relations. Ability to compile management reports. Policy analysis and implementation. Computer literacy. A valid driver's license.

DUTIES

Management of sub-directorate: Performing Arts. Compilation of strategic and operational plans of the sub-directorate. Monitor and approve reports of the sub-directorate. Facilitate, support, monitor and evaluate the programmes of the sub-directorate. Manage budget for the sub-directorate. Represent the sub-directorate on all matters pertaining to Performing Arts. Conceptualise and initiate programmes for the development and promotion of Performing Arts and Culture in the Province. Manage the resources of the sub-directorate. Monitor and evaluate service delivery and transformation in culture. Manage the implementation of provision of policies in Music, film and performing arts.

ENQUIRIES

Ms NP Nomvete Tel no: (043) 604 4110

POST 10/54

ASSISTANT MANAGER: RECREATION DEVELOPMENT REF NO: HRM/7/3/17

SALARY

R389 145 – R458 385 per annum, Level 10

CENTRE

Chris Hani District

<u>REQUIREMENTS</u>	:	An appropriate Degree/Diploma in Sport Management or Human Movement Science studies with 3 years' experience in the field or Matric certificate with 10 years' experience in the field. Knowledge of sport-related government prescripts in particular focussing in School Sport, Sport Development and development of sport such as National Sport Plan. Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, Division of Revenue Act and employee performance management development systems. Proven administration, planning, organising and communication skills. Ability to follow correct reporting procedures and to compile management reports. Conflict management resolution skills. Ability to maintain sound interpersonal skills. Must be innovative and creative. Ability to work under pressure. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Management of sub-directorate, school sport. Management of staff, including performance evaluation of employees. Compilation of business plans. Conceptualise and initiate programmes for the development and promotion of school sport. Facilitate, support, monitor and evaluate sub-directorate budget. Monitor and evaluate service and transformation in school sport. Monitor the implementation of service delivery model. Development and submission of reports according to the systems of the department. Embarking on the planning and budgeting process as well as manage the utilisation of sub directorate budget within the PFMA prescripts. Facilitate the transformation of school sport development working closely with relevant stakeholders (DOE, schools, Federations, etc.). Facilitate the graduation of excelling athletes to the Academy section. Manage coordination of leagues and tournaments to bolster school sport in the district.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110
<u>POST 10/55</u>	:	<u>ASSISTANT MANAGER: SUPPLY CHAIN MANAGEMENT 2 POSTS REF. HRM/3/3/17 AMATHOLE DISTRICT (EAST LONDON); REF. HRM/4/3/17ALFRED NZO DISTRICT (MT AYLIFF)</u>
<u>SALARY</u>	:	R311 784-R376 626 per annum, Level 09
<u>CENTRE</u>	:	Amathole District (East London); 1Alfred Nzo District (Mt Ayliff)
<u>REQUIREMENTS</u>	:	A Degree/Diploma in the field of Supply Chain Management or equivalent qualification coupled with at least 3 years' experience in the field, 2 years' supervisory experience or Matric coupled with 10 years' experience in the field of Supply Chain Management, 2 years' supervisory experience. Sound knowledge and understanding of Supply Chain Management framework, PFMA, PPFMA and other relevant Public Service Regulations. Computer Literacy. A valid driver's license.
<u>DUTIES</u>	:	Manage provisioning administration support services and general administration. Coordinate and administer fleet, demand, logistics and disposal, registry and cleaning service activities. Supervise staff in Supply Chain Management unit. Manage the budget of the unit.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110
<u>POST 10/56</u>	:	<u>ASSISTANT MANAGER: SPECIAL PROGRAMMES UNIT REF NO: RM/5/3/17</u>
<u>SALARY</u>	:	R311 784-R376 626 per annum, Level 09
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	A Degree in Social Sciences or related fields, 7 years work experience in the Public service of which five years should be at a supervisory level. Experience in working with children' programs. Experience in working on the implementation of programs aimed at fighting the spread of HIV/AIDS. Good communication skills both verbal and written, interpersonal skills report writing. Computer Literacy. A valid driver's license. Willingness to work long hours.
<u>DUTIES</u>	:	Assist in increasing the strategic involvement of Children's and HIV/AIDS desk in the Departmental Programs. Develop plans, Monitor implementation and report on the progress of advocacy work in the department for the sector. Contribute to Departmental plans and advocacy campaigns .Organise campaigns targeted at raising awareness on the rights of children and HIV/AIDS programs.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110
<u>POST 10/57</u>	:	<u>PRINCIPAL MUSEUM HUMAN SCIENTIST (HERITAGE) 2 POSTS REF NO: HRM/8/3/17 ALFRED NZO DISTRICT (MT AYLIFF) AND REF NO: HRM/9/3/17 JOE GQABI DISTRICT</u>
<u>SALARY</u>	:	R262 272- R308 943 per annum, Level 08
<u>CENTRE</u>	:	Aliwal north

<u>REQUIREMENTS</u>	:	A Degree in History/Heritage/Philosophy/Social Science with 3 years' relevant experience or Matric with 5 years' experience in the field of Museums and Heritage. Knowledge and understanding of government processes. Project management skills. Good communication and interpersonal skills. Ability to work under pressure without supervision. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Assist in the implementation of projects aimed at identifying, conversing and managing Heritage resources. Assist in implementation of projects aiming at promoting cultural heritage Tourism. Assist in hosting of national days and significant Heritage events. Auditing of cultural and historically significant Heritage sites and objects in the Province. Identification, development and promotion of intangible cultural heritage and indigenous knowledge systems. Strengthening relations with local authorities, traditional and religious leaders. Facilitate in changing names for geographical areas around the District. Assist in raising community awareness and development of strategies to promote protection and proper management of Heritage resources.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110
<u>POST 10/58</u>	:	<u>PRINCIPAL LIBRARIAN 2 POSTS REF NO: HRM/10/3/17AMATHOLE DISTRICT (EAST LONDON) AND REF NO: HRM/11/3/17 CHRIS HANI DISTRICT (QUEENSTOWN)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R262 272- R308 943 per annum, Level 08 Amathole District (East London); Chris Hani District (Queenstown)
<u>DUTIES</u>	:	A Bibl. Degree/ B Tech in Library Information Studies / National Diploma in Library & Information Studies. Minimum of 3 years' experience in a Public Library at a supervisory level. Good verbal and written Skills Administer Library operations and management of staff. Must have a valid code 08 Driver's License.
<u>ENQUIRIES</u>	:	Facilitation of Library operations within the district. Monitor Library Operations within the Municipality. Facilitate and coordinate Library awareness programs and promoting reading culture. Responsible for collection of user needs in Library. Coordinate maintenance Formation/ revival of Library structures. Conduct professional visits to public Libraries. Assist in the maintenance of Library assets in the district. Assist in the maintenance of staff attendance registers and leave registers of Library staff in the district. Compile reports and statistics and submit to the supervisor. Supervise processing and distribution of Library material to Public Libraries.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110
<u>POST 10/59</u>	:	<u>SENIOR STATE ACCOUNTANT: PLANNING & BUDGET REF NO: HRM/15/3/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R262 272 per annum, Level 08 amathole district (east london)
<u>DUTIES</u>	:	A Diploma /Degree in Financial Management with at least 3 years' financial experience or Matric with 5 years' experience in the field of Financial Management. Advanced Computer skills, Presentation Skills. Driver's licence (Optional)
<u>ENQUIRIES</u>	:	To ensure that the budget is aligned with the strategic plan of the Department. To give support to Line Function on crafting of Operational plans. Responsible for the consolidation of budget on Treasury Templates. To monitor cash flow projections of the District. To monitor and report on monthly expenditure trends. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110
<u>POST 10/60</u>	:	<u>SENIOR STATE ACCOUNTANT: CREDITORS RECONCILIATION REF NO: HRM/12/3/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R262 272- R308 943 per annum, Level 08 Head office (King William's town)
<u>DUTIES</u>	:	A Degree/Diploma in in Financial Management or Matric with 5 years' experience in the field of Financial Management. Knowledge of Public Finance Management Act, Treasury regulations as well as financial policies. Knowledge and experience of BAS/Logis/PERSAL.
<u>ENQUIRIES</u>	:	Receive invoices from suppliers and from stores. Collection of monthly statements from suppliers and credit notes. Compile the reconciliation of suppliers. Request disbursement report from BAS, verify all payments made to suppliers for services rendered within a given period. Distribute stubs to the relevant suppliers and dealing effectively with payment queries. Follow up on all invoice discrepancies with the relevant section. Supervise staff in the section.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110

<u>POST 10/61</u>	:	<u>CHIEF HUMAN RESOURCE OFFICER REF NO: HRM/13/3/17</u>
<u>SALARY</u>	:	R262 272- R308 943 per annum, Level 08
<u>CENTRE</u>	:	Head Office (King William's Town)
<u>REQUIREMENTS</u>	:	A Degree/Diploma in Human Resource Management or equivalent qualification or Matric certificate with 5 years' experience in the field of Human Resources Management environment. Conflict Management skills. Advanced knowledge of PERSAL. Good written and verbal communication skills. A valid driver's license.
<u>DUTIES</u>	:	Supervise HR and HR registry staff. Auditing of capped leave on SP files. Record management of files in terms of the NMIR. Knowledge of leave administration and service benefits. Ensure maximum level of confidentiality in the office. Compiling reports.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110
<u>POST 10/62</u>	:	<u>CULTURAL OFFICER: VISUAL ARTS AND CRAFTS LEVEL 7 REF NO: HRM/14/3/17</u>
<u>SALARY</u>	:	R211 194 – R248 781 per annum, Level 07
<u>CENTRE</u>	:	Chris Hani District (Queenstown)
<u>REQUIREMENTS</u>	:	A Degree /Diploma in Art Form with 2 years' experience in Arts and Culture environment or Matric with 5 years 'experience in the field. Good interpersonal skills. Good written and verbal communication skills. Computer Literacy. A valid driver's licence.
<u>DUTIES</u>	:	Implement and coordinate Visual Art & Craft in accordance with Provincial Policy. Manage, implement and coordinate exhibitions in the Craft Centres of the District as well coordination of projects for the craft hub collection. Liaison with local artists, authorities and Art and Culture bodies (Association structures of the Art Forums). Facilitate partnerships with other departments 'Local Municipalities, Art Centres, CBO's and other non-governmental organisations. To implement and approved operational plan of the District. Assist with promotion and development of Cultural Industries in the District. Assist in training and development of Arts for Visual Art and Craft.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110
<u>POST 10/63</u>	:	<u>PROVISIONING ADMIN OFFICER: ACQUISITION & DEMAND REF NO: HRM/16/3/17</u>
<u>SALARY</u>	:	R211 194 – R248 781 per annum, Level 07
<u>CENTRE</u>	:	Amathole District (East London)
<u>REQUIREMENTS</u>	:	A relevant Degree/Diploma in the field of Supply Chain Management or Public Administration with 2 years' experience in the field of SCM or Matric with at least 5 years' experience in the field of Supply Chain Management. Knowledge of PPPFA, BBBEE, PFMA and other Supply Chain procurement processes. Ability to work under pressure. Knowledge of Batho Pele principles. Good communication skills (verbal and written). Computer literacy. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Responsible for the procurement of all goods/services. Register and maintain updated database on service providers. Update service providers on the latest compliance issues. Generate submissions and orders for procurement of goods. Compile acquisition management plan for the department. Ensure delivery control and finalise contracts/orders.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110
<u>POST 10/64</u>	:	<u>PRINCIPAL HUMAN RESOURCE OFFICER REF NO: HRM/17/3/17</u>
<u>SALARY</u>	:	R211 194 – R248 781, Level 07
<u>CENTRE</u>	:	Sarah Baartman District (Graham's town)
<u>REQUIREMENTS</u>	:	A 3-Year or Diploma in Human Resource Management or equivalent qualification coupled with one (1) year experience within the field. Matric coupled with three (3) years' experience in the field of Human Resource Management. Knowledge of the PERSAL System. Knowledge of Public Service Regulations and policies. Knowledge of Human Resource policies. Communication Skills and computer Literate. Report Writing Skills. A valid code 08 driver's license will be an added advantage.
<u>DUTIES</u>	:	Supervise the subordinates. Implement conditions of service and provisioning administration. Maintain a personnel information System. Ensure that Personnel files meet the required standards set by NMIR. Ensure maximum level of confidentiality in the office. Facilitate recruitment process. Ensure corrections of

staff appointments. Implement salary adjustment of employees. Compiling Reports.

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

POST 10/65 : **SPORT PROMOTION OFFICER – SPORT DEVELOPMENT 3 POSTS REF NO: HRM/18/3/17 AMATHOLE DISTRICT AND REF NO: HRM/19/17 CHRIS HANI DISTRICT (QUEENSTOWN)**

SALARY CENTRE REQUIREMENTS : R211 194 – R248 781 per annum, Level 07
 : Amathole District (2) and Chris Hani (1)
 : A 3 year Degree/ Diploma in Sport Management or equivalent qualification coupled with 1 Year experience in the field of Sport or Matric certificate coupled with 3 years' experience in Sport Management environment. Good communication and organising Skills. Ability to work under pressure. Basic computer skills. Knowledge of relevant prescripts. Experience in working in sport and recreation environment. A valid code 08 driver's license.

DUTIES : Facilitate, organisation and implementation of Sport development programmes in the District. Oversee and implement all approved sport projects and programmes in the district. Preparation of documentation for submissions. Planning and implementation of sport and recreation programmes. Organise and co-ordinate sport and recreation activities in the district and provincially, in accordance with the provincial sport policy. To implement approved operational plans of the district/ department. Implement, Assist and co-ordinate district and / or departmental projects. Liaise with communities, structures, associations and maintain Partnerships. Administration of sport and recreation programmes. Organize coaching clinics for coaches and officials in the district. File documents. Compile reports.

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

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

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

- APPLICATIONS** : Head: Public Works and Infrastructure, Human Resources Management Directorate. P.O Box 7551, Bloemfontein 9300 OR Applications that are hand delivered must be brought at the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. *No applications will be accepted by staff in offices in the building.
- CLOSING DATE** : 20 March 2017 at 16H00
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications, driver's license, identity document and a CV. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

MANAGEMENT ECHELON

- POST 10/66** : **DIRECTOR: WORKS CONSTRUCTION AND MAINTENANCE: REF NO: PWI 17/01**
- SALARY** : An all-inclusive package of R898 743 per annum, SMS, Level 13. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
- CENTRE REQUIREMENTS** : Bloemfontein
: Applicants must be in possession of a Bachelor's degree or equivalent in the Built Environment. 5 years' experience in middle/senior managerial level augmented by tangible project management proficiency. Driver's license. Appointment is subject to the following: SMS Competency Assessments, Performance Agreement, Vetting, SMS Permanent Employment Contract and Financial Disclosure.
- DUTIES** : To oversee the construction of new facilities and to upgrade, rehabilitate and maintain existing facilities as identified in consultation with the Client Departments namely, Education, Health, Social Development and others. Oversee the supply, construction and maintenance of public works infrastructure. Provision of technical support and advice on construction and maintenance of built infrastructure. Visit building sites and regions to conduct inspections on site and monitor progress and quality of work on related projects. Allocation of resources to internal projects, controlling and monitoring of projects run by consulting engineers or companies as well as Departmental Project Teams. Overall supervision of construction and maintenance projects implemented at district level. Advise on the development and maintenance of policy, methods, practices and standards on quality services. Developing, refining and adjusting policies, standards, directives and procedures as required by delegated powers and relevant safety legislation. Efficiently manage human capital to ensure continuous supply of suitably qualified construction professionals and artisans. Administer all budget and financial management matters.
- ENQUIRIES** : Mr MP Ndebe, Chief Director Works Design, Construction and Maintenance, Tel no: (051) 492 3766
- NOTE** : NB: 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.

DEPARTMENT OF TREASURY

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

- APPLICATIONS** : The Free State Provincial Treasury, Private Bag X20537, Bloemfontein, 9300. Room 426b, Fidel Castro Building, Tel No: (051) 405 4274 or deliver by hand to Room 426b, Fidel Castro Building, Bloemfontein. Applications can also be e-mailed to recruitment.fstreasury@gmail.com
- FOR ATTENTION** : Ms. N Mchabasa
- CLOSING DATE** : 24 March 2017
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in the CV), driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. Candidates who apply for posts on salary level 9 to 12 will also be subjected to a practical test. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

OTHER POSTS

- POST 10/67** : **ASSISTANT DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT**
REF NO: FSPT 012/17
- SALARY** : R311 784 per annum, Level 09
- CENTRE** : Bloemfontein
- REQUIREMENTS** : National Diploma/ Degree in Information Technology/Computer Science/Information Systems, with a minimum of 3 years experience in an IT environment. Computer literacy. Ms SQL Server Database skills. Knowledge of MS Visio, data warehousing, Sharepoint platform, business process analysis and design.
- DUTIES** : Conceptualise, develop and maintain a knowledge management strategy for Free State Provincial Treasury and evaluation of the information dissemination processes to maximize the usability and usefulness of knowledge for different user groups. Monitoring and development of the knowledge portal for the department. Monitoring of learning networks in the Free State Provincial Treasury. Conduct research and liaise on issues with regard to knowledge management. Management of human resources.
- ENQUIRIES** : Ms. T.E.M Moloabi Tel no: (051) 405 4364
- POST 10/68** : **WEB DESIGNER REF NO: FSPT 013/17**
- SALARY** : R211 194 per annum, Level 07
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Degree/ National Diploma in Information Technology (Web Designing/Development/Graphics Design) BSc Computer Science, with a minimum of three years experience in or information technology environment, of which at least two years experience should have been in web development and design. Experience in Wordpress and Cross browser/platform design. Knowledge of Treasury Regulations, the Public Finance Management Act, Departmental policies and internal standards, web applications, java, PHP, CSS, CSS3, HTML and HTML5, multimedia and graphic design, computer and multimedia programming, databases, web scripting and application and code testing.
- DUTIES** : Design, create and maintain web site for the department (web content management). Graphic designing and print media design. Plan, coordinate and implement security measures to safeguard against unauthorized web access. Maintain, test and administer web server, operating tools and software for the departmental web site. Keep abreast with new developments; Provide inputs on

policies and strategies. Train, advise and inform IT staff and departmental officials on usage of web resources to improve the department's efficiency and effectiveness.

ENQUIRIES

: Ms. T.E.M Moloabi Tel no: (051) 405 4364

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY**

<u>APPLICATIONS</u>	:	All application must done online on www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	27 March 2017
<u>NOTE</u>	:	Applications must be submitted on the Z83 Form accompanied by certified copies of qualification(s), identity document, 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

<u>POST 10/69</u>	:	<u>CHIEF DIRECTOR: STRATEGIC SUPPORT (PROGRAMME MANAGER)</u>
<u>SALARY</u>	:	An all-inclusive salary package of R1 068 564 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 R1 068 564 per annum (All inclusive salary package, which can be structured according to the individual's need)
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg Head Office Degree/ 3 year Diploma in a relevant field plus 5 years Senior Management experience. Skills and Knowledge: Good leadership skills. Excellent financial management skills. Strategic development, Excellent project management. Report writing skills. Good writing and verbal communication skills, Computer literacy. Good networking skills. Stakeholder's relations. Public speaking strategic goal and objectives.
<u>DUTIES</u>	:	Develop and implement program management approach for proper execution and coordination of activities across the Department. Organize and co-ordinate key programs and projects of the Department. Apply change, risk and resource management effectively. Conceptualize, organize and monitor interconnected programs. Strategic Partnerships and related activations. Represent HOD & MEC in strategic meetings & engagements. Coordinate the department strategic planning development process. Monitoring the implementation of the strategic plan by all business units. Monitor and evaluate organizational performance in line with strategic objectives. Provide strategic support through research and benchmarking to ensure best practice and continuous improvement. Facilitate organizational learning and best practice identification through benchmarking. Identify performance gaps and comply benchmarking proposals on performance improvement through best practice. Ensure continuous improvements of internal business process and systems. Ensure provision of secretarial support to MEC and HOD's technical committees and internal meetings. Provision of free standing technical, assistance on corporate governance to the department stakeholders. Strategic development for the Chief Directorate Effective performance management and human resources development for the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms Vumile Zwane Tel no: (011) 689 3644

DEPARTMENT OF E-GOVERNMENT

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

- APPLICATIONS** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All 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** : 17th March 2017
- NOTE** : Gauteng Department of e-Government, is inviting, strategic and innovative thinkers, who are technocrats, to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region, and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure.

OTHER POSTS

- POST 10/70** : **DEPUTY DIRECTOR: LABOUR RELATIONS AND EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: S/000272**
Directorate: LR & EHWP
- SALARY** : R612 822 per annum (all inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a relevant Degree in HR or equivalent /National Diploma in HR or equivalent/ Labour law qualification (on NQF 6/7/8). 5 years appropriate experience in Labour relations of which 3 years must be at an Assistant Director level or equivalent. Experience in employee wellness is essential.
- DUTIES** : Provide Employee Relations assistance to the Department of e-GOV timeously and accurately. Develop and implement labour relations policies, strategies, training interventions and awareness programmes. Manage and facilitate bilateral and multilateral relationships with relevant employee organisations, grievance procedure. Manage the finances for the labour relations function within Human Resource Management business unit. Advise the e-GOV with regard to the resolution of grievances and making representations to the Head of Department. Monitor the disciplinary and grievance procedures. Represent the employer in disputes referred to the relevant bargaining council for arbitration and relevant labour relations forum. Monitor the implementation of Incapacity Leave Management. Ensure the compliance with OHS procedures. Management of EWP awareness programmes.
- ENQUIRIES** : Ms. B Buthelezi Tel no: (011) 689 8538
- POST 10/71** : **DEPUTY DIRECTOR: STRATEGIC HR INFORMATION SYSTEMS REF NO: S/000273**
Directorate: Human Resource Management
- SALARY** : R612 82 per annum (all inclusive remuneration package package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a National Diploma/ Bachelor's degree in Human Resource Management or equivalent. Minimum 5 years' experience in HR environment. Three years must be at Assistant Director level or equivalent. Working knowledge of Microsoft Office and PERSAL. Understanding of Human Resources practices and procedures. Attention to detail, accuracy and numeracy skills. Experience in Data analysis and reporting skills.
- DUTIES** : Analyze and maintain the integrity of the Human Resource Information System (HRIS). Manage maintenance and accuracy of employee data, for reporting and distribution. MPAT coordination, APP, HR Plan, analytics. Attend to self-assessment requirements from the Office of the Premier. Conduct employee satisfaction survey. Analysis of report and conduct trend analysis. HR intervention support. Plan, direct, and coordinate HRIS activities of an organization to maximize the use of human resources and maintain functions. Direct the design, selection and implementation or modification of HRIS and other HR computer solutions. Assist the Director and Deputy Directors with the provision of accurate, effective and efficient reporting cycle. Work closely with members of the MIS team to ensure

that the HR data is captured accurately and integrity is maintained. Write, maintain and support a variety of reports or queries utilizing appropriate reporting tools; develop and administer standard reports, i.e. statistical reports for the AAP annual update. Help maintain data integrity in systems by running queries and analyzing data. Manage and design the mapping of all HRIS tables to ensure accurate data capture that promotes prudent compliance and enables comprehensive reporting. Ensure accurate documentation process manuals are designed and updated for all HRIS processes. Develop user friendly procedures, guidelines and documentation. Maintain a thorough understanding of employment regulations, industry trends, current practices, new developments, applicable laws, and employment legislation pertaining to all personnel matters, and various requirements. In collaboration with the HR department; plan, develop, organize, implement and evaluate the organization's human resources functions and annual goals. Preparation and analysis of complex HR/Payroll Metric/statistical data and dashboards to support the reporting requirements of a Human Resource Unit.

ENQUIRIES : Ms B Buthelezi Tel no: (011) 689 8538

DEPARTMENT OF HEALTH

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

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(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: Please note that the post of Assistant Director: Facility & Logistics ,REFS/000064, the following must added under duties: Management of facility and infrastructure. Management of cleaning services, linen service, food services and Porters service on a daily basis and the enquiries is Ms. RS Mabyana, Tel : 011 241 5792.

OTHER POSTS

POST 10/72 : **PHARMACIST GRADE 2 REF NO: TDH03/2017**
Directorate: Pharmacy

SALARY CENTRE REQUIREMENTS : R627 675 – R 666 186 per annum (all inclusive)
: Tshwane District Hospital
: B. Pharm. Registration with SA Pharmacy council as a pharmacist. A minimum of 5 years post community service appropriate experience after registration as a pharmacist with the SACPC, excellent communication & information skills, management skills and Time management skills, good interpersonal skills, team builder, basic administrative and computer skills, training skills, counselling skills. Research, development & statistical analysis skills, supervisory/motivational skills, problem solving and decision making, basic financial management skills, project management skills, policy analysis skills, monitoring and evaluation skills, presentation skills, customer focused and responsiveness. Sound knowledge of legislation applicable to pharmacy practices, human resource management and staff relation legislation. Appropriate clinical and theoretical knowledge,

DUTIES : Keep surveillance on medicine consumption in the department. Supervise, co-ordinate and manage all activities of the department. Plan and co-ordinate all administrative function of the department. Assist with the dispensing of medicine. Monitor and evaluate the quality of service in the department. Control budget for the department. Ensure adherence to the dispensing and GPP standard as set out by SAPC. Manage, monitor and evaluate pharmacy staff in the unit. Ensure adherence to the hospital and provincial drug formularies, PFMA national core standard requirements. Ensure drug availability, avoid wasteful and fruitless expenditure. Support the pharmacy manager in effective administration of the pharmacy department. Produce relevant report. Registration as tutor. Assist with on-call and after hour duties. Ability to work under pressure, observe all Batho Pele principles.

ENQUIRIES : Ms Dolo S Tel no: (012) 354 7861/64

APPLICATIONS : 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 : 24 March 2017

POST 10/73 : **CLINICAL PROGRAMME CO-ORDINATOR INFECTION PREVENTION AND CONTROL GRADE 1 REF NO: 000271**
Directorate: Nursing

SALARY : R367 815 per annum (plus benefits)

CENTRE : Heidelberg Hospital

REQUIREMENTS : Qualification: Diploma/degree in General nursing. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in General nursing. One year certificate course in infection control and prevention. At least 3 years' experience in Infection control in a health/hospital setting will be an added advantage. Basic qualification accredited with SANC in terms of Government Notice 425 that allow registration with SANC as a Professional nurse. Computer literacy and project management skills. Communication and people skills. Knowledge of the relevant Nursing Legislation and National Core Standards. Presentation / facilitation skills. Ability to collect and analyse data. Report writing skills. Knowledge of Finance, SCM and HR.

DUTIES : Facilitate, coordinate and review National/Provincial and Regional Legislation regarding infection control, policies and protocols and monitor the implementation thereof. Implement and maintain an effective hospital infection surveillance system and Alignment with the infection control policies. Monitor utilisation of financial and Human resources. Adherence to Financial, SCM and HR legislation. Develop and Monitor the implementation of continuous infection control education and training programmes. Compliance and adherence to National Core Standards. Assist in drafting and implementation of strategic and operational plan. Assist in conducting and facilitating the process of pre-employment screening and regular medical surveillance.

ENQUIRIES : Ms. L.L.P. Msiza, Tel no: (016) 341 1203

APPLICATIONS : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Applications should be submitted to HR department at Heidelberg hospital, Hospital street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438

CLOSING DATE : 24 March 2017

NOTE : Please note that the successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check. The Gauteng Department of Health is committed to the achievement and maintenance of diversity and equity in employment especially in respect of race, gender and disability.

POST 10/74 : **LECTURER GRADE 1 (PND1) / LECTURER GRADE 2 (PND 2) MIDWIFERY NURSING SCIENCE 4 POSTS REFNO: 000257**
Directorate: Nursing Education and Training

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

CENTRE : Chris Hani Baragwanath Nursing College

REQUIREMENTS : Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. PN-D1, minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing and Midwifery. Minimum 5 years' experience in midwifery practice. 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 nursing education. A minimum of five (5) years' experience in clinical Midwifery Nursing. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice and all relevant regulations. The ability to apply computer technology and programmes. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid driver's license.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of Midwifery Nursing Science academic programmes; clinical accompaniment, supervision and

implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.

ENQUIRIES : Mrs. T.I. Sithole, Tel no: (011) 983 3010
APPLICATIONS : Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 27 March 2017
NOTE : All applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, Qualifications and required documents. Certification of documents should not exceed three (3) months period. The complete calendar date must be indicated on the employment history/work experience (CV).

POST 10/75 : **OCCUPATIONAL HEALTH NURSE PRACTITIONER (PNB-1) REF NO: 00026**
 Directorate: Nursing Services

SALARY : R317 271 per annum (plus benefits) per annum (plus benefits)
CENTRE : Bertha Gxowa Hospital (Germiston)
REQUIREMENTS : Diploma in general nursing, BTech /National Diploma in Occupational Health Nursing Science qualification that allows for registration with the SANC. Qualification in Primary Health Care (PHC) and Dispensing will be advantageous. 5 years' experience in providing occupational health services and developing programmes is required. Knowledge of an Integrated Employee Wellness Model would be an added advantage. Strong writing and policy development skills. Strong computer skills. Good verbal and written communication skills- proficiency in English. Ability to work under pressure and a changing environment. Have ability to work independently. Good interpersonal skills.

DUTIES : Plan, develop and administer policies and procedures of Occupational Health and safety. Manage resources to meet the Department's Occupational Health objectives. Provide OH services to employees that lead to the promotion, protection and restoration of the employee's health within a safe working environment. Comply with statutory requirements and departmental policies and procedures and administrative duties. Develop relevant Occupational Health protocols and SOP's. Ensure the rendering of OH and Occupational injury and diseases services to Gauteng Health employees through the means of Employee Wellness Centre. Establish a referral system for institution, programme development, expansion and implementation and marketing of OH services. The incumbent will also be expected to do operational work such as medical surveillance, management of injury on duty, management of medical emergency, PHC and participate in Disaster Management, Work with HR and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for the OH. Identify training needs and develop programmes. Ensure promotion of health and well-being through OH services.

ENQUIRIES : Mrs. PZN. Mofokeng, Tel no: (011) 089 8540
APPLICATIONS : Applications must be submitted on a Z83 form, certified copies of CV, ID AND Qualifications to be attached. Applications should be submitted to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400. Failure to do so will lead to disqualification

CLOSING DATE : 24 March 2017
POST 10/76 : **SOCIAL WORKER GRADE 1 REF NO: 000259**
 Directorate: Rehabilitation Programme

SALARY : R211 263 per annum (plus benefits)
CENTRE : West Rand District Health
REQUIREMENTS : A recognized Bachelor's Degree in Social Work. Proof of registration with SACSSP 2016/2017. Counseling skills, Planning and Organizing. Interpersonal Communication skills. A valid driver's license.

DUTIES : Render Health Social worker Services with Regard to care support, Protection and development through the relevant programmes. Conduct Psychosocial Assessments aimed at identified conditions in individual, groups, families and communities that justify relevant interventions. Implement the recommended interventions by providing continuous support, counseling guidance and advice to

the affected individuals, group's families and communities. Study interpret apply and give information on legislation and policies in the identified work fields. Study professional journals and publications in the order to ensure that cognizance is taken of new developments. Liaise / attend meetings with other Departments and non-Governmental institutions to take cognizance of the latest development in the relevant fields. Undertake Research and development. Perform all administrative functions: complete daily and monthly statistics. Compose minutes of meetings. Main physical and or electronic records.

ENQUIRIES : Ms.D .Ratlabala, Tel no: (011) 953 4515
APPLICATIONS : Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. Applications must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739, Private Bag X2053, Krugersdorp, 1740 or apply online at www.gautengonline.gov.za
CLOSING DATE : 27 March 2017

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 : Friday, 24 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 10/77 : **PROJECT MANAGER: INFRASTRUCTURE COORDINATION REF NO: 000237**
 (3 year contract)
 Directorate: Infrastructure Coordination

SALARY : R898 743 - R 1 058 691 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A 3–4 years Bachelor's Degree in Engineering Sciences or Project Management. A Post Graduate Degree will be an added advantage plus 5–10 years' experience in project management at the middle management level, infrastructure planning. The candidate should be a highly qualified person, with extensive knowledge and experience in project management, planning and oversight of complex of social and economic infrastructure projects Competencies: Project management, Planning, analysis, report writing, and organizing, Change Management, People Management and empowerment, Strategic Management, project Management, analytical thinker, being able to work under pressure. Financial, Computer, Communication, management, administrative and Leadership Skills.

DUTIES : Provide direction in the conceptualization and implementation of the Flagship Programme in Gauteng. Develop and maintain a functional Programme Management Office. Monitoring, evaluating and accurate reporting on the status of the Flagship Projects. Ensuring that milestones set by the programme are attained on time and reported performance is verified to ensure accuracy. Establishes reporting and data verification requirements for the PMO. Develops management

reports and key performance parameters. Ensuring that all procedures and templates put in place are effective and must highlight areas of improvements where necessary. Provide support in planning, implementation and reporting to project managers in the departments responsible for Flagship Projects. Provide the necessary intervention at departmental and project level when required. Maintain and improve communication with and amongst all stakeholders. Serve as a project information Centre.

ENQUIRIES : Ms Sylvia Mtshali, Tel no: (011) 355 6280
NOTE : 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.

OTHER POSTS

POST 10/78 : **STATE LAW ADVISOR GRADE 1, LP-7 REF NO: 000231**
 Directorate: State Law Advisory Services

SALARY : LP-7 R637 860 – R687 150 per annum. All inclusive remuneration package
CENTRE : Johannesburg
REQUIREMENTS : A LLB (or equivalent) degree, admitted or qualify to be admitted to practice as an Advocate or Attorney, plus at least five years' post graduate work experience in a junior management position in a legal environment.

DUTIES : Proven legislative drafting skills and experience required. Creative and innovative legal thinking, problem solving and ability to apply legal theory to facts. Excellent writing and communication skills. Computer literacy (Word, Excel and Power Point). Proven ability to work independently and without constant supervision, yet function as part of a team when required. Resilience and preparedness to deal with administration. Experience in and technical knowledge of civil litigation. Energetic, hard-working professional person with integrity. Constitutional and Administrative Law, and public service experience are added advantages.

ENQUIRIES : Post Content Only: Adv. Monwabisi Nguqu, Tel no: (011) 355 6312
 Other Enquiries: Ms Khanyisile Mafiri, Tel no: (011) 355 6060

POST 10/79 : **DEPUTY DIRECTOR: HR PLANNING AND ORGANISATIONAL DEVELOPMENT REF NO: 000234**
 Directorate: Internal Human Resource Management

SALARY : R621 822 - R 721 878 per annum (all inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : A 3 - 4 Degree in Human Resource and 4-5 Years' experience in a junior management position. Managerial, Planning, Analyzing, Problem solving, People management, Organizing and Communication (both verbal and writing) skills are key for the position. Computer literacy, knowledge of Public Service conditions and benefits. Knowledge of Government legislation strategies. Project Management. Assertiveness, Strategic thinking, Monitoring and evaluation competencies are essential.

DUTIES : Develop HR policies and strategies. Communicate approved policies to all staff members. Monitor policy implementation and evaluate impact of policies. Drive transformation in the Office of the Premier. Coordinate the development of the HR plan. Facilitate the assessment on the functionality of HR. Drive change management in the Office of the Premier. Analyse trends and come up with recommendations. Drive Employment Equity in the Office of the Premier. Coordinate the 8-HOD principles

ENQUIRIES : Ms Phelisa Khuzwayo, Tel. no: (011) 355-6730

PROVINCIAL TREASURY

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

CLOSING DATE : 24 March 2017

OTHER POSTS

POST 10/80 : **ASSISTANT DIRECTOR: PERFORMANCE AUDIT SERVICES**
 Directorate: Gauteng Audit Services

SALARY : R389 145 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant Bcom degree or diploma with 4 years' experience in Performance Auditing and a valid driver's license.

DUTIES : To assist the Deputy Director: Performance Audit in conducting assigned performance audits in a professional manner based on the approved methodology, thereby, ensuring efficient and cost effective performance audits on behalf of the Gauteng Provincial Government. Assist the Deputy Director with implementation of activities allocated in terms of the business plan to reach set targets. Plan assigned performance audit projects. Determine the resources required for the project and compile a resource and time budget. Assist in the compilation of the planning memorandum including the audit criteria. Mentoring, coaching, motivating and training of team (Maintain the standards set by the IIA and performance audit methodology). Co-ordinate short term (quarterly) plans. Sign-off focus area document prepared by performance audit team. Sign-off planning memorandum prepared by performance audit team. Liaise with team members at the planning, execution and reporting phases of each performance audit project. Appraise and evaluate the performance of the team members and draw up developmental plans. Prepare weekly progress report to be submitted to the Supervisor: Performance Audit. Review working papers compiled by the team members and sign-off working papers. Review the audit findings and possible areas for improvement/recommendations. Compile the performance audit report. Conduct interviews with client when required. Comply with GAS admin requirements.

ENQUIRIES : Ms. Linda Ninzi Tel no: (011) 227-9000

POST 10/81 : **PERSONAL ASSISTANT: TO TWO (2) DIRECTORS IN STRATEGY MANAGEMENT AND CORPORATE PERFORMANCE, MONITORING & EVALUATION UNITS**
 Directorate: Strategy Management

SALARY : R211 194 per annum (with benefits)
CENTRE : Johannesburg
REQUIREMENTS : 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.

DUTIES : 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 and 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 for the Directors 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 Directors. Execute any other ad-hoc administrative request as and when required, including general office housekeeping

ENQUIRIES : Ms. Baleseng Sedibe Tel no: (011) 227 9000

DEPARTMENT OF SOCIAL DEVELOPMENT

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. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents

APPLICATIONS : Applications can be delivered to- The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private Bag X35, Johannesburg, 2000. Failure to do so will lead to disqualification. The Department also urges all designated / preferred groups applying for positions to please direct your applications to the Employment Equity Officer All applicants is also encouraged to number the pages of their CV and the attached certified documents

FOR ATTENTION : Ms B. Khutsoane.

CLOSING DATE : 17 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 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.

OTHER POST

POST 10/82 : **SENIOR LEGAL OFFICER (MR6) REF NO: SD/2017/02/01**

SALARY : R392 274 per annum (plus benefits)

CENTRE : Johannesburg Head Office

REQUIREMENTS : An appropriate, B.Proc/LL.B degree. At least 8 years appropriate post-qualification legal experience. Admission as an Attorney or Advocate. Relevant experience in Government processes. Knowledge and understanding of the Public Service legislative framework and Welfare Services laws, as well as drafting and interpretation of Contracts. Knowledge of South African Constitutional Law is imperative. The ability to work long hours and under pressure. A valid South African Driver's License. **SKILLS:** Interpretation of statute, presentation, research, legislative drafting. Good communication (both written and verbal) as well as interpersonal and well-developed analytical skills.

DUTIES : Research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Attend to litigation for and on behalf of the Department, drafting of Provincial Laws, regulations, contracts, statutory appeals, vetting of circulars, policies and all queries regarding Departmental policies. Monitor reviews of the law. Communicate with relevant stakeholders on matters relating to Welfare Services and attend o assigned duties from the Director. Manage subordinates in the directorate. Policy development and analysis. General support services and management services to the Directorate.

ENQUIRIES : Ms Boitshoko Khutsoane Tel no: (011) 355 7805

NOTE : Errors & Omissions Expected: The department reserves the right to fill or not to fill this position(s). NB: Preference will be given to Indians, Coloureds, Whites and People with Disabilities (Differently abled persons)

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

- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or posted to Private Bag X02, Congella, 4013.
- CLOSING DATE** : 24 March 2017
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

OTHER POST

- POST 10/83** : **MEDICAL OFFICER GRADE 1/2 REF NO: HRM 07/2017**
Directorate: Dept of Dermatology
- SALARY** : GR 1: R686 322, – R 739 368, p.a. (All inclusive salary package) plus commuted overtime on application. Registration with HPCSA as Medical Practitioner.
GR 2: R 784 743, – R 858 063, per annum (All-inclusive package) plus commuted overtime on application.
Experience: Grade 1: None to less than 5 years actual experience as a Medical Officer after registration with The HPCSA as a Medical Practitioner
Grade 2: 5 years to less than 10 years actual experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner
- CENTRE REQUIREMENTS** : King Edward VIII Hospital (KEH)
MBCHB or equivalent qualification PLUS, Registration Certificate with HPCSA as a Medical Practitioner PLUS current registration with HPCSA as a Medical Practitioner. Recommendation: FCDerm, Knowledge, Skills, Training and Competencies Required: Sound knowledge and experience in Dermatology, ability to teach and supervise junior staff and medical students and dermatology registrars, good communication, decision making and clinical skills, ability to function in a multi-disciplinary team
- DUTIES** : Key Performance Areas: Provide Dermatology services at King Edward VIII Hospital, Albert Luthuli and at relevant Durban Metropolitan State hospitals, provide after hour care in accordance with the commuted overtime contract, supervision and training of junior staff working in the Department, present at academic meetings in the department, undertake departmental administrative work allocated to you, attend meetings delegated to you by HOD, get involved in the departments research and drug trials, get actively involved in Dermatology outreach programs, to teach medical students and nursing staff as required, participate in the quality improvement programs of the Department including clinical audits and CPD activities, maintain clinical, professional and ethical standards, assist Unit Manager in developing of protocols and clinical guidelines, after hour duties is a requirement
- ENQUIRIES** : Dr. N.C. Dlova Tel no: (031) 260 4531 or 260 4504

DEPARTMENT OF PUBLIC WORKS

- APPLICATIONS** : Direct your application, quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement, to: The Senior Manager, Human Resources, Department of Public Works, Private Bag X9142, Pietermaritzburg 3200, Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg.
- FOR ATTENTION** : Mrs BG Mahlaba

CLOSING DATE : 17 March 2017

OTHER POST

POST 10/84 : **LEGAL ADMINISTRATION OFFICER: MR3 OR MR4 REF NO: LAO/LS/2017**
This post is a re-advert, candidate who applied previously are encouraged to re-apply

SALARY : Salary MR 3 from R210 837 Salary MR 4 from R254 709
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : A Grade 12 or equivalent plus a Bachelor of Laws (LLB) degree or equivalent. MR 3 At least 2 years' appropriate post-qualification legal experience and MR4 At least 8 years' appropriate post qualification legal experience. Experience preferably in commercial litigation, property law/conveyancing and contract drafting matters. Admission as an Attorney or an Advocate. Computer Literacy namely (Word processing, Spreadsheet, Presentation and email software programmes & a valid driver's licence. RECOMMENDATIONS: Good written and verbal communication skills, analytical and problem-solving skills, interpersonal skills & time-management skills.

DUTIES : Key Performance Areas: Interpret, draft and edit a wide variety of legal documents such as contracts, guarantees etc in order to protect the interests of the Department. Providing litigation advisory services for the Department. Provide accurate and well-researched legal opinions and advice. Advising and dealing with general public service and policy issues, ensuring compliance with legislation and keeping abreast of legal developments and conducting research on the law. Developing and drafting of provincial legislation as required by the Department Assist with the development of Departmental policies.

ENQUIRIES : Ms A Khan Tel no: 033-355 5666

NOTE : NB!! Short-listed candidates may be subject to a competency test, which may determine further short-listing for the interview process

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Applications are hereby invited for the filling of the vacant posts, which exist in the Department of Agriculture and Rural Development. Applications for Head Office, Colleges, Research Stations and Laboratories must be directed quoting the relevant reference number to: The Head of Department, Department of Agriculture and Rural Development, Private Bag X9487 Polokwane, 0700 or hand delivered at office 48, floor 2 at 67/69 Biccard Street; Temo Towers; Polokwane. Applications for posts at districts should be forwarded/ submitted to the addresses below:
Capricorn District: Private Bag X28, Chuenespoort, 0745 or hand delivered at Lebowakgomo Government offices next to Traffic Station, Block 28
Waterberg District: Private Bag X1048, Modimolle, 0510 or hand delivered at NTK Building
Sekhukhune District: Private Bag X01, Chuenespoort, 0745 or hand delivered at Lebowakgomo Government offices next to Traffic Station, Block 27
Vhembe District: Private Bag X2247, Sibasa, 0970 or hand delivered at Makwarela Government Offices
Mopani District: Private Bag X577, Giyani, 0826 or hand delivered at Old Parliamentary Building.
- CLOSING DATE** : 31 March 2017 @16h30.
- NOTE** : Applications should be submitted on the prescribed Form Z83 (Obtainable from any Public Service Department or on the Internet at www.gov.za), which must be completed in full, originally signed and dated by the applicant. Application should be accompanied by 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, endorsed academic record/transcript, ID document and where it is a requirement, a certified copy of the driver's license must be attached. Certified copies of certified copies will be disqualified. The employer reserves the right not to fill the post. Failure to submit the requested documents will result in your application not being considered. NB: You are kindly requested to complete A, B and C of the z83 application form in full. Applications received after the closing date, faxed or e-mailed will not be considered. Please clearly indicate the reference number of the position you apply for in your application and if you apply for more than one position, submit separate applications. All shortlisted candidates will be subjected to security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The successful candidates must be willing to sign an oath of secrecy with the Department. Foreign nationals are requested to attach SAQA accreditation of their qualifications. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub – section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered.

MANAGEMENT ECHELON

- POST 10/85** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: LDARD 65/17**
This post is a re-advert candidate who applied previously are encouraged to re-apply
- SALARY** : An all-inclusive remuneration package of R 898 743, per annum. The package can be structured according to individual personal needs. Level 13
- CENTRE** : Head Office (Supply Chain Management)
- REQUIREMENTS** : An undergraduate qualification NQF level 7 as recognised by SAQA. An undergraduate qualification NQF Level 7 in Accounting/Financial Management/Supply Chain will be an added advantage. At least 5 years' experience at a middle/senior management in Supply Chain Management. A valid driver's license. Knowledge, Competencies and Skills: Extensive knowledge of PFMA and Treasury Regulations. Knowledge of Human Resources Matters, Research analysis, Compilation of reports, needs and priorities of the department.

		Public Service Regulations, Public Service Act, DPSA directives. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity.
<u>DUTIES</u>	:	Manage the supply chain management directorate of the Department. Manage processes leading to the advertisement of bids e.g. market research, specification committees and ensuring that specifications are in line with good practice. Manage the receiving and evaluation of bids. Provide secretarial functions to the bid adjudication committee. Preparing the appointments of suppliers. Ensure the provisioning of Contract Management. Managing performance of subordinates. Managing resources which includes human, financial & assets within the budget of the directorate.
<u>ENQUIRIES NOTE</u>	:	Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel no: (015) 294 3000
	:	Shortlisted candidates will be subjected to a technical exercise that intends to test technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency Assessment tool.
<u>POST 10/86</u>	:	<u>DIRECTOR: EXTENSION SERVICES: HEAD OFFICE REF NO: LDARD 66/17</u> This post is a re-advert candidate who applied previously are encouraged to re-apply
<u>SALARY</u>	:	An all-inclusive remuneration package of R 898 743, per annum. The package can be structured according to individual personal needs. Level 13
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Extension Services) An undergraduate qualification NQF level 7 as recognised by SAQA. An undergraduate NQF Level 7 in Agricultural Extension will be an added advantage. A registration with South African Council for Natural Scientific Profession (SACNASP)/South African Society for Agricultural Extension (SASAE). At least 5 years' experience at a middle/senior management in Agricultural field. A Valid drivers' license Knowledge, Competencies and skills: Extensive knowledge Operational plan of the PFMA, DORA and supply chain management framework. Sound knowledge of project management. Advanced Computer Literacy, Financial Management, A quality advisor, organizer, coach, mentor and community development activist, Strategic Management and Time Management. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity.
<u>DUTIES</u>	:	Provide agricultural extension support services in the department including the Extension Recovery Programme. Coordinate farmer extension events and Extension Conferences for extension officers. Coordinate the periodic reporting on farmer support as well as the utilization of the digital smartpens reporting tool and suit-on-line research tool used by extension officers and other specialist departmental components. Develop relevant policies to enhance extension services. Provide community development coordination and promote community participation and ownership. Farmer Liaison and relationship management. Farmer extension and outreach programmes in conjunction with District Services. Acquisition of Working tools and Infrastructure development to enhance the capacity of extension officers to provide a better service to farmers. Coordinate provision of technical, professional and Administrative support in the department. To coordinate the matter of women entrepreneur, PDARD and youth entrepreneur. Manage Extension recovery programme. Provide Extension Advisory responsibility to all stake holders. Provide Reports on all activities to Chief Director: Districts Services. Manage resources which includes human, financial & assets within the budget of the directorate.
<u>ENQUIRIES NOTE</u>	:	Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel no: (015) 294 3000
	:	Shortlisted candidates will be subjected to a technical exercise that intends to test technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the

implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency Assessment tool.

- POST 10/87** : **DIRECTOR: ADVISORY SERVICES REF NO: LDARD 67/17**
This post is a re-advert candidate who applied previously are encouraged to re-apply
- SALARY** : An all-inclusive remuneration package of R 898 743, per annum. The package can be structured according to individual personal needs. Level 13
- CENTRE** : Mopani District (District Services)
- REQUIREMENTS** : An undergraduate qualification NQF level 7 as recognized by SAQA. An undergraduate qualification NQF Level 7 in Agricultural Management will be an added advantage. At least 5 years' experience at a middle/senior management in Agricultural Management. A valid driver's license. Knowledge, skills and competencies: Knowledge of Human Resources Matters, Research analysis, Compilation of reports, needs and priorities of the department. Public Service Regulations, Public Service Act, DPSA directives. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity.
- DUTIES** : Overall management of agricultural support and development services in the district. To support supply chain management of departmental assets, budget planning and expenditure. Management of human resource. Implementation of agricultural strategies and programmes. Provide support to contribute towards the development of local economies. Coordinate rural development programmes in the district. Facilitate planning and implementation of departmental programmes and projects. District budget planning and expenditure management.
- ENQUIRIES** : Mr. Zitha SS & Mr. Hobyane M.D ☎ 015 812 3210
- NOTE** : Shortlisted candidates will be subjected to a technical exercise that intends to test technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency Assessment tool.

OTHER POSTS

- POST 10/88** : **DEPUTY DIRECTOR: ANIMAL HEALTH REF NO: LDARD 68/17**
Animal Health
- SALARY** : All-inclusive remuneration package: R726 276 per annum, Level 12
- CENTRE** : Waterberg District
- REQUIREMENTS** : An undergraduate qualification NQF level 7 as recognised by SAQA .An undergraduate qualification NQF level 7 in BVSc or BVMCh will be an added advantage. A registration with the South African Veterinary Council as a Veterinarian (Please attach a certified copy). At least 5 years' experience and proven skills in management of animal diseases. Valid drivers' license (Please attach a certified copy). KNOWLEDGE, SKILLS AND COMPETENCIES: Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of the Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of the Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of the Meat Safety Act, 2000 (Act 40 of 2000). Knowledge of international trade and associated legislation. Thorough knowledge of specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer proficiency.
- DUTIES** : Manage and coordinate animal diseases control in Waterberg District. Management of Animal Health personnel and resources in the District. Formulation and implementation of disease control strategies and policies in the District. Monitor and Evaluate disease control strategies in the District. Manage animal identification. Coordinate Animal Health infrastructure development. Reporting on Animal Health issues. Ensure compliance on quarterly and monthly reports. Liaison with other role players.
- ENQUIRIES** : Mr. Jones D.B & Ms. Lifhiga S Tel no (014 717 1064

- POST 10/89** : **CANDIDATE ENGINEER REF NO: LDARD 70/17**
Fixed contract for 5 years
Engineering Service
- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package: R512 244 per annum (OSD)
: Sekhukhune District
: An undergraduate qualification NQF level 7 as recognized by SAQA, in Agricultural/Civil engineering will be an added advantage. Compulsory registration with ECSA as a Candidate Engineer (proof of registration must be attached). A valid Driver's License. Knowledge, skills and competencies: Knowledge of Agricultural Engineering on planning, design, development and implementation. Project Management, financial management, strategic management, operations management, construction management and contract management. Computer proficiency skills will be tested.
- DUTIES** : Prepare Agricultural Engineering Advisory reports. Provide designs with specifications for Agricultural Engineering solutions provided. Assist with final certificates issued for infrastructure constructed. Provide irrigation services. Provide project management for Resis programme. Provide soil and water engineering. Attend to administrative obligations and official meetings. Ensure a sound Financial Management and Accountability. Ensure an excellent Human Resources and Asset Management.
- ENQUIRIES** : Ms Mphahlele R.S & Ms Laka A Tel no: (015) 632 7000
- POST 10/90** : **CONTROL AGRICULTURAL RESOURCE TECHNICIAN 3 POSTS**
The post under Vhembe District is a re-advert, candidates who applied previously are encouraged to re-apply
- SALARY CENTRE** : R389 145 per annum, Level 10
: Capricorn District: District Office (1 post) Ref. LDARD 72/17 and Vhembe District: Makhado (1 post) Ref. LDARD 73/17, Mopani District: Maruleng Local Agric Office (1) Ref: LDARD 74/17
- REQUIREMENTS** : An undergraduate qualification NQF level 6 as recognised by SAQA. An undergraduate qualification NQF level 6 in Environmental Science will be an added advantage. A minimum of 3 years' experience in Natural Resource Management. Valid driver's licence. Knowledge, skills and competencies: Knowledge in surveying and design of all engineering type of projects e.g. contours, waterways, stock watering systems. Knowledge of computer. Determine the potential of soils for irrigation. Computer proficiency skills will be tested.
- DUTIES** : Manage and control the planning and design of conservation structures in compliance with environmental and conservation legislations. Coordination of projects. Manage and control the prescribed administration of financial aid schemes with regard to the conservation of natural resources and implementation of norms and standards as prescribed by DAFF. Manage and control extension services on land care. Study technological advances and best practices in order to perform land care functions according to the required standards.
- ENQUIRIES** : Ms. Rathogwa M & Mr. Netshiombo DG Tel no: (015) 963 2005/7
- POST 10/91** : **SENIOR AGRICULTURAL ECONOMIST 2 POSTS**
Agricultural Support Services
- SALARY CENTRE** : R 389 145 per annum, Level: 10
: Capricorn District: District Office (1 Ref. LDARD 75/17) and Sekhukhune District: Ephraim Mogale Local Agric Office (1) Ref. LDARD 76/17
- REQUIREMENTS** : An undergraduate qualification NQF level 6 as recognized by SAQA. An undergraduate qualification NQF level 6 in Agriculture with specialization in Agricultural Economics /Agri-Business. Post graduate will be an added advantage. At least 3 years relevant experience in Agricultural Economics. Valid Driver Licence (Attach Copy). Knowledge, Skills and Competencies: Multi-skilled: Project management capacity; Administrative; development orientated; Business Acumen; Innovative with investigative appetite; Independent thinker; Analytical and problem solver. Good communication, presentation and report writing skills Practical experience in the use of MS Excel, MS PowerPoint, Ms Word, Outlook and Internet. Computer proficiency skills will be tested.
- DUTIES** : Conduct in depth research of developments/patterns/trends in agricultural sector. Conduct municipality area situational analysis to compile sector/commodity specific profiles. Identify gaps, threats and opportunities with impact on the sector development. Provide agricultural economic/ agribusiness advice to internal & external stakeholders. Facilitate access to commodity markets and finance for

		farmers. Agribusiness/ Project planning, evaluation, implementation and monitoring. Promote and implement sector strategies, policies and development programs, e.g. MAFISA, AgriBEE framework, NDP, APAP, and Agro-Processing Strategy.
<u>ENQUIRIES</u>	:	Capricorn District: Mr. Gololo P.L & Ms. Sebatjane L.D Tel no: (015) 632 8600 Sekhukhune District: Ms Mphahlele R.S & Ms Laka A Tel no: (015) 632 7000
<u>POST 10/92</u>	:	<u>ASSISTANT DIRECTOR: EPWP COORDINATION REF NO: LDARD 77/17</u> Natural Resources Management
<u>SALARY</u>	:	R 389 145 per annum (Salary Level: 10)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 as recognized by SAQA. An undergraduate qualification in Agriculture/ Natural Resource Management will be an added advantage.). A minimum of 3 years' experience in Natural Resource Management. A valid driver's license. (Attach a copy.) Knowledge, skills and competencies: Extensive knowledge of Project Management. Interpersonal Relations Skills. Time management. Knowledge of EPWP Policy frameworks. Financial Management, Communication Skills. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Coordination of EPWP functions to Sector Departments and Municipalities. Development of Sector Plan and Logical Framework. Report on job opportunities created. Development of Sector Training and Capacity building plan. Revision of EPWP sector targets and Management of Incentive Scheme.
<u>ENQUIRIES</u>	:	Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3000
<u>POST 10/93</u>	:	<u>ASSISTANT DIRECTOR: LAND REFORM (RURAL DEVELOPMENT) REF NO: LDARD 78/17</u>
<u>SALARY</u>	:	R 389 145 per annum (Salary Level: 10)Error! Not a valid link.
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An undergraduate NQF level 6 as recognised by SAQA. An undergraduate qualification NQF level 6 in Agriculture will be an added A minimum of 3 years' experience in Agricultural field. Valid code B driver's licence is essential. (please attach copy). Knowledge, skills and competencies: Knowledge of Land and Agrarian Reform. Good communication and negotiation skills. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Coordinate reports on farm assessments. Identify projects that require farm assessments. Coordinate and conduct farm assessment. Present assessments reports to management, stakeholders and affected parties. Implement recommendations of farm assessments reports. Identify projects through Municipalities. Presentation of projects to DSC/ PGC for approval. Inform projects beneficiaries. Planning based on the assessment report. Prepare TOR's for procurement. Implementation of the project. Identify smallholder projects that require mechanization support services. Procurement of fuel, lubricants and spare parts of Government fleet tractors. Coordinate maintenance and repairs of government fleet tractors. Coordinate assessment of private tractor owners.
<u>ENQUIRIES</u>	:	Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel no: (015) 294 3000
<u>POST 10/94</u>	:	<u>ASSISTANT DIRECTOR: SERVICE CENTRE 4 POSTS</u>
<u>SALARY</u>	:	R 311 784 per annum, Level 09
<u>CENTRE</u>	:	Sekhukhune District: Elias Motswaledi - (Ndebele service center) (1), Ref. LDARD 79/17; Capricorn District: Lepelle Nkumpi (Grootfontein service center) (1 post) Ref. LDARD 80/17; Mopani District: Giyani – Hlaneki Service Ref. LDARD 81/17 (1) Letaba (Bellevue Service Center) (1) Ref. LDARD 82/17
<u>REQUIREMENTS</u>	:	An undergraduate NQF level 6 as recognised by SAQA. An undergraduate qualification NQF level 6 in Agriculture will be an added A minimum of 3 years' experience in Agricultural field. Valid driver's licence. (Please attach copy). Knowledge, skills and competencies: Management Knowledge. Policy interpretation, Agricultural knowledge, Project Management, Extension and Advisory, Rural Development and Planning. Leadership skills. Time management. Financial Management, Human Resource Management, Change Management, Communication skills. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Provide leadership and allocate responsibilities to extension and advisory personnel in the service centre. Ensure the provision of institutional and technical support to all agricultural programmes and projects. Liaise with all stakeholders on agricultural and rural development matters. Manage the staff in the service center.
<u>ENQUIRIES</u>	:	Capricorn District: Mr. Gololo P.L & Ms. Sebatjane L.D ☎ 015 632 8600

POST 10/95 : **ASSISTANT DIRECTOR: NETWORK ADMINISTRATOR REF NO: LDARD 83/17**
GITO

SALARY : R311 784 – 376 626 per annum, Level 09
CENTRE : Mopani District

REQUIREMENTS : An undergraduate qualification NQF level 6 as recognised by SAQA. An undergraduate qualification NQF level 6 in IT will be an added advantage. A minimum of 3 years working experience in the IT Field, Valid driver's license. (Please attach a certified copy). Knowledge, skills and competencies: Experience in Microsoft Exchange and Microsoft Office suites. Knowledge of networks, switches (CISCO), network cabling and wireless devices. Knowledge of Government Transversal Systems (BAS, FINEST and PERSAL). Knowledge of telecoms systems infrastructure and IP Telephony. Experience in LAN and WAN technology and protocols. The incumbent will be required to travel extensively to Support Local Agricultural offices and Cost Centres within the District. Computer proficiency will be tested.

DUTIES : Configuring of computers, laptops and printers. Provide 1st line support to all users at the department. Provide technical support to the voice and data integration networks and unified messaging. Ensure that user's equipment and software in the department are kept up to date, to keep abreast with new technology. Assist the IT Deputy Director with the daily operations and functioning of the network. Ensure that the latest anti-virus software, patches and fixes are loaded on the servers as well as users computers. Ensure that internet security, network security and physical security measures are taken against malicious harm and theft. Ensure that the network is fully redundant and that high speed backbone and infrastructure is implemented to accommodate new and improved technologies. Ensure that the network infrastructure can handle new initiatives that are aligned to e-Government. Ensure that network printers are fully operational, shared for specific users and configurations are set for optimal printing. Ensure effective back-ups and back up strategies are implemented. Ensure that all software is fully licensed and upgraded / renew software licenses as and when required. Compile and maintain an electronic software library.

ENQUIRIES : Mr. Zitha SS & Mr. Hobyane M.D Tel no: (015) 812 3210

POST 10/96 : **SENIOR AGRICULTURAL RESOURCE TECHNICIAN 2 POSTS**
Natural Resource Management

SALARY : R262 272 per annum, Level 08
CENTRE : Mopani District: Letaba (1post) Ref. LDARD 84/17 and Sekhukhune District: Makhuduthamaga Local Agric Office (1post) Ref. LDARD 85/17

REQUIREMENTS : An undergraduate qualification NQF level 6 as recognised by SAQA. An undergraduate qualification in Environmental Science will be an added advantage. Valid driver's licence (please attach a certified copy). Knowledge, skills and competencies: Knowledge in surveying and design of all engineering type of projects e.g. contours, waterways, stock watering systems. Knowledge of computer. Technical and computer proficiency skills will be tested.

DUTIES : Manage and control the planning and design of conservation structures in compliance with environmental and conservation legislations. Coordination of projects. Manage and control the prescribed administration of financial aid schemes with regard to the conservation of natural resources and implementation of norms and standards as prescribed by DAFF. Manage and control extension services on land care. Determine the potential of soils for irrigation. Study technological advances and best practices in order to perform land care functions according to the required standards.

ENQUIRIES : Mopani District: Mr. Zitha SS & Mr. Hobyane M.D Tel no: (015) 812 3210
Sekhukhune District: Ms Mphahlele R.S & Ms Laka A Tel no: (015) 632 7000
Waterberg District: Mr. Jones D.B & Ms. Liphiga S Tel no: (014) 717 1064

POST 10/97 : **AGRICULTURAL ADVISOR 9 POSTS**
Extension Services

SALARY : R262 272 per annum, Level 08
CENTRE : Vhembe District: Thulamela Local Agricultural Office Ref. LDARD 86/17(1), Makhado Local Agricultural Office Ref. LDARD 87/17 (1), Capricorn District: Molemole Local Agric Office- Ramokgopa Service Center Ref. LDARD 88/17 (1), Lepelle Nkumpi Local Agricultural Office – Middlekop Service Centre Ref. LDARD

<u>REQUIREMENTS</u>	:	89/17 (1) Sekhukhune District: Ephraim Mogale Local Agricultural Office - Mogalatjane Service Centres Ref. LDARD 90/17 (1), Tubatse- Moroke Service Centre) Ref. LDARD 91/17 (1) , Mopani District: Greater Giyani Local Agric Office – Mhlave Velem service centre Ref. LDARD 92/17 (1), Maruleng Local Agricultural Office Ref. LDARD 93/17 (1) Waterberg District: Bela Bela; Ref. LDARD 94/17 (1) An undergraduate qualification NQF level 7/ four year qualification as recognised by SAQA. An undergraduate qualification NQF level 7/four year qualification in Agriculture will be an added advantage. Registration with SACNASP will be an added advantage. Valid driver's license. Knowledge, skills and competencies: Extensive knowledge of agriculture and advisory services. Knowledge of project management. Knowledge of government programmes and relevant legislations. Report writing skills, problem solving skills, analytical skills and ability to communicate with stakeholders at all levels. Time management. Knowledge of new agricultural technology and agricultural technical knowledge. Knowledge of planning and organizing, facilitation skills. Networking skills. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	To promote sustainable development in the agricultural sector through the application of the appropriate extension principles and methods. Provide technical support for organized agriculture and other agricultural stakeholders and also assist with planning. Advice and after care support. Promote sustainable production of Agricultural products. Determine the research needs of the area. Establish and enhance the relationship with clients and (internal and external) stakeholders. Provide continuous support to ensure sustained production and quality improvement. Render scientific and technical advice to internal and external clients to ensure sustainable development. Conduct farmers days, demonstrations and information days to the farming communities. Conduct situational analysis to identify real needs and facilitate the implementation of best practices and technology. Empower and build capacity of producers, commodity groups to ensure self-reliance. Provide advice on various subject matters areas like crop and animal production. Establish networks and linkages with all relevant stake holders; keep relevant database up to date especially farmer's database. Compile and submit monthly and quarterly reports. Keep up to date with regard to applicable prescripts, policies, procedures, technology advisory services. Implement support programmes such as CASP, Letsema and Land care.
<u>ENQUIRIES</u>	:	Mopani District: Mr. Zitha SS & Mr. Hobyane M.D Tel no: 015 812 3210 Sekhukhune District: Ms. Mphahlele R.S & Ms. Laka A Tel no: 015 632 7000 Waterberg District: Mr. Jones D.B & Ms. Lifhiga S Tel no: 014 717 1064 Capricorn District: Mr. Gololo P.L & Ms. Sebatjane L.D Tel no: 015 632 8600 Vhembe District: Ms. Rathogwa M & Mr. Netshiombo DG Tel no: 015 963 2005/ 7
<u>POST 10/98</u>	:	<u>VETERINARY TECHNOLOGIST REF NO: LDARD 95/17</u> Veterinary Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R262 272 per annum, Level 08 Mokopane Laboratory
<u>DUTIES</u>	:	An undergraduate qualification NQF level 6 as recognised by SAQA. An undergraduate qualification NQF level 6 in Veterinary Technology will be an added advantage. Registration with the South African Veterinary Council as Veterinary Technologist (please attach certified copy). Experience in Veterinary Services will be an added advantage. Valid driver's license. Knowledge, skills and competencies: Proven interpersonal, negotiation & communication skills (verbal & written).Time management. Computer proficiency skills will be tested. Quality assurance, Reproduction, Parasitology, hygiene survey and Serology. The incumbents must render a technical support service to the laboratory veterinarian, which includes the doing of serological, histological, biochemical and toxicological analysis, as well as the identification of microorganisms, internal and external parasites. Information management. Analyses and interpret laboratory diagnostic tests results. Review and verification of laboratory test results. Participate in the compilation of SOP's and implementation of approved SOP's in accordance with the applicable quality management system. Control and maintenance of laboratory equipment, including calibration. Stock control of the relevant diagnostic section.
<u>ENQUIRIES</u>	:	Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel no: (015) 294 3000
<u>POST 10/99</u>	:	<u>CANDIDATE ENGINEERING TECHNICIAN REF NO: LDARD 71/17</u> Sustainable Resource Management
<u>SALARY CENTRE</u>	:	R 220 383-233 910 per annum (OSD) Sekhukhune District

<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 7 as recognized by SAQA, in engineering will be an added advantage. Three (3) year post qualification Technical Experience. Compulsory Registration with ECSA as a Candidate Engineering Technician. Valid Driver's licence. Competencies: Technical (Project management, Technical Design and analysis knowledge, Research and Development, Computer aided Engineering applications, knowledge of legal compliance, Technical report writing, Technical consulting). Generic: (Problem solving and analysis, Decision making, Team work, Creativity, Customer focus and responsiveness, computer skills, People management, Planning and organising, Change management and People management)ion supervision. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Coordination of farm structures, irrigation, land surveying, soil conservation services in Districts. Development of TORs for appointment of Service Providers. Supervision of service providers. Coordination with HQ and Municipality engineering and land care staff members.
<u>ENQUIRIES</u>	:	Ms Mphahlele R.S & Ms Laka A Tel no: (015) 632 7000
<u>POST 10/100</u>	:	<u>LABORATORY TECHNICIAN REF NO: LDARD 96/17</u> Laboratory Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 194 per annum, Level 07 Tompie Seleka College
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 as recognised by SAQA An undergraduate qualification NQF level 6 in Laboratory Services will be an added advantage. Experience in laboratory services will be an added advantage. Knowledge, skills and competencies: Good interpersonal relations. Communication skills. Good human relations. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Analyses Samples (soil, feed plant, water). Assist with the development of new analytical procedures. Perform all administrative duties. Keep up to date with regard to the applicable prescripts, policy, procedures, technologies and new developments to be able to render an efficient and effective service.
<u>ENQUIRIES</u>	:	Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel no: (015) 294 3000
<u>POST 10/101</u>	:	<u>AGRICULTURAL RESOURCE TECHNICIAN 2 POSTS</u> Natural Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 194 per annum, Level 07 Sekhukhune District: Fetakgomo Local agric Office (1post); Ref. LDARD 97/17 and Waterberg District: Thabazimbi Municipality, Ref: LDARD 98/17 (1post)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 as recognised by SAQA. An undergraduate qualification in Environmental Science will be an added advantage. Valid driver's licence (please attach proof). Computer proficiency skills will be tested. Knowledge, skills and competencies: Knowledge in natural resource management. Knowledge of project planning and management Knowledge of Public Service Regulation. Computer skills, problem solving skills, analytical skills and ability to communicate with stake holders. Computer literacy will be tested
<u>DUTIES</u>	:	Perform survey duties for planning and design of conservation structures. Provision of soil conservation services within the local municipalities. Perform Natural Resources duties that may be required at Municipality. Understanding of government service delivery environment. Team work, PFMA and land care Compilation of a project/ business plan with funded by land care and CASP. Execute the prescribed administration of financial aid scheme (e.g. the soil conservation subsidy scheme with regard to the conservation of natural resources and the implementation of norms and standards as prescribed by the National Department of Agriculture.
<u>ENQUIRIES</u>	:	Sekhukhune District: Ms. Mphahlele R.S & Ms. Laka A Tel no: (015) 632 7000 Waterberg District: Mr. Jones D.B & Ms. Liphiga S Tel no: (014) 717 1064
<u>POST 10/102</u>	:	<u>REDLINE GATE GUARD 14 POSTS</u> Animal Health
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 84 096 per annum, Level 02 Vhembe District: Thulamela Local Agricultural Office (8 posts) Ref. LDARD 99/17, Musina Local Agricultural Office (2) Ref. LDARD 100/17), Mopani District: Giyani Local Agricultural Office (3) Ref. LDARD 101/17, Phalaborwa Local Agricultural Office (1) Ref. LDARD 102/17
<u>REQUIREMENTS</u>	:	(NQF Level 4) as recognised by SAQA Experience in security services will be an added advantage Knowledge, skills and competencies: Ability to read and write. Knowledge of security services. Good Communication Skills, Good Interpersonal relations and report writing skills.

DUTIES : Keep and maintain redline gate Write or endorse all permits for animal and plant products passing through the redline gate. Inspection and registration of all vehicles passing through the redline gate. Report to the police and office damage on the redline fence. Tracing animals crossing the redline fence. Daily patrol of the redline fence. Repair all fence breaks .Clearing bushes alongside the redline fence Experience in security services will be an added advantage.

ENQUIRIES : Mopani District: Mr. Zitha SS & Mr. Hobyane M.D Tel no: (015) 812 3210
Vhembe District: Ms. Rathogwa M & Mr. Netshiombo DG Tel no: (015) 963 2005/7

POST 10/103 : **REDLINE FENCE PATROLLER REF NO: LDARD 103/17**
Animal Health

SALARY : R 84 096 per annum, Level 02
CENTRE : Mopani District: Giyani
REQUIREMENTS : NQF Level 4 as recognised by SAQA Experience in security services will be an added advantage Knowledge, skills and competencies: Ability to read and write. Knowledge of security services. Good Communication Skills, Good Interpersonal relations and report writing skills.

DUTIES : To patrol fence line and checking the movement of animal to and from areas of foot and mouth. Inspection and registration or all vehicles passing through the redline gate. Repair the damage on the redline fence. Repair of donga control along the streams. Tracing animals crossing the redline fence. Daily patrol of the redline fence. Clearing bushes alongside the redline fence. Assist when there is a foot and mouth diseases

ENQUIRIES : Mr. Zitha SS & Mr. Hobyane M.D Tel no: (015) 812 3210

POST 10/104 : **GROUNDSMAN REF NO: LDARD 104/17**
Maintenance Service

SALARY : R 84 096 per annum, Level 02
CENTRE : Capricorn District: Blouberg Local Agricultural Offices
REQUIREMENTS : NQF Level 4 as recognised by SAQA. Experience in cleaning services will be an added advantage Knowledge, skills and competencies: Ability to operate cleaning machines. Able to handle confidential information. Able to read and write. Good Communication Skills, Good communication and Interpersonal skills

DUTIES : Maintain premises and surroundings. Empty dirty bins. Landscaping and garden maintenance. Prune and/or trim flowers and trees. Trimming of the bushes. Remove weeds and other unwanted plants. Watering the garden and flowers when necessary. Loading and offloading goods.

ENQUIRIES : Mr. Gololo P.L & Ms. Sebatjane L.D Tel no: (015) 632 8600

POST 10/105 : **FARM AID 2 POSTS**
Farm Management

SALARY : R84 096 per annum, Level 02
CENTRE : Madzivhandila College (01 Ref. LDARD 105/17), Tompi Se3.leka College (01) Ref. LDARD 106/17
REQUIREMENTS : NQF Level 4) as recognised by SAQA Experience in cleaning of facilities and disposal of farm waste material will be an added advantage Knowledge, skills and competencies: Able to read and write. Knowledge of security services Good communication and Interpersonal skills Time management. Report writing. Knowledge of Batho pele

DUTIES : Apply chemical crop protection. Soil cultivation and preparation. Irrigation of crops. Care for sick livestock. Dipping, vaccination and dosing. Count livestock daily. Tending of crops/orchards/vineyards. Cleaning of facilities and disposal of farm waste materials. Firefighting and prevention. Maintain windmills and water supply system.

ENQUIRIES : Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3000

POST 10/106 : **ANIMAL HEALTH ASSISTANT REF NO: LDARD 107/17**
Animal Health Services

SALARY : R 84 096 per annum, Level: 02
CENTRE : Mopani District: Tzaneen
REQUIREMENTS : NQF Level 4) as recognised by SAQA. Knowledge of animal health services will an added advantage. Knowledge, skills and competencies: Ability to read and write, Be able to keep confidential information, Good communication skills

DUTIES : Assist to implement disease control measures. Assist to improve animal health through biosecurity, vaccination and surveillance for disease and treatment of

animals. Assist in collecting specimen, examination and dispatch samples of animal disease.

ENQUIRIES : Mr. Zitha SS & Mr. Hobyane M.D Tel no: (015) 812 3210

POST 10/107 : **VELD RANGER 2 POSTS REF NO: LDARD 108/17**
Records Management

SALARY : R84 096 per annum, Level: 02
CENTRE : Mara Research Station
REQUIREMENTS : NQF Level 4 as recognised by SAQA. Firearm competency and licence (attach proof). Able to read and write. Knowledge, Competencies and skills: Knowledge of security services. Fire arm competency. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Farm work experience and knowledge of various types of farm activities will be an added advantage.

DUTIES : Farm patrol, Arrest of poachers and trespassers, Searching and dismantling of snares, searching for the missing animals, crime prevention, culling of animals and maintenance of farm infrastructures like fences, guarding of farm assets and control of veld fires.

ENQUIRIES : Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel no: (015) 294 3000

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF CULTURE, ARTS AND TRADITIONAL AFFAIRS**

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

<u>APPLICATIONS</u>	:	The Head of Department, Department of Culture, Arts and Traditional Affairs, Private Bag X90, Mmabatho 2735 or delivered to Gaabomotho Building, between Mmabatho Convention Centre and Broadcasting Centre,
<u>FOR ATTENTION</u>	:	Director: Administrative Support Services.
<u>CLOSING DATE</u>	:	24 March 2017 at 16H30
<u>NOTE</u>	:	Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID document/National Identity card. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of foreign qualifications must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidate requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointment and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

OTHER POSTS

<u>POST 10/108</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR 6)</u> Sub-Directorate: Legal Services
<u>SALARY</u>	:	R637 860 per annum, All inclusive salary package
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	LLB degree or equivalent qualifications with at least eight years' experience in legal matters. Experience at supervisory level in civil litigation, legislative drafting, legal opinions and Labour Relations practices in the Public Service. Experience in drafting contract and interpretation thereof. Valid driver's licence. Knowledge of Public Finance Management Act, and other legislative prescripts governing the Public Service. Good Interpersonal relations skills, Report writing, case investigation and project management skills. Good conflict resolution and meditation skills. Computer Literacy.
<u>DUTIES</u>	:	Provide legal opinion, advice to the Department of Culture Arts and Traditional Affairs on issues affecting the Department. Draft, edit and review legal documents and provide advice to the Department. Attend to litigation involving the Department. . Draft legal documents and contracts entered into by/with the Department. Liaise with the Premier's Office, Chief State Advisers and State Attorney's office regarding legal issues.
<u>ENQUIRIES</u>	:	Mr T Mpuisang, Tel: 018 3882739
<u>POST 10/109</u>	:	<u>SERVICE POINT MANAGERS 4 POSTS</u>
<u>SALARY</u>	:	R314 709 per annum, Level 10
<u>CENTRE</u>	:	Ngaka Modiri Molema District (Tswaing Service Point and Ratlou Service Point), Bojanala District (Kgetleng Service Point), DR Ruth Segomotsi Mompati District (Greater Taung Service Point)
<u>REQUIREMENTS</u>	:	Appropriate 3-year degree in Social Sciences and/or Management or equivalent qualification. At least 5 years' experience at supervisory level (junior management).

Ability to interpret and implement policies and regulations of Public Service, PSA, BCEA, PSR, EEA, PPPFA and PMDS. Excellent supervisory, human relations, report-writing, administrative and organisational skills. Good financial skills, including knowledge of financial systems budgeting, the PFMA and supply chain management. Proven experience of office systems management. Overall excellent verbal and written communication skills.

DUTIES : Analyse the Service Point's long-, medium- and short-term outputs and activities to achieve required outputs. Supervise and support all service point employees to ensure implementation and management of programmes in the service point. Ensure implementation and promotion of Arts and Culture programmes. Coordinate all Traditional Affairs activities at the service point. Ensure coordination and implementation of Library Service activities at the service Point. Forge partnership with relevant stakeholders. Manage and supervise the achievement of the service point. Compile reports of the departmental programmes. Coordinate skills development and skills audits of staff. Manage budget, revenue collection and usage of resources. Liaise with all existing structures at service point. Ensure adherence to occupational health and safety regulations.

ENQUIRIES : Mr K.J.Lebotse, Tel. (018) 397 8200 – Ngaka Modiri Molema District,
Mr A.R.P. Sekati, Tel. (014) 594 8500Bojanala District,
Mr T. Mocom, Tel 053 928 0161 – Dr Ruth Segomotsi Mompoti District

POST 10/110 : **ASSISTANT DIRECTOR: VISUAL ARTS**
Directorate: Arts and Culture

SALARY : R311 784 per annum, Level 09
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Three year Degree/National Diploma in the relevant field. 3 – 5 years relevant experience and an understanding of issues pertaining to the Visual Arts and Crafts industry in relation to product development, stakeholders, markets and the status of institutions that a part of or relevant to the sector. Have a broader understanding of the visual arts value chain in relation to local artists, museums and art galleries. Understanding of the North West Provincial and legislative imperatives and pronouncements pertaining to Agriculture, Culture and Tourism and other Concretes. Good Project Management skills. Computer Literacy. Good communication and interpersonal relations, Problem solving skills, Ability to function independently, Knowledge of South African Craft Sector and Valid Driver's licence

DUTIES : Develop the Visual Arts and Craft sector with the aim of maximising their potential for contribution to government's imperatives of job creation, poverty alleviation and skills empowerment. Assist in the development of the North West Craft brand. Develop and monitor adherence to policy and Legislative Framework for the Visual Arts and Craft sector. Provide strategic platforms for promotion, showcasing and marketing of Provincial crafts. Coordinate cooperation in the craft sector within South Africa, SADC, Africa and Internationally. Provide administrative support to the Visual Arts and Craft Sector and avail information for growth and development. Be aware of emergent trends within the Visual Arts and Craft Sector and set up development strategies.

ENQUIRIES : Ms K Sekhabi, Tel. (018) 388 2815

POST 10/111 : **ASSISTANT DIRECTOR: FILM AND VIDEO ARTS**
Directorate: Arts and Culture

SALARY : R311 784 per annum, Level 09
CENTRE : Head Office, Mmabatho
REQUIREMENTS : 3 year Degree/National Diploma in Film or Motion Picture Production or equivalent qualification with Film, Video Production as major subjects. Experience within the sector as Photographer or Video Producer will also be an added advantage. Understanding of the Film industry and related role players and stakeholders. **DUTIES:** Assist in the initiation of programmes, processes and policies that promote the North West Province as a film location. Identify potential film makers from the grassroots in the communities in keeping with the Provincial Concretes of VTSD, ACT etc. Organise empowerment workshops for film makers through the relevant SETAs and other industry related entities. Liaise, open and maintain strong links with film entities such as NFVF and others for growth of the North West film brand. Assist in the organization and growth of Film Festivals in the Province from Ward, Service Point, District and Provincial as benchmarked against festivals on the national, SADC, Africa and international stage. Develop film makers from the grassroots level into viable businesses. Initiate processes, procedures and programmes that will work towards the establishment and /or development of a

North West Film Office or North West Film Commission Knowledge of the national, SADC and international Film Festivals.
ENQUIRIES : Ms K Sekhabi Tel no: (018) 388 2815

POST 10/112 : **ASSISTANT DIRECTOR: CRAFT INVESTMENT**
 Directorate: Arts and Culture

SALARY : R311 784 per annum, Level 09
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Applicant must be in possession of a three year Degree/National Diploma with specialization in any of the visual arts crafts. Project management Computer Literacy, Good communication and interpersonal relations, Problem solving skills. Ability to function independently. Knowledge of the South African Craft Sector. Must have working knowledge and application of Arts and Culture legislative imperatives, Provincial concretes and other policy pronouncements and Driver's Licence.

DUTIES : Work towards building capacity of the craft sector to contribute towards social and economic development and poverty alleviation. Compile and maintain an updated Craft Data Base that is rated according to levels of growth for further development and promotion of excellence. Have an understanding of issues pertaining to the craft industry such as Stakeholders, Markets and Product Development. Work towards the identification, promotion and marketing of the North West Craft brand. Identify potential Craft markets nationally, the SADC region and internationally for the promotion and marketing of the North West crafts. Organize Craft exhibitions from Ward, Service Point, District and Provincial levels. Assist in the development of the Craft sector into viable cooperatives and Small Medium and Macro Enterprises.

ENQUIRIES : Mr K Sekhabi, Tel no: (018) 388 2815

POST 10/113 : **ASSISTANT DIRECTOR: COMMUNITY ARTS CENTERS**
 Directorate: Arts and Culture

SALARY : R311 784 per annum, Level 09
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Applicant must be in possession of a three year Degree/National Diploma with specialization in any of the Community Arts disciplines coupled with appropriate experience in Community Development through Arts and Culture. Knowledge and understanding of Community Arts development processes and procedures particularly of the rural landscape. Familiar with a variety of the ongoing challenges facing the communities, understanding of concepts, practices, and procedures around the establishment and maintenance of community art centers. Knowledge of the policy making environment, the funding landscape and project management skills. Effective communication skills. Report writing skills. Understanding of the Arts and Culture legislative environment. Computer Literacy and A valid Driver's Licence.

DUTIES : Facilitate the conceptualisation, development and implementation of Provincial programmes in Community Arts Centres (CACs). Implement the Five Concretes within the Community Arts Centres sector with emphasis on development in the Villages, Towns and Small Dorpias (VTSD) Areas. Develop Strategic Partnerships, Advocacy and Networks for the sustainability of CACs. Render expertise and institutional support to facilitate community involvement and participation in the implementation of Community Arts projects. Compile and update comprehensive records on the status of Community Arts Centres. Implement training programmes in collaboration with accredited Service Providers to enhance the administration, management and growth of Community Arts Centres. Guide and inform the establishment of Community Arts Centres and other related arts and culture facilities. Monitor and evaluate capacity building programmes and other projects implemented through Community Arts Centres.

ENQUIRIES : Ms K Sekhabi, Tel. (018) 388 2815

POST 10/114 : **ASSISTANT DIRECTOR: TENDER**
 Sub-Directorate: Supply Chain Management

SALARY : R311 784 per annum, Level 09
CENTRE : Head Office, Mmabatho
REQUIREMENTS : 3 year Degree/Diploma in Financial Accounting, Management or Supply Chain Management qualification with 3-5 years relevant experience in Demand and Acquisition Management and 2 years supervisory experience. Knowledge of the public sector procurement processes, rules and regulations. Understanding of PFMA, Treasury Regulations, Preferential Policy Framework Act and other Supply

Chain Management related prescripts. Good verbal and written communication skills. Interpersonal relations, time management, office management and administration skills. Knowledge of the Walker, BAS and transversal systems will be an added advantage. Good computer literacy in Microsoft Office Suite and accounting systems. Ability to work under pressure and deliver to tight deadlines. A valid Code 8 driver's licence.

DUTIES : Assist end users with timeous development of the specifications/terms of reference for sourcing of quotes and bids. Assist end users with compilation of Demand Management Plans and Procurement Plan. Consolidate relevant reports and review demand management Plans. Conduct market and variance analysis, commodities. Procurement of goods, services and works within the department by means of quotations and bids. Maintenance of effective systems and procedures for the procurement of goods and services. Compilation of bid documents. Advertisement of bids, opening of bid/tender box, registration of bid offers in bid registers, Coordination and attendance of briefing sessions. Take minutes, Interpret and analyse comparative schedules. Prepare submissions and reports to Bid Committees. Provision of support to clients, Bid Committees and supervisors. Coordination of bid related matters with end users. Ensure that internal control measures are adhered to. Ensure Compliance with Policies and procedures of the Department. Work closely with supervisors to ensure that the procurement of goods and services are valid, accurate and complete. Support the management and monitoring of the procurement function of the Department. Prepare management information, reports statistics and reporting on procurement to management. Supervision of staff.

ENQUIRIES : Ms T Naphakade Tel no: (018) 388 2471

POST 10/115 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT**
Sub-Directorate: MISS

SALARY : R311 784 per annum, Level 09
CENTRE : Head Office, Mmabatho
REQUIREMENTS : 3 year Degree/National Diploma in Security Management plus credible experience in the field of security and risk management, of which at least 3 to 5 years must have been on supervisory level. Experience in the following specific fields of security is recommended: Physical security; Personnel security; Document security; Communication security; IT security; Security investigations. Competencies Needed: Good leadership and managerial skills. The ability to communicate effectively at all levels, both verbally and in writing; The ability to motivate and train people; Good human relations skills; The ability to manage conflict situations effectively; Must have high standards or proposed levels of achievement; Must have a questioning attitude and be able to discover and use new ideas.

DUTIES : Manage the total security function (personnel, document, physical, communication, computer, occupational health, safety and environment) of the department. Draft internal security policy, based on the MISS document (national information security policy) and advice management on amendments to such a policy. Advice management regarding the security implications of management decisions. Devise all security measures and procedures for the department, based on security policy. Evaluate and improve the effectiveness of security measures and procedures. Ensure the security training of all officials. Run a security awareness program in the department. Monitor the extent of adherence and compliance to the security policy and measures (including that officials with access to sensitive information are vetted). Initiate corrective/disciplinary steps in case of non-adherence, in line with the policy on misconduct. Liaise regularly with SSA for advice, assistance and information regarding information security. Liaise with the SAPS regarding all physical security needs and problems in order to ensure effective security. Ensure the effective implementation of all security measures.

ENQUIRIES : Mr T Mpuisang, Tel. (018) 3882739

POST 10/116 : **CHIEF WORK STUDY OFFICER**
Sub: Directorate: Organisational Development

SALARY : R311 784 per annum, Level 09
CENTRE : Head Office, Mmabatho
REQUIREMENTS : 3-year degree or diploma in organisation and method study or related fields or 3 – year degree or diploma in Human Resource Management or Public Administration plus Work-study Certificate, Job Evaluation Initial Certificate and Job Evaluation Panel Certificate. Valid Driver's license. 3-5 years performing work –study organisational development functions.

<u>DUTIES</u>	:	Develop strategy focused on organisational structure. Assist in the review, redesign and maintenance of departmental organisational structure. Advise managers on proper configuration of the structures and alignment to strategic programmes. Oversee, facilitate and assist with the compilation of the job description. Develop, review and maintain the Departmental Human Resource Plan and provide regular reports. Perform more complex duties and oversee other efficiency and job evaluation-related investigation. Provide higher level advice on efficiency and job evaluation-related matters.
<u>ENQUIRIES</u>	:	Mr T Makgolo, Tel no: (018) 388 2731
<u>POST 10/117</u>	:	<u>ASSISTANT DIRECTOR: LIBRARY SYSTEMS</u> Sub-Directorate: Library Services
<u>SALARY</u>	:	R311 784 per annum, Level 09
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Degree or diploma (NQF Level 6) in Library and Information Studies. 3 years' experience in library service. Good knowledge of Library Management Systems, Basic computer software, hardware and operating systems. Valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	Develop and implement an ICT Plan for the automation of community libraries in the Province. Perform the duties of a system administrator, i.e. implement, support and maintain the use of ICT within the Directorate and community libraries. Administer and manage the subdivision. Develop and implement policies and procedure manuals.
<u>ENQUIRIES</u>	:	Mr IL Segone, Tel no: (018) 388 3962
<u>POST 10/118</u>	:	<u>ASSISTANT DIRECTOR: DISTRICT LIBRARY</u> Sub-Directorate: Library Services
<u>SALARY</u>	:	R311 784 per annum, Level 09
<u>CENTRE</u>	:	Dr Kenneth Kaunda District Library, Klerksdorp
<u>REQUIREMENTS</u>	:	Degree in Library & Information Studies (B.Bibl, B. Info or B.Tech) or a Post graduate diploma in Library & Information Studies; 3 years' experience in Community Library Services, Valid driver's licence and willingness to travel, Supervisory skills.
<u>DUTIES</u>	:	Manage the operations of the District Library. Monitor, support and provide guidance in the provision of community library service in the District. Manage transfer payments and provide assistance in the implementation of the Conditional Grant for Community Libraries. Manage the human and financial resources.
<u>ENQUIRIES</u>	:	Ms Rosa de Klerk, Tel no: (018) 388 3964
<u>POST 10/119</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL ADMINISTRATION</u> Sub-Directorate: Library Services
<u>SALARY</u>	:	R311 784 per annum, Level 09
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Bachelor degree/diploma in Accounting, Auditing/public administration or equivalent qualification, coupled with three to five year's relevant experience. Good knowledge of PFMA, Supply Chain Management policies, Treasury Regulations. Good communication skills (verbal and written). Presentation skills, budgetary/finance and numeracy skills. Ability to work independently and in a team. Ability to work under pressure and meet deadlines. Good supervisory and ability to manage subordinates. Computer literacy. Valid driver's license.
<u>DUTIES</u>	:	Manage procurement of goods and services within the Directorate for conditional grants. Ensure that procurement policies, PFMA and Treasury Regulations are adhered to. Ensure that suppliers are paid within thirty days as stipulated in the PFMA. Ensure that expenditure incurred is in line with the conditional grants business plan. Attend to queries from suppliers and Directorate officials. Arrange training, conferences and other logistics attached for conditional grants staff. Attend to queries from the Finance Directorate. Ensure that records on activities funded with the grant are kept. Keep and update a commitment register for all requisitions. Monitor budget against the conditional grants expenditure. Prepare monthly, quarterly and annual expenditure reports for conditional grants. Keep expenditure records for conditional grants. Attend to audit queries for conditional grants. Work with procurement section for the preparation of specifications and other functions for tenders.
<u>ENQUIRIES</u>	:	Ms T Sempe, Tel no: (018) 388 3966

POST 10/120 : **PRINCIPAL LIBRARIAN LIBRARY SYSTEMS**
 Directorate: Library Services

SALARY : R262 272 per annum, Level 08
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Degree or diploma (NQF Level 6) in Library and Information Studies. Three (3) year's experience in a community library/district library. Knowledge of library management system (e.g. Slims), basic computer software, hardware and operating systems. Valid driver's license and willingness to travel.

DUTIES : Support the development, maintenance and provision of library management systems. Facilitate the implementation and monitoring of Public Internet Access in community libraries. Develop and update procedure manuals for the use of computers, internet and library management systems in community libraries. Facilitate the procurement of computer hardware and software for the Directorate and community libraries. Provide ongoing professional support and training on the library management system to the Directorate and community libraries.

ENQUIRIES : Mr IL Segone, Tel no: (018) 388 3962

POST 10/121 : **SENIOR WORKSTUDY OFFICER**
 Sub: Directorate: Organisational Development

SALARY : R262 272 per annum, Level 08
CENTRE : Head Office, Mmabatho
REQUIREMENTS : National Diploma /Degree in Production Management or National Diploma in Organisation and Method Studies or Degree plus Certificate in Workstudy. 1 -2 years of relevant experience. Knowledge of organisational development of organisational development interventions and techniques. Knowledge of mandates/prescripts attached to Work Study. Knowledge of Org-plus and Equate System. Understanding of Batho Pele values. Knowledge of Human Resource Planning. Good interpersonal relations skills. Communication Skills. Managerial skills, Project management skills, ability to work under pressure and Computer literacy skills.

DUTIES : Render organisational development diagnosis. Develop organisational efficiency interventions. Implement organisational interventions. Conduct job evaluation process. Monitoring and evaluation.

ENQUIRIES : Mr T Makgolo, Tel no: (018) 3882731

POST 10/122 : **PRINCIPAL ARCHIVISTS ARCHIVES ACQUISITION AND PROCESSING**
 Sub-Directorate: Archives Administration

SALARY : R262 272 per annum Level 08
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Bachelor's degree in Humanities/Social Sciences with majors (History, Anthropology, Public Administration, Knowledge Management, Sociology, Indigenous Knowledge) or recognised accredited Diploma in Archival Science or Records Management. 2-3 years' relevant experience. Organisational skills. Research knowledge. Good written and verbal communication and interpersonal skills. Language proficiency in two of the official languages spoken in the North West Province. Computer literacy. Valid driver's licence and willingness to travel. Project management. Presentation and facilitation skills. Thorough knowledge of Archives and Records Management legislation and policies.

DUTIES : Administer arrangement and description of archives. Administer proper acquisition and processing of archives. Administer preservation and conservation standards in archives. Facilitate smooth accessibility of archives in strong rooms. Management of all resources allocated within the section. Administer archives database.

ENQUIRIES : Mr S Zulu, Tel no: (018) 388 3964

POST 10/123 : **SENIOR ARCHIVISTS: ARCHIVES ADMINISTRATION 3 POSTS**
 Archives Acquisition and Processing
 Sub-Directorate: Archives Administration

SALARY : R211 194 per annum, Level 07
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Bachelor's degree in Humanities/Social Sciences with majors (History, Anthropology, Public Administration, Knowledge Management, and Sociology, Indigenous Knowledge) or recognised accredited Diploma in Archival Science or Records Management. 2-3 years' relevant experience. Organisational skills. Research knowledge. Good written and verbal communication and interpersonal

		skills. Language proficiency in two of the official languages spoken in the North West Province. Computer literacy. Valid driver's licence and willingness to travel. Project management. Presentation and facilitation skills. Thorough knowledge of Archives and Records Management legislation and policies.
<u>DUTIES</u>	:	Implement the acquisition and processing of archives which will include the following activities: Arrangement and description of archives, preservation, data coding, reading room service. Retrieve the archival holdings within the context of the North West Province. Conduct verbal history programmes. Forge partnership with tertiary institutions, tribal authorities and civil societies in the Province. Implement public awareness and use of archival resources.
<u>ENQUIRIES</u>	:	Mr S Zulu, Tel no: (018) 388-3964
<u>POST 10/124</u>	:	<u>CULTURAL OFFICER 6 POSTS</u>
<u>SALARY CENTRE</u>	:	R211 194 per annum, Level 07
	:	Ngaka Modiri Molema District (Ramotshere Moilwa Service Point, Tswaing Service Point); Bojanala District (Kgetleng Service Point); Dr Kenneth Kaunda District (Ventersdorp Service Point x2); Dr Ruth Segomotsi Mompoti District (Molopo Service Point)
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/National Diploma in Arts Administration plus relevant experience in the field of arts and culture. Computer literacy. A valid driver's license. Knowledge of applicable policies and procedures at provincial and national level. Knowledge of arts and culture and Public Service delivery strategies. Indigenous knowledge.
<u>DUTIES</u>	:	Identify, develop and promote artist and crafters as well as implement projects related to performing and visual arts and craft. Create awareness programmes for crafts, performing and visual arts and crafts. Conducts needs analysis and provide professional advice on performing, visual arts and crafts. Render administrative functions in relation to programmes that are implemented. Implement and promote arts, culture and heritage programmes. Administer language programmes in the service point area. Develop and update database.
<u>ENQUIRIES</u>	:	Ms C Motjuwadi, Dr Kenneth Kaunda District: Tel no: 018 294 6860, Mr T Mocumi, Dr Ruth Segomotsi District: Tel no: 053 928 0161, Mr KJ Lebotse, Ngaka Modiri Molema District: Tel no: 018 384 1391, Mr A Sekati, Bojanala District Tel no: 014 594 8500
<u>POST 10/125</u>	:	<u>PERSONAL ASSISTANT 4 POSTS</u>
<u>SALARY CENTRE</u>	:	R211 194 per annum, Level 07
	:	To Director: Financial Accounting: Mmabatho, District Director: Dr Ruth Segomotsi Mompoti, District Director: Dr Kenneth Kaunda and Director Communication: Mmabatho
<u>REQUIREMENTS</u>	:	A Secretarial Diploma or equivalent qualification plus 2-3 years of relevant experience in office administration/ secretarial duties. Knowledge of obtaining and disseminating information. Knowledge of procedures for receiving, responding to managing request/enquiries. Knowledge of administrative and clerical procedures and systems, such as word processing, as well as managing files and records. Knowledge of designing forms and other office procedures and terminology. Interpersonal relations. Computer literacy. Good verbal and written communication skills.
<u>DUTIES</u>	:	Provide and maintain access and security of information and document. Render administrative and secretarial support to the managers when required. Prepare reports and minutes of meetings. Manage appointments and other logistical arrangements related to the activities of the manager. Manage incoming and outgoing information of the office. Perform administrative duties pertaining to office affairs. Support the manager's budget. Provide a professional reception service to internal and external guests and clients. Study relevant Public Service and departmental prescripts/policies and procedures applicable to his/her work terrain to ensure an effective support to the manager.
<u>ENQUIRIES</u>	:	Ms P Mojaki, Director: Financial Accounting (018) 388 2675, Ms C Motjuwadi, Dr Kenneth Kaunda District TEL NO: 018 294 6860, Mr T Motsumi, Dr Ruth Segomotsi District: 053 927 1190, Mr V Kama, Directorate Communication and Marketing Tel no: (018) 388 3704
<u>POST 10/126</u>	:	<u>SENIOR ARCHIVISTS: RECORDS ADMINISTRATION 3 POSTS</u> Sub- Directorate: Records Management Services
<u>SALARY CENTRE</u>	:	R211 194 per annum, Level 07
	:	Head Office, Mmabatho

<u>REQUIREMENTS</u>	:	Bachelor Administration, BA UED, B Information degree or diploma in Archives Studies. Majored in History, Political Science, Public Administration, information and/or Teaching Science. Computer literacy. Valid driver's licence.
<u>DUTIES</u>	:	Conduct records management inspection in Government bodies. Conduct training in records management. Appraise and dispose records classification systems. Develop records management policy and registry procedure manuals for governmental bodies.
<u>ENQUIRIES</u>	:	Mr FK Mkhize, Tel no: (018) 388 3986
<u>POST 10/127</u>	:	<u>LIBRARIAN: OUTREACH PROGRAMMES</u> Sub-Directorate: Library Services
<u>SALARY</u>	:	R211 194 per annum, Level 07
<u>CENTRE</u>	:	Dr Kenneth Kaunda District Library
<u>REQUIREMENTS</u>	:	BBibl or B Information Studies degree or equivalent qualification. Good interpersonal relations. Computer literacy. Code B driver's licence.
<u>DUTIES</u>	:	Develop, implement and maintain theme-based reading awareness and library promotion programmes in community libraries. Coordinate Directorate events that are celebrated in the District. Provide training on toy libraries service to Public/Community Libraries and monitor and evaluate toy services. Provide the professional support to community and institutional libraries. Maintain sustainable outreach programmes in the District.
<u>ENQUIRIES</u>	:	Mr J Novela, Tel no: (018) 462 2070
<u>POST 10/128</u>	:	<u>CHIEF LIBRARY ASSISTANT</u> Sub-Directorate: Library Services
<u>SALARY</u>	:	R211 194 per annum, Level 07
<u>CENTRE</u>	:	Dr Ruth Segomotsi Mompoti District Library: Vryburg
<u>REQUIREMENTS</u>	:	Matric. 3 years' experience in library service, computer literate; driver's licence.
<u>DUTIES</u>	:	Process and deliver library materials to community and institutional libraries in the District. Procure goods and services required in the district library. Perform administrative duties in the district library. Provide support in the Directorate and Departmental events. Supervise district operational duties.
<u>ENQUIRIES</u>	:	Mr J Govender, Tel no: (053) 927 1190
<u>POST 10/129</u>	:	<u>SENIOR LIBRARIAN 2 POSTS</u> Sub-Directorate: Library Services
<u>SALARY</u>	:	R211 194 per annum, Level 07
<u>CENTRE</u>	:	Ngaka Modiri Molema District Library: Lichtenburg and Dr Ruth Segomotsi Mompoti District Library: Vryburg
<u>REQUIREMENTS</u>	:	Degree or diploma (NQF Level 6) in Library and Information Studies. At least 2 years' experience in library field. A valid driver's licence and willingness to travel. Computer literate.
<u>DUTIES</u>	:	Provide professional guidance and support to community libraries. Monitor and Evaluate community library services. Allocate and process library resources to community libraries. Gather data and compile monthly, quarterly and annual reports on the activities of community libraries.
<u>ENQUIRIES</u>	:	Mr G Mapholo Tel no: (018) 632 1790/1676 Ngaka Modiri Molema District Library, Mr J Govender Tel no: (053) 927 1190 Dr RS Mompoti District Library
<u>POST 10/130</u>	:	<u>LIBRARIAN: SELECTION AND ACQUISITIONS</u> Sub-Directorate: Library Services
<u>SALARY</u>	:	R171 069 per annum, Level 06
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	BBibl or an appropriate recognised 3-year Bachelor's degree plus Higher Diploma in Library and Information Science. Minimum of 1 or 2 years' relevant experience in selection and acquisitions of library materials and collection development. Computer literacy. Ability to work under pressure. Knowledge of relevant policies and procedures, the publishing industry, books and other information resources, methods of acquiring information resources, library automated management system (SLIMS) and collection development and management. Excellent interpersonal and communication skills. Well-developed computer skills and people/customer oriented.
<u>DUTIES</u>	:	Identify, select, order and receive information materials relevant to the needs of the community of North West. Participate in the development, reviewing and implementation of operational plans and procedure manuals for the sub-division to

ensure planned and procedural selection and acquisition of library materials. Participate in the selection display and meetings to ensure participator selection by stakeholders and customers. Report work performance and keep abreast of development of Directorate on developments and trends. Administer and monitor the separation of assets and inventory of library materials.

ENQUIRIES

:

Mr T Kaweng, Tel no: (018) 388-3980

**PROVINCILA 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 10/131 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES**
Chief Directorate: General Specialist and Emergency Services

SALARY : R750 453 per annum (A portion of the package can be structured according to the Individual's personal needs).

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: A qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Valid drivers (code B/EB) license. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies as well as the Acts and Laws that govern the practice of Pharmacy. Knowledge and experience in JAC. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint and Access). Ability to cope with pressure and maintain a high standard of professionalism and good interpersonal skills. Planning, organising and communication skills. Proof of Continuous Professional Development. The ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Appropriate supervisory experience. Note: No payment of any kind is required when applying for this post.

DUTIES : (Key result areas/outputs Responsible for pharmaceutical service delivery at New Somerset Hospital in line with Statutory requirements and Western Cape Government regulations and circulars. Responsible for the provision of a Quality Pharmaceutical care to patients by monitoring work procedures, ensuring compliance to Code List and providing information to prescribers and other healthcare workers at the facility. Responsible for Human Resources Management and Development in the Pharmacy Department. Responsible for Pharmaceuticals Supply management at New Somerset Hospital by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals using JAC, MEDSAS and for the procurement of pharmacy related equipment. Responsible for Pharmaceutical Expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure. Monitor JAC data quality and maintaining data integrity.

ENQUIRIES : Ms June Brazier, Tel no: (021) 402-6362

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

FOR ATTENTION : Ms C Veldman

CLOSING DATE : 24 March 2017

POST 10/132 : **FACILITY MANAGER PHC**
Chief Directorate: Metro District Health Services

SALARY : R612 822 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Mitchells' Plain Community Health Centre

REQUIREMENTS : Minimum educational qualification: Relevant health related Degree or National Diploma. Experience: Appropriate experience in a managerial position in a NGO, Private Organisation or the Public Sector. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. Computer literacy. Health sector experience. Note: No payment of any kind is required when applying for this post. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment. DUTIES: Key result areas/outputs: General and operational management of a Community

Health Centre and related services in the drainage area. Strategic and operational planning and the implementation of operational plans. Sound Financial, Supply Chain and Human Resource Management, including Staff Performance Management System. Implement the prescribed package of services. Plan and coordinate the provision of support service systems that will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local centre operations and good communication with clients and communities served. Information management and Quality assurance programmes.

ENQUIRIES : Ms Z Xapile, Tel no: (021) 370-5000
APPLICATIONS : The Director: Klipfontein/Mitchell's Plain Sub-structure Office, Lentegeur Hospital, Highlands Drive, Mitchells Plain, 7785 or Private Bag X7, Lentegeur, Mitchells Plain, 7789.

FOR ATTENTION : Mr RS Jonker
CLOSING DATE : 24 March 2017

POST 10/133 : **ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT**
 Directorate: Pharmacy Services, Cape Medical Depot

SALARY : R311 784 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: A three-year appropriate tertiary qualification. Appropriate experience: Proven supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and stay overnight. Willingness to extend working hours, as needed. Competencies (knowledge/skills): Thorough knowledge of computer systems (LOGIS, BAS, MS Office). Thorough knowledge of the PMFA, Treasury and Finance rules and regulations. Recent proven knowledge and application of SCM rules and regulations. Good presentation skills. Ability to work as part of a team and motivate others. Well-developed inter-personal skills. Good leadership, analytical, problem-solving and data analysis skills. Note: Candidates may be required to do a practical test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Execute a wide variety of administrative functions related to the line functions in the Finance and related SCM Departments. Perform leadership functions by advising and guiding Sub-ordinates, interpreting and application of directives and policy, planning, budgeting and exercising of control and supervision over all activities in the finance department. Perform quality control and risk management functions. Control of institution's budget and assets. Ensure compliance with PFMA, Treasury, Financial and SCM Rules and Instructions. Manage, monitor and report on income generation, expenditure and projections. Plan, implement and maintain financial control and handling of audit queries. Overall control and management of Revenue (e.g. Supplier Penalties).

ENQUIRIES : Mr Z Moolla, Tel no: (021) 483-2431
APPLICATIONS : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Dawood
CLOSING DATE : 10 March 2017

POST 10/134 : **ASSISTANT DIRECTOR: HEALTH (INSPECTORATE)**
 Directorate: Professional Support Services

SALARY : R311 784 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate tertiary qualification in Health Sciences that is registrable with the South African Nursing Council (SANC) or Health Professional Council of South Africa (HPCSA). Experience: Extensive experience in Health Science practise and appropriate exposure to related Health Service Management and/or appropriate experience in a mental healthcare environment. Inherent requirement of the job: Valid unendorsed (Code B/EB) driver's licence and willingness to travel within the Western Cape. Competencies (knowledge/skills): Insight into Private Health Establishment Regulations, Ambulance Service Regulations and Mental Health Care Legislation, as amended. Demonstrable computer literacy and excellent report writing skills. Excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as the other Departmental institutions. Ability to think critically and analytically, function independently and within a team context. Conflict management skills. Proven record of confidence, initiative, and self-motivation and possess strong leadership qualities. Knowledge of budgeting process and financial

management. Ability to 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: Conduct health facility inspections and resultant decision-making procedure in the Western Cape Province, in accordance with municipal, provincial (Regulation 187, as amended) and National Legislation. Conduct ambulance service inspections, as required. Effectively and efficiently communicate with all stakeholders and advise health facility management on technical, clinical and operational aspects relating to corrective steps where facilities do not conform to governing regulations. Offer support to the licensing process of Health Establishments in the province, under the direction of the Deputy Director: Licensing and Inspectorate. Supervise support staff and assist with the management of the duties of the division. Supervise the correct procedure in levy and collect inspection fees from private health care facilities in terms of applicable health legislation.

ENQUIRIES : Mr N Mavela, Tel no: (021) 483-3303

APPLICATIONS : The Director: People Practices and Administration, Department of Health, P O Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Dawood

CLOSING DATE : 24 March 2017

POST10/135 : **ARTISAN PRODUCTION GRADE A (MECHANICAL)**
Directorate: Engineering and Technical Support Services

SALARY : Grade A: R 156 363 per annum
Grade B: R 184 185 per annum
Grade C: R 215 025 per annum

CENTRE : Metro East Hub, Lentegour Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to communicate effectively in at least two of the three official languages of the Western Cape. No payment of any kind is required when applying for this post.

DUTIES : (Key result areas/outputs Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervise subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.

ENQUIRIES : Mr O Buys, Tel no: (021) 370-1119

APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Dawood

CLOSING DATE : 24 March 2017

POST 10/136 : **ARTISAN PRODUCTION GRADE A (ELECTRICAL) 2 POSTS**
Directorate: Engineering and Technical Support Services

SALARY : Grade A: R 156 363 per annum
Grade B: R 184 185 per annum
Grade C: R 215 025 per annum

CENTRE : Metro East Hub, Lentegour Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to communicate effectively in at least two of the three official languages of the Western Cape. No payment of any kind is required when applying for this post.

DUTIES : (Key result areas/outputs Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervise

subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.

ENQUIRIES : Mr O Buys, Tel no: (021) 370-1119
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms C Dawood
CLOSING DATE : 24 March 2017

POST 10/137 : **ARTISAN PRODUCTION GRADE A (PLUMBING)**
Directorate: Engineering and Technical Support Services

SALARY : Grade A: R 156 363 per annum
Grade B: R 184 185 per annum
Grade C: R 215 025 per annum

CENTRE : Metro East Hub, Lentegour Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to communicate effectively in at least two of the three official languages of the Western Cape. No payment of any kind is required when applying for this post.

DUTIES : (Key result areas/outputs Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervise subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.

ENQUIRIES : Mr O Buys, Tel no: (021) 370-1119
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms C Dawood
CLOSING DATE : 24 March 2017

POST 10/138 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (BUYER)**
Chief Directorate: Metro District Health Services

SALARY : R142 461 per annum
CENTRE : Metro TB Hospital Centre (Brooklyn Chest Hospital)
REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management. Inherent requirement of the job: Ability to perform physically demanding tasks. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and PowerPoint). Appropriate knowledge of the LOGIS systems, IPS and Western Cape Suppliers database. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : (Key result areas/outputs): Demand and acquisition. Warehousing (Control and safekeeping of stock, receiving and issuing of goods). Procurement of goods. Invite informal tenders/quotations service on IPS. Prepare quotations and documentation for Quotation meetings. Source services from prospective/compliant Suppliers. Reporting (AFS/IFS).

ENQUIRIES : Mr C Dilgee, Tel no: (021) 508-7454
APPLICATIONS : The Manager: Medical Services, Metro TB Hospital Centre: Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425.
FOR ATTENTION : Ms DM Swartz
CLOSING DATE : 31 March 2017

POST 10/139 : **HANDYMAN (ELECTRICAL)**

SALARY : R119 154 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience in general electrical/mechanical work. Inherent requirement of the job: Willingness to perform standby duties and work overtime when required. Competencies (knowledge/skills): Ability to work under pressure. Basic knowledge of electrical/mechanical engineering. Good communication and interpersonal skills. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

DUTIES : (Key result areas/outputs): Electrical/mechanical repairs and general maintenance of plant, equipment and buildings of the hospital. Maintain plant-rooms, plant, equipment and work area in a clean and safe condition. Assist Artisans with maintenance, repairs and installation projects. Complete and return repair requisitions and further keep record of all repairs. Assist in ordering and controlling the workshop, materials and tools. Train and develop staff. Clean areas where work has been carried out.

ENQUIRIES : Mr NK Mboho, Tel no: (021) 404-6230/1
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935

FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 31 March 2017

POST 10/140 : **LINEN STORES ASSISTANT**
Chief Directorate: Metro District Health Services

SALARY : R84 096 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Previous experience as Linen Stores Assistant in CSSD. Inherent requirement of the job: Willingness to work shifts and overtime, including public holidays and weekends. Willingness to relieve in other departments. Ability to do physical hard work and stand for long hours. Competencies (knowledge/skills): Appropriate experience in assembling and packing of different theatre and ward linen packs. Good interpersonal relations with supervisor, colleagues and the public. Ability to function in a group. Ability to read, speak and write 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: Demonstrate knowledge of folding linen, assemble and pack for theatre and wards. Sort and bag soiled linen and monthly linen stock count of all theatre linen. Check linen received from laundry daily. Ability to sort out and count soiled linen daily. Mop and dust Main Central Sterilisation Services Department (CSSD) and the linen room.

ENQUIRIES : Mr MF Fortuin, Tel no: (021) 918-1279
APPLICATIONS : The Manager: Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535.

FOR ATTENTION : Ms A Dyers
CLOSING DATE : 31 March 2017

POST 10/141 : **CLEANER**
Chief Directorate: Metro District Health Service

SALARY : R78 066 per annum
CENTRE : False Bay Hospital
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy skills. Experience: General Hospital experience. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : (Key result areas/outputs): Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Effective and efficient utilisation and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintain a high

standard of neatness and hygiene in the facility. Optimal support to Supervisor, Housekeeper and colleagues.

ENQUIRIES

: Mr TM Gordon, Tel no: (021) 782-1121

APPLICATIONS

: The Manager: Medical Services, False Bay Hospital, People Management Department, Bag X1, Vallyland, Fish Hoek, 7978

FOR ATTENTION

: Ms Y Matthews

CLOSING DATE

: 31 March 2017