



DATE OF ISSUE: 17 MARCH 2017

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

PUBLIC SERVICE VACANCY CIRCULAR NO 11 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

- Department of Social Development:** Kindly note that applicants who applied for Audit posts advertised in PSVC 9 of 2017, must please note that the functions of the posts involve extensive travelling.
- Gauteng Infrastructure Financing Agency:** Kindly note that the post of Chief Financial Officer / Chief Director: Corporate Services, advertised in PSVC 48 of 2016, has been withdrawn.

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DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

It is the Department's intention to promote equity through the filling of posts, according to set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required

- APPLICATIONS** :
- Human Communications has been retained to handle all responses. Please forward your application, quoting the relevant reference number, to PO Box 1305, Rivonia 2128 or hand deliver at 3 Autumn Street, Rivonia, or you can apply online at www.humanjobs.co.za Applications can also be submitted electronically to Human Communications via the e-mail or fax number indicated at each post or hand delivered at any one of the Department of Agriculture, Forestry and Fisheries offices as indicated below (please place in the blue box marked for applications). Enquiries: Naomi Nortje tel. (011) 257-8012
- Gauteng: Reception, Agriculture Place, 20 Steve Biko Street (formerly Beatrix Street), Arcadia, Pretoria
- KwaZulu-Natal: Reception (5th Floor), Old Mutual Building, 185 Langalibalele Street, Pietermaritzburg
- Limpopo: Reception (Ground Floor), Magistrates Building, 103 cnr Landdros and Munnik Streets, Makhado
- Mpumalanga: Reception (Ground Floor), Permanent Building, 27 Brown Street, Nelspruit
- Eastern Cape: King William's Town: Reception (Ground Floor), Old SABC Building, 2 Hargreaves Avenue, Mthatha: Reception (3rd Floor), PRD Building, Sutherland Street
- Western Cape: Cape Town: Reception (Ground Floor), Foretrust Building, 3 Martin Hammerschlag Way, Foreshore, Stellenbosch: Reception (Support Building), Quarantine Station, Polkadraai Road
- CLOSING DATE** :
- 31 March 2017
- NOTE** :
- Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the Internet at <http://www.daff.co.za/doaDev/doc/Z83.pdf> which must be signed and dated (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), including the details of at least two contactable referees (should be people who recently worked with the applicant). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit 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 of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. 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). Applications submitted via e-mail, fax or online, must be legible and must include the post title and reference number in the subject line and a scanned, signed and dated Z83 form (a Z83 form without a physical signature and date will disqualify an application) together with all relevant documents as indicated above. Persons with disabilities are encouraged to apply. Kindly take note that it is the responsibility of the applicant to ensure that applications submitted via fax or email includes all required information, attached in one email or fax and that the documents are legible and in an accessible format. Queries in this regards can be directed to (011) 257 8012 before the closing date at 17h00. The Department and Human Communications will not be held liable for any ineligible and/or inaccessible documents received.

OTHER POSTS

- POST 11/01** : **STRATEGIC PLANNING FACILITATOR REF NO: 69/2017**
Directorate: Strategic Planning
- SALARY** : R612 822 per annum (all-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Bachelor's degree/BTech in Public Administration and or Public Management, BCom or any related degree in Agriculture. Appropriate experience in the field of strategic and operational planning, project and programme management and public policy development. Working knowledge of Government planning cycle national outcomes, PFMA and Treasury Regulations and all other legislation relevant to Government planning. Planning and organising, facilitation, problem-solving, good interpersonal and report-writing skills. Experience and knowledge in the field of Agriculture, Forestry and Fisheries to guide the planning process. Computer literacy in MS Office software. Communication skills (verbal and written). A valid driver's licence.
- DUTIES** : The incumbent will be responsible to advise and liaise with the line managers on strategic and operational planning principles and activities. Research and analyse high-level strategic information planning sessions with the Directorates. Develop guidelines for strategic planning, operational planning and strategic interventions. Develop and review planning indicators and ensure that outputs are aligned to indicators. Coordinate the alignment of strategic and operational planning sessions with the planning cycle. Coordinate outcomes at intergovernmental level. Coordinate the alignment of strategic plans of the Provincial Department of Agriculture with the Department of Agriculture, Forestry and Fisheries. Facilitate and coordinate strategic and operational planning sessions for the Directorate and supervise staff.
- ENQUIRIES** : Ms M Molotsi, Tel no: (012) 319 7049
APPLICATIONS : daff4@humanjobs.co.za or fax: 086 762 2910
NOTE : In terms of the employment equity targets, priority will be given to Coloured females and people with disability are encouraged to apply.
- POST 11/02** : **ASSISTANT DIRECTOR: HR RECORDS MANAGEMENT REF NO: 100/2017**
Directorate: Human Resources Management
- SALARY** : R311 784 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Bachelor's degree/National Diploma in the Administration/Management or Information disciplines with extensive experience in a records management environment, including supervisory experience. knowledge of the National Archives and Records Service of South Africa Act (No 43 of 1996), the Promotion of Access to Information Act (No 2 of 2000), the Promotion of Administrative Justice Act (No 3 of 2000), the Protection of Information Act (No 84 of 1982), the Electronic Communication and Transaction Act (Act 25 of 2002), the Public Finance Management Act (No 1 of 1999), the Minimum Information Security Standards (MISS), the Information Security Policy, the Electronic Document Management System and the Public Service Regulations, 2016. Demonstrate knowledge and understanding of records management within the Public Service and must handle a high level of confidentiality. Good communicator (verbal and written) and computer literate (MS Office programs). Sound interpersonal skills and above-average planning and organising skills. Professional, assertive and confident to interact at all levels and must be able to work under pressure. The applicant must occasionally travel to the regional offices and must thus possess a valid driver's licence.
- DUTIES** : The incumbent will be responsible for HR records management in the Department which will entail ensuring compliance with records management practices. Manage the archiving and disposal of documents. Assess/audit records management systems. Manage messenger and mailroom services. Supervise staff.
- ENQUIRIES** : Ms L. Bouwer, Tel no: (012) 319 6675
APPLICATIONS : daff2@humanjobs.co.za or fax: 086 762 2864
NOTE : All short-listed candidates will be subjected to a skills test. In terms of the departmental employment equity target, priority will be given to African females and people with disabilities.

- POST 11/03** : **STRATEGIC PLANNING OFFICER REF NO: 70/2017**
 Directorate: Strategic Planning
- SALARY** : R311 784 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a National Diploma or Bachelor's degree in Public Administration and or Public Management, BCom. Relevant experience in the field of strategic and operational planning, project and programme management. Working knowledge of Government planning cycle national outcomes, PFMA and Treasury Regulations. Planning and organising, facilitation, problem-solving, interpersonal and report-writing skills. Computer literacy in MS Office software. Communication skills (verbal and written). A valid driver's licence. Experience and knowledge in the field of Agriculture, Forestry and Fisheries to guide the planning process.
- DUTIES** : The incumbent will be responsible to coordinate the administrative functions of the unit with regard to strategic and operational planning. Advise and liaise with the Directorate on strategic and operational planning, principles and activities. Coordinate strategic and operational planning sessions with the Directorates. Collate, verify and consolidate strategic and operational planning inputs from programmes. Maintain a strategic and operational planning database and documents, review and update guidelines for strategic and operational planning.
- ENQUIRIES** : Ms L. Tembani, Tel no: (012) 319-7951
APPLICATIONS : daff5@humanjobs.co.za or fax: 086 762 2920
NOTE : In terms of the employment equity targets, priority will be given to Indian males and people with disability are encouraged to apply.
- POST 11/04** : **SENIOR FORESTER REF NO: 91/2017**
 Directorate: Woodland & Indigenous Forest Management (KwaZulu-Natal)
- SALARY** : R262 272 per annum
CENTRE : Sokhulu Plantation
REQUIREMENTS : Applicants must be in possession of a Bachelor's degree/National Diploma in Forestry, Conservation or Environmental Sciences (you are required to furnish a credit certificate and/or statement of results). Experience in conservation, environmental and forest ecology field. Knowledge of Public Service and departmental prescripts /policies. Knowledge of NFA, NVFFA and other Environmental legislation. Good leadership, report-writing and communication skills (verbal and written). Computer skills in MS Office software. A valid driver's licence.
- DUTIES** : The incumbent will be responsible to implement infrastructure management plan. Implement biodiversity monitoring and management practices identified in the management plan. Ensure the provision of environmental education at the Forest Management Unit (FMU) to promote environmental awareness. Perform administrative and office-related functions.
- ENQUIRIES** : Ms B. Mzulwini, Tel no: (033) 392 7753
APPLICATIONS : daff3@humanjobs.co.za or fax: 086 762 2894
NOTE : In terms of the departmental employment equity target, priority will be given to Coloured and Indian males, African, Coloured and White females and peoples with disabilities.

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

- CLOSING DATE** : 31 March 2017
- NOTE** : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 form (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of ID, all qualifications and all academic records. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department. The below posts are senior management posts. Candidates should therefore possess managerial skills. Candidates, who are shortlisted, could expect to undergo management competency assessments:
Management competencies: Strategic capacity and leadership, people management and empowerment, advanced programme and project management, change management, financial management, knowledge management, Service Delivery Innovation, advanced problem solving and analysis, client orientation and customer focus, advanced communication (written and verbal) and advanced presentation/public speaking skills.
- MANAGEMENT ECHELON**
- POST 11/05** : **DEPUTY DIRECTOR-GENERAL: COMMUNITY WORK PROGRAMME REF NO: 21484/01**
Please note that this is a re-advertisement. Candidates who previously applied in 2016 need not re-apply as their applications will still be considered
- SALARY** : An all-inclusive remuneration package of R1 299 501 per annum, Level 15. The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification with preference in either Economic Science, Development Studies or Social Sciences and a postgraduate qualification (NQF Level 8) as recognised by SAQA. Eight (8) to ten (10) years relevant experience at senior management level. Technical Competencies: Knowledge and understanding of both Government and private sector infrastructure development approaches. Local Economic Development. Public-private partnerships. Poverty eradication and job creation. Community development approaches and Cooperative Governance.
- DUTIES** : As the Deputy Director-General, the incumbent will perform the following duties: Oversee the management of the implementation of the Community Work Programme. Ensure the management of partnerships, development of norms and standards and provisioning of innovative solutions. Provide strategic support on the organisational development intervention and implementation of a monitoring,

reporting and evaluation system. Oversee the management of finance, audit and contract management risks for the programme. Oversee the development and implementation of a communication strategy for the Community Work Programme.

- ENQUIRIES** : Ms M.G. Mahlangu, Tel no: (012) 334 0517
- APPLICATIONS** : Applications for Deputy Director-General: Community Work Programme may be posted to URS Response Handling, P O Box 11506, Tierpoort, 0056; submitted electronically via email: cogta21484-01@ursonline.co.za ; or via fax: 086 654 1819
- FOR ATTENTION** : URS Response Handling, Tel no: 012 811 1900
- POST 11/06** : **DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL DEVELOPMENT REF NO: 21484/02**
- SALARY** : An all-inclusive remuneration package of R1 299 501 per annum, Level 15. The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification with preference in either Public Management / Economics or Development Studies and a postgraduate qualification (NQF Level 8) as recognised by SAQA. Eight (8) to ten (10) years relevant experience at senior management level. Technical Competencies: Knowledge of Provincial and Local Government systems. Knowledge of the Local Government Municipal Finance Management Act. Knowledge of the Local Government Municipal Property Rates Act. Understanding of Cooperative Governance.
- DUTIES** : As the Deputy Director-General, the incumbent will perform the following duties: Oversee the management and facilitate the development of sound human resource management systems for Municipalities. Oversee the coordination of municipal service partnerships, develop and implement revenue enhancement programmes in Municipalities. Ensure the implementation of the Municipal Property Rates Act. Ensure the development and implementation of citizen engagement programmes. Prevent corruption, investigate and ensure consequences for fraud and corruption in local Government. Promote good governance and support municipal establishment processes.
- ENQUIRIES** : Ms M.G. Mahlangu, Tel no: (012) 334 0517
- APPLICATIONS** : Applications for Deputy Director-General: Institutional Development may be posted to URS Response Handling, P O Box 11506, Tierpoort, 0056; submitted electronically via email: cogta21484-02@ursonline.co.za ; or via fax: 086 654 1819
- FOR ATTENTION** : URS Response Handling, Tel no: 012 811 1900

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)

GCIS is an equal opportunity employer and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the department through filling these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, or hand deliver to Tshedimoseiso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 31 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, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance". All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. (Criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants with disabilities are welcome to apply.

OTHER POSTS

- POST 11/07** : **PRODUCTION ASSISTANT: VUK'UZENZELE**
- SALARY** : R311 784 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a 3 years Degree (NQF 7) or National Diploma (NQF 6) in Public Relations, Journalism, Advertising and Communications or equivalent qualification. At least 2 years' experience in publishing (print or online) of a glossy corporate magazine, newspaper, website and/or social media environment. Proven experience in a publishing environment. Good organisational and communication skills. Basic article\feature writing skills. Source and liaise with potential advertisers. Sourcing, overall management and briefing of freelancers. Sourcing of appropriate images and photos for the publications. Ability to work under pressure and meet deadlines. Ability to multi-task and manage priorities in a fast-paced environment. Should be highly motivated with an eye for detail. Excellent coordination and analytical skills. Experience in disseminating information on Social media platforms. Excellent report writing skills. Must be willing to work long and after hours as and when required. A valid driver's licence.
- DUTIES** : The successful candidate will be required to provide the editorial support to the editorial team. Provide support to the graphic design team as and when required. Collaborate with the editorial team on the required images and photographs for the newspaper, magazine and the newsletter per edition. Assist editors and writers with information research towards the development of content. Coordinate and prepare editorial meetings and taking of minutes thereof. Assist the Graphic Designer in doing some of the design work in accordance with the product development guidelines of GCIS. Liaise with the Translation Unit to ensure that the translation process runs smoothly. Manage the Vuk'uzenzele Reader Response System and the on-line subscribers. Establish and maintain working relations with internal and external

information providers in order to build relevant network of information for the benefit of the clients. • Manage content dissemination via social media platforms. Conceptualise and handle visual execution of all design briefs. Provide comprehensive briefs to photographers and illustration artists. Liaise with reproduction houses, feature writers, sub-editors, advertisers and printing companies on production related matters. Assist with the updating of the website when required to do so. Responsible for archiving all visuals and publications produced, Ms Dorris Simpson, Tel no: (012) 473 0065

ENQUIRIES

:

POST 11/08

:

ASSISTANT DIRECTOR: CONTENT AND KNOWLEDGE MANAGEMENT
Mpumalanga Provincial Office

SALARY
CENTRE

:

R311 784 per annum
Mbombela (Nelspruit)

REQUIREMENTS

:

Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent qualification and/or sufficient communication experience with knowledge of communication disciplines, including media liaison, research and development. The candidate must have an understanding of development communication and knowledge of the Mpumalanga Province. He/she must be computer literate, and be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Some knowledge of administration and finance is required.

DUTIES

:

The successful candidate will be required to provide support in overseeing the work of the Provincial Office. Serve as the Sub-project desk for information management in the Provincial Office. Support the Deputy Director: Liaison in coordinating the implementation of projects and the monitoring and evaluation of work done by district based RCC/Senior Communication Officers. Oversee the functioning of information resource centres in the Provincial and District offices. Quality assures the corporate and branding identity of government information products. Oversee the management of the distribution function in the GCIS Provincial and District offices. The candidate will be responsible for the monitoring and evaluation of the work of the GCIS Mpumalanga Office including desktop research duties and impact assessments.

ENQUIRIES

:

Mr J Nkosi Tel no: 013 753 2397

POST 11/09

:

ADMINISTRATIVE OFFICER: MPUMALANGA PROVINCIAL OFFICE
Mpumalanga Provincial Office

SALARY
CENTRE

:

R211 194 per annum
Mbombela (Nelspruit)

REQUIREMENTS

:

Applicants should be in possession of an appropriate three year Degree (NQF 7) or National Diploma (NQF 6) in Public Administration or related field, with at least two years relevant experience. He/she must have knowledge of the PFMA, and tender procedures. Must be computer literate, and be in possession of a valid Code 08 driver's licence.

DUTIES

:

The successful candidate will be responsible for procurement, asset control and disposal in respect of A-class accountable items, budgeting and financial management at provincial level. The candidate will be responsible for the procurement of goods and services, capturing orders and maintaining the database. Other duties will include support in the provisioning of GG and subsidised transport services in the Provincial Office, provision of monthly administrative reports to the Head Office and to the Provincial Director on administrative matters with other departments as well as the public and service providers for the Mpumalanga provincial GCIS. He/she will be responsible for training and guidance on administrative matters to communication officers, the secretary, part-time workers and interns. Providing support in terms of lease agreements for the GCIS provincial office as well as district offices, supporting Provincial Director in evaluating staff under his/her supervision, providing support regarding personnel matters to the Head Office from the Mpumalanga GCIS Provincial Office. Providing support in compiling monthly budget projections and record keeping of budget expenditure, handling and controlling all financial matters for the Mpumalanga GCIS and information resource centres located in Thusong Service Centres and elsewhere.

ENQUIRIES

:

Mr J Nkosi Tel no: (013) 753 2397

POST 11/10 : **WORK STUDY OFFICER**
(One year contract)
Directorate: Human Resource Management, Pretoria

SALARY : R211 194 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a National Diploma (NQF 6) in Organisation and Work Study/ Management or related qualification. At least 1-2 years relevant experience. Proof of formal training in Job Evaluation System. Work study and work study techniques. Knowledge of Human Resource legislation and Government Transformation Imperatives. Public Service Act, Public Service Regulations, Labour Relations Act and Employee Equity Act. Analytical thinking, creative and innovative, ability to interpret and apply policies. Good communication, presentation skills and ability to conduct research. Knowledge of Persal. Computer and report writing skills. Ability to work under pressure. Ability to function independently and work as part of the team. Good interpersonal relations. A driver's license.

DUTIES : The successful candidate will be required to conduct work-study investigations. Submit complete reports on proposed organisational structures. Conduct job evaluations on the current approved evaluate Job Evaluation system. Present investigation results to the Job Evaluation Panels. Oversee job evaluation administrative processes. Execute work organisation interventions (organisational structures, post provisions, etc.). Execute job/work analyses to provide advice on: job evaluation processes and procedures, business process re-engineering, job description and specification and job evaluation. Assist with/participate in the administration of efficiency related management systems (approved establishment, job evaluation administration, etc.). Advise on the implementation of the finding of interventions and job/work/process analyses investigations. Administer the post establishment on PERSAL.

ENQUIRIES : Ms Z Ramatsebe Tel no: (012) 473 0472

POST 11/11 : **SENIOR SUPPLY CHAIN MANAGEMENT CLERK**
(One-year contract)

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

POST 11/12 : **SENIOR ASSET MANAGEMENT CLERK GR III**
Directorate: Facilities & Security Management

SALARY : R171 069 per annum
CENTRE : Pretoria

- REQUIREMENTS** : Applicants should be in possession of a National Diploma (NQF 6) in Public Management/Administration/Logistics Management, or equivalent qualification. Excellent communication and interpersonal skills. Computer literacy. Ability to work well under pressure. Knowledge of LOGIS and proven experience in facilities environment and asset management through LOGIS. Valid driver's licence and be prepared to travel to Provincial offices.
- DUTIES** : The successful candidate will be responsible for ensuring proper control of Departmental Assets, developing and implementing action plans for assets management in terms of asset verification, disposal management, etc. Barcoding of departmental assets. Handling asset related queries. Conducting asset verification in head office and provincial offices. Compiling of monthly report for Logis and Bas. Updating of inventory control sheet for all directorates within Head Office. Liaise with Head Office and Provincial Offices with regards to asset disposal. Regular updating of asset registers.
- ENQUIRIES** : Mr Mendrick Mlondobozi Tel no: (012) 473 0182

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

NOTE : Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date consider your application unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability

OTHER POSTS

POST 11/13 : **ASSISTANT DIRECTOR: HR REF NO: KHC 05 -10/2017**
(King Hintsa Technical and Vocational Education and Training (TVET) College

SALARY : R389 145 per annum, Level 09
CENTRE : Admin Centre – Butterworth
REQUIREMENTS : Grade 12 / equivalent qualification plus a three-year Bachelor Degree/Diploma in Human Resource Management or relevant qualification in the related field, with 7-years' experience in HRM plus 2 years' supervisory experience. Knowledge of Human Resource Information Systems, the Public Service Regulatory Framework, and Human Resource Legislations and Prescripts, Client Orientation and Customer Focus, Knowledge of Financial Management is required, Decision Making, Business Report Writing, Written and Communication skills, Planning and Organizing, Presentation Skills, Problem Solving, Strong Analytical Skills, Influencing and Networking, A valid driver's licence is essential as traveling and extended working hours may be required. Competencies to all Candidates: Communication Skills (written, verbal and non-verbal). Good organisational, administration and planning skills. Ability to work effectively under pressure and without immediate supervision. Problem solving skills. Time management skills. Willingness to work after hours as and when required. Self-motivated and computer skills. Candidates must be professional at all-times regardless of the visitors' behaviour.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Implement recruitment, conditions of service and service benefits, policies and procedures. Facilitate, coordinate and implement advertisement, recruitment and selection processes. Provide seamless service and consistent application of Recruitment policies, processes and supports common HR systems implementation. Administer the conditions and service processes i.e. leave termination of service and pension matters. Oversee the maintenance of records management on employee files and on PERSAL. Facilitate and monitor the implementation of the Performance Management and Development System as well as the management of probation. Provide expert advice and technical support on performance management and development system, including performance moderations. Ensure continuous development, implementation and maintenance of the Performance Management and Development Systems. Ensure the implementation of integrated performance management and skills development policies. Ensure alignment of incentives with budget as prescribed by the incentives Policy Framework as well as the individual and organisational performance. Manage the implementation of compensation and reward strategies to effectively distinguish top performers. Analyse the overall performance result of employees and provide advice on relevant interventions. Manage and monitor Performance Agreements of members of Senior Management Services in compliance with Chapter 4 of the SMS handbook. Provide advice to Appeal Committee on grievances emanating from performance assessment outcome. Recommend suitable training courses and quality assure development programs. Conduct skills audit to determine the department's and employee current skills needs. Participate in the skills development committee. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage compliance of the unit against finance, asset

management, supply chain and procurement regulations and policy requirements. Manage the financial resources of programmes and projects in charge of in accordance to the PFMA. Identify and monitor financial risks in relation to the projects in the unit. Ensure on-going education to maintain knowledge and stay abreast of developments in relation to departmental requirements.

ENQUIRIES : Deputy Principal: Corporate Services or Human Resources Tel no: (047) 401 6400
APPLICATIONS : Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth.

CLOSING DATE : 31 March 2017, applications received after the closing date or faxed applications will not be considered.

POST 11/14 : **SENIOR EDUCATION SPECIALIST 2 POSTS REF NO: GTVETC 10/03/2017**
Goldfields TVET College

SALARY : R342 753 – R779 253 per annum, Post Level: 3
CENTRE : Tosa Campus
REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4an appropriate recognised 3 years' bachelor's degree or diploma in Engineering Studies (REQV13) which must include teaching qualification plus 3-5 years teaching experience in the field of Engineering Studies (TVET College teaching experience will serve as a recommendation). Must be qualified as assessor and a moderator. Registration with SACE. Knowledge of Report 191 and NCV Programmes. Must be Computer Literate (MS Word, Excel, and PowerPoint). Computer Aided Draughting will serve as recommendation. A valid driver's licence. Excellent communication and presentation skills. Report writing skills and an ability to work independently. Must be willing to travel to attend meetings and trainings.

DUTIES : Ensure that the college provides innovative learning programs which are responsive to Business, Commerce, Industry and Community needs in collaboration with the College Council, Academic Board. Manage and control activities of the department, assist with learner affairs and job placement; Ensure that on-the-job training of learners take place; Plan and implement quality management in the department or division; Contribute to the drafting of a year planner in advance featuring all operations; Promote outcomes-based education, skills training and Learnerships; Ensure that programmes are offered which will equip learners with employable skills. Analyse, interpret and make recommendations based on statistics; Contribute to the management of diploma ceremonies; Manage and control part-time studies, support tuition and afternoon classes; Manage and control the National Examinations and Assessments. Establish and maintain records of staff attendance, department or divisional structure. Communicate circulars. Draw up the learning delivery timetables (class and subject allocation). Assist the Campus Manager with management of IQMS. Determine training needs and organise capacity building workshops. Plan for assessment and compile analysis of results; Participate in LAC; Support and motivate Senior Lecturers; Encourage and sustain academic excellence and improve learner performance. Must be willing to rotate in Part-time programmes monitoring.

ENQUIRIES : DR RS Radile Tel no: (057) 910 6000
APPLICATIONS : Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingopark, Reception area

CLOSING DATE : 31 March 2017, applications received after the closing date or faxed applications will not be considered.

POST 11/15 : **SENIOR EDUCATION SPECIALIST 2 POSTS REF NO: GTVETC 11/03/2017**
Goldfields TVET College

SALARY : R342 753 – R779 253 per annum Post Level: 3
CENTRE : Tosa Campus
REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4an appropriate recognised 3 years' bachelor's degree or diploma in Business Studies (REQV13) which must include teaching qualification plus 3-5 years teaching experience in the field of Business Studies (TVET College teaching experience will serve as a recommendation). Must be qualified as assessor and a moderator. Registration with SACE. Knowledge of Report 191 and NCV Programmes. Must be Computer Literate (MS Word, Excel, and PowerPoint). A valid driver's licence. Excellent communication

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| | | and presentation skills. Report writing skills and an ability to work independently. Must be willing to travel to attend meetings and trainings. |
| <u>DUTIES</u> | : | Ensure that the college provides innovative learning programs which are responsive to Business, Commerce, Industry and Community needs in collaboration with the College Council, Academic Board. Manage and control activities of the department, assist with learner affairs and job placement; Ensure that on-the-job training of learners take place; Plan and implement quality management in the department or division; Contribute to the drafting of a year planner in advance featuring all operations; Promote outcomes-based education, skills training and Learnerships; Ensure that programmers are offered which will equip learners with employable skills. Analyse, interpret and make recommendations based on statistics; Contribute to the management of diploma ceremonies; Manage and control part-time studies, support tuition and afternoon classes; Manage and control the National Examinations and Assessments. Establish and maintain records of staff attendance, department or divisional structure. Communicate circulars. Draw up the learning delivery timetables (class and subject allocation). Assist the Campus Manager with management of IQMS. Determine training needs and organise capacity building workshops. Plan for assessment and compile analysis of results; Participate in LAC; Support and motivate Senior Lecturers; Encourage and sustain academic excellence and improve learner performance. Must be willing to rotate in Part-time programmes monitoring. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mofokeng MA Tel no: (057) 910 1605 |
| | : | Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingopark, Reception area |
| <u>CLOSING DATE</u> | : | 31 March 2017, applications received after the closing date or faxed applications will not be considered. |
| <u>POST 11/16</u> | : | <u>EDUCATION SPECIALIST: PL2 (SENIOR LECTURER) REF NO: KHC 2017/04</u> (King Hintsa Technical and Vocational Education and Training (TVET) College) |
| <u>SALARY</u> | : | R287 862 per annum |
| <u>CENTERE</u> | : | Msobomvu Campus |
| <u>REQUIREMENTS</u> | : | STD 10/ Grade12 or equivalent, recognised 3-year Degree/Diploma related field and Teacher/Educator qualification. Strong programme and subject-matter expertise. At least three years teaching experience, preferably in a TVET College. Experience in supervision will be an advantage. SACE registration. Competencies: Computer skills in MS Word, MS Excel and PowerPoint. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. Good planning, organising, monitoring and evaluation skills. |
| <u>DUTIES</u> | : | Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and lecture students in compliance with the College Annual academic plan, the Campus time table and the Colleges' Quality Management System. Co-ordinate the procurement of the Programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor staff and students' attendance. Ensure the smooth running of the department and submit regular reports to the Head of Department. Chair meetings for subjects under his/her supervision and manage the performance of lecturers and students within the department. Moderate POEs' and POAs'. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr MM Ndzame Tel no: (047) 401 6400 |
| | : | Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth. |
| <u>CLOSING DATE</u> | : | 31 March 2017, applications received after the closing date or faxed applications will not be considered. |

POST 11/17 : **EDUCATION SPECIALISTS REF NO: GTVETC 12/03/2017**
Goldfields TVET College

SALARY : R287 862 – R 719 643 per annum, post level 2
CENTRE : Tosa Campus
REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4 recognised 3-year Degree/Diploma in Electrical Engineering which must include a Teachers qualification. At least 2-3 years lecturing experience, preferably in a TVET College. An Artisan qualification as well as accreditation as an Assessor and Moderator plus industrial experience would be strong recommendations. Ability to conduct practical training. Extensive knowledge of academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle quantitative and qualitative information, analyse and present it cogently and effectively as a basis for decision-making. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. SACE registration. Advanced computer skills (MS Word, MS Excel and PowerPoint). A valid driver's licence.

DUTIES : Assist with recruitment, registration and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College annual academic plan, the Campus time-table and the College's Quality Management system. Co-ordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Chair meetings of Lectures and Students within the department.

ENQUIRIES : DR RS Radile Tel no: (057) 910 6000
APPLICATIONS : Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingopark, Reception area

CLOSING DATE : 31 March 2017, applications received after the closing date or faxed applications will not be considered.

POST 11/18 : **EDUCATION SPECIALISTS: 2 POSTS REF NO: GTVETC 13/03/2017**
Goldfields TVET College

SALARY : R287 862 – R 719 643 per annum, post level 2
CENTRE : Welkom Campus
REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4 recognised 3 year Degree/Diploma in Business Studies which must include a Teachers qualification. At least 2-3 years lecturing experience, preferably in a TVET College. An accreditation as an Assessor and Moderator would be strong recommendations. Ability to conduct practical training. Extensive knowledge of academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle quantitative and qualitative information, analyse and present it cogently and effectively as a basis for decision-making. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional

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| <u>DUTIES</u> | : | colleagues. SACE registration. Advanced computer skills (MS Word, MS Excel and Powerpoint).A valid driver's licence. |
| | : | Assist with recruitment, registration and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College annual academic plan, the Campus time-table and the College's Quality Management system. Co-ordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Chair meetings of Lectures and Students within the department. |
| <u>ENQUIRIES APPLICATIONS</u> | : | DR RS Radile Tel no: (057) 910 6000 |
| | : | Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingopark, Reception area |
| <u>CLOSING DATE</u> | : | 31 March 2017, applications received after the closing date or faxed applications will not be considered. |
| <u>POST 11/19</u> | : | <u>PLACEMENT OFFICER REF NO: KHC 07 -10/2017</u> (King Hintsa Technical and Vocational Education and Training (TVET) College) 3 Year Contract |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R211 194 per annum, Level 07 |
| | : | Admin Centre – Butterworth |
| | : | Matric or Grade 12, Human Resource Management, At least 2 years' relevant experience. Excellent organisational and planning skills to include proven large scale event management skills. Experience in liaising with corporates. Proven track record of being an effective team member with good time management skills. Exceptional communication (written and oral), interpersonal, networking, negotiating skills in a collaborative multi-disciplinary environment. Experience in workshop facilitation. Proficiency in the use of Microsoft packages (MS Word, Excel, PowerPoint, etc.) Advantages: Experience in Graduate Recruitment Relevant experience in a tertiary institution. |
| <u>DUTIES</u> | : | The incumbent will be responsible, Coordinating the development placement of student's policy and strategy. Set up and manage Placement. Coordinate and monitor the implementation of Placement at campus and college level. Develop and manage placement partnerships with SETA's, Departments and private Sectors. Supporting the process of recruiting the host employers. Coordinate, arrange and facilitate college functions for host employers. Support the process of placement arrangements, logistics and legal issues. Process student claims / allowances. Keep proper records for Placement implementation. Arrange and facilitate quarterly meetings at college levels. Support learners on Career Guidance/choice and exit Support. Assist students to make important decision about their career choice, work and training. Providing advice in building CV'S, identify skills gaps and advice on where to search for jobs and also help with applications. Liaise with private, public, NGO's and SET's so to be informed about changes in the market places. Motivate students holistically and general Attended forums such as TVET Seta Forum and Provincial Skills Development Forum (PSDF). Maintain and update student tracking system Coordinate and facilitate job readiness training. Promote entrepreneurship initiative workshops |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr MM Ndzame Tel no: (047) 401 6400 |
| | : | Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth. |
| <u>CLOSING DATE</u> | : | 31 March 2017, applications received after the closing date or faxed applications will not be considered. |

POST 11/20 : **IT JUNIOR TECHNICIANS 2 POSTS REF NO: KHC 06 -10/2017**
(King Hintsa Technical and Vocational Education and Training (TVET) College)
Permanent

SALARY : R171 069 per annum, Level 06
CENTRE : Admin Centre – Butterworth
REQUIREMENTS : Grade 12 /N4 (Matric), IT Qualifications Diploma/Certificate
DUTIES : Basic understanding of networking, experience in desktop support, diagnose and resolve unique, nonrecurring problems associated with application software and operating systems; determine the source of problems and classify their level, priority and nature. Configure, deploy, maintain, troubleshoot and support computer workstations, laptops, printers, mobile devices, phones and other computer and telecommunications equipment. Install and support PC, laptop, tablet and mobile hardware and software. Create alternative methods of completing tasks, correcting user errors and system inconsistencies to improve the desktop team function. Maintain inventory of installed software, manage software licensing and create policies and procedures for upgrades. Analyze and make recommendations for hardware and software standardization. Ensure desktop computers interconnect seamlessly with diverse systems including associated validation systems, file servers, email servers, computer conferencing systems, application servers and administrative systems. Document procedures, standards, best practices configurations, settings, installation sequences and back-out instructions

ENQUIRIES : Mr MM Ndzame Tel no: (047) 401 6400
APPLICATIONS : Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth.

CLOSING DATE : 31 March 2017, applications received after the closing date or faxed applications will not be considered.

POST 11/21 : **ADMIN CLERK REF NO: KHC 04-10/2017**
(King Hintsa Technical and Vocational Education and Training (TVET) College)

SALARY : R171 069 per annum, Level 06
CENTRE : Admin Centre – Butterworth
REQUIREMENTS : Recognised N-Diploma in Human Resources Management. Three years' experience in the field. Computer Skills.
DUTIES : Provide administrative and clerical support to HR administration. Maintain confidentiality and observe data protection and associated guidelines where appropriate. Provide professional support to, and where required, participate in all aspects of the recruitment and selection process for posts within the College. Provide advice and support to line managers and employees within the College on general terms and conditions of employment. Application of HR policies and procedures, conditions of service and employee benefits, maintain personnel information systems and departmental reporting, declaration of interests, financial disclosures and HR Records management. Prepare documents for filling.

ENQUIRIES : Mr MM Ndzame Tel no: 047 401 6400
APPLICATIONS : Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth.

CLOSING DATE : 31 March 2017, applications received after the closing date or faxed applications will not be considered.

POST 11/21 : **ADMIN CLERK: OCCUPATIONAL PROGRAMMES REF NO: KHC 01-03/2017**
(King Hintsa Technical and Vocational Education and Training (TVET) College)
3 Years Contract

SALARY : R142 461 per annum, Level 05
CENTRE : Admin Centre- Butterworth
REQUIREMENTS : Grade 12 / NQF Level 4 or equivalent qualification, post matric and ICDL will be added advantages.
DUTIES : Taking minutes of project meetings, provides administrative support to the section, registration of students with SETA's. Assist learners on completion of Learnership application forms. Submits monthly reports to the Occupational Programmes Manager, updates and controls filing systems of the office. Provides, in consultation

with the Occupational Programmes, the appropriate LTSM to all students registered for a Learnership. Assists with the management of Learnership documents and records. Provides assistance with travel and accommodation arrangements for the Occupational Programmes Manager and students in Learnership.

- ENQUIRIES** : Mr MM Ndzame Tel no: (047) 401 6400
- APPLICATIONS** : Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth.
- CLOSING DATE** : 31 March 2017, applications received after the closing date or faxed applications will not be considered.
- POST 11/22** : **PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION (CONDITIONS OF SERVICE) REF NO: GTVETC 18/03/2017**
Goldfields TVET College
- SALARY** : R171 069–R201 507 per annum, Level 06
- CENTRE** : Central Office
- REQUIREMENTS** : A National Senior Certificate (Grade 12) or NCV level 4. Bachelor's Degree or National Diploma in Human Resource Management. 2-3 years experience in the appointment and conditions of service and Knowledge of Public Service Act and Regulations will be an advantage. Knowledge and experience of PERSAL System. Good communication skills with a high proficiency in writing. Computer Literacy (MS Word and Excel). Ability to work under pressure and willingness to work extended hours when required. A Valid driver's licence
- DUTIES** : To assist in the administrative/personnel needs of the staff in the department. Administer all PERSAL functions which include appointments, transfers, promotions. Administration of Service Termination. Administration of leave absence. Preparation of monthly statistical reports. Must be able to deal with all levels of staff indiscriminately and exceptional client service and life skills. Must have excellent communication skills which include the writing of submissions, memos and letters. The candidate will be expected to communicate on a professional and personal level with staff both personally and telephonically.
- ENQUIRIES** : Pinkoane MP Tel no: (057) 910 6032
- APPLICATIONS** : Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingopark, Reception area
- CLOSING DATE** : 31 March 2017, applications received after the closing date or faxed applications will not be considered.
- POST 11/23** : **PLACEMENT OFFICER REF NO: GTVETC 14/03/2017**
Goldfields TVET College
- SALARY** : R171 069–R201 507 per annum, Level 06
- CENTRE** : Welkom Campus
- REQUIREMENTS** : A National Senior Certificate (Grade 12) or NCV level 4 an appropriate recognised 3-year bachelor's degree or diploma in Human Resources Management/Business Administration. 2-3 years experience on student's placement. TVET Experience will serve as strong recommendation. Excellent listening, empathy and rapport building, negotiation skills and networking, reporting, presentation and facilitation skills. Strong leadership, monitoring and evaluation, organising, financial and administrative skills, Advance computer Skills in MS Excel, MSWord and Powerpoint, valid driver's licence (code 8)
- DUTIES** : Plan and support the work placement process of graduates across the College. Organise work placement and support students in the work placement areas. Ensure the orientation and induction of interns and host employers so that they understand the work placement processes. To co-ordinate the training and placement activities of students. Liaise with industry for placement of students. Work in consultation with the coordinators in industry. Interact with the academic departments to identify students to be placed in industry. Receive feedback from host employers and students after placement. Tracking of students graduated and have completed internship with employers.
- ENQUIRIES** : Peters S Tel no: (057) 910 6000
- APPLICATIONS** : Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingopark, Reception area

CLOSING DATE : 31 March 2017, applications received after the closing date or faxed applications will not be considered.

POST 11/24 : **HEALTH AND SAFETY OFFICER) REF NO: GTVETC 15/03/2017**
Goldfields TVET College

SALARY CENTRE REQUIREMENTS : R171 069–R201 507 per annum, Level 06
Tosa and Welkom Campus
A National Senior Certificate (Grade 12) or NCV level 4 +3 year Degree or National Diploma in Environmental Management/ Science or relevant qualification. A minimum of 2 years' experience in the field of Occupational Safety, Health and Environment. Knowledge of prescripts and general legislation relating to Health and Safety. Good interpersonal and communication skills (verbal and written), high level investigative skills, report writing skills and planning ability, computer literacy (including Excel, Word, Access and PowerPoint) Ability to liaise with internal and external bodies. A valid driver's license.

DUTIES : Manage and administer Health and Safety compliance issues at the College. Ensuring adherence to safety and health standards in accordance with OHSACT and COIDA. Carry out the following: health surveillance of premises, surveillance and prevention of communicable diseases, environments pollution control, food safety management. Conduct Hazard Identification and Risk Assessment (HIRA) across the college, conduct incident investigation.

ENQUIRIES APPLICATIONS : Maleke RD Tel no: (057) 910 6000
Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingopark, Reception area

CLOSING DATE : 31 March 2017, applications received after the closing date or faxed applications will not be considered.

POST 11/25 : **ADMINISTRATION CLERK: DEBTOR REF NO: GTVETC 16/03/2017**
Goldfields TVET College

SALARY CENTRE REQUIREMENTS : R142 461–R167 814 per annum, Level 05
Central Office
A National Senior Certificate (Grade 12) or NCV level 4 A recognised 3-year National Diploma in Financial/Business Management or equivalent qualification. 1-2 years experience in TVET will serve as a recommendation. Sound communication and interpersonal skills, computer literacy, Coltech.

DUTIES : Generate invoices correctly. Follow up on outstanding payments from customers and students. Capture deposits made by students for the payment of fees on Coltech accurately. Communicate and liaise with campuses, students and customers regarding invoices and respond timeously to queries. Provide statement on students request Ensure completeness of documentation to take debts. Recording all debts owed to the College correctly and timeously. Recover monies owed by the debtors including the allocation of monies from debtors. Write off the debt in accordance with the debt write off policy. Preparation of reconciliation in relation to the debtors of the College. Credit and reconcile student's accounts.

ENQUIRIES APPLICATIONS : Ramafothole M Tel no: (057) 910 6000
Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingopark, Reception area

CLOSING DATE : 31 March 2017, applications received after the closing date or faxed applications will not be considered.

POST 11/26 : **ADMINISTRATION CLERK REF NO: GTVETC 17/03/2017**
Goldfields TVET College

SALARY CENTRE REQUIREMENTS : R142 461–R167 814 per annum, Level 05
Welkom Campus
A National Senior Certificate (Grade 12) or NCV level 4. A recognised 3-year National Diploma in Office Administration / Management Assistant (REQV 13). 1-2 years experience in TVET will serve as recommendation. Have competency in the following Computer Skills (PowerPoint, MS Word, Excel, Access, COLTECH Sound communication, interpersonal and problem solving skills.

- DUTIES** : Registering and managing student data on the college MIS. Issuing out of statements, certificates, academic records, invoices and admission permits record keeping and filing of student's registration forms and other documentation. Capturing of marks on COLTECH, attendance registers and printing of control lists. Photocopying of documents and providing photocopy readings on time .Provide professional and knowledgeable telephonic service at the campus. Maintain stocks of standard forms and stationery and complete requisition orders to facilitate the replenishment of items prior to depletion. Print proof of registration. Attend to enquiries regarding student enrolment .Type letters of confirmations for student enrolment. Store information systematically in hard copy as well as electronically. Correct prelims for examination entries to DHET. Attend to all other administrative duties as may from time to time be assigned by the Supervisor/Management.
- ENQUIRIES** : Mofokeng M Tel no: (057) 910 1605
- APPLICATIONS** : Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingopark, Reception area
- CLOSING DATE** : 31 March 2017, applications received after the closing date or faxed applications will not be considered.

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference.

- APPLICATIONS** : The Director-General, Department of Human Settlements, Private Bag x644, Pretoria, 0001 or Hand delivery 260 Justice Mohammed Street, Govan Mbeki House, Sunnyside, Pretoria, 0001.
- FOR ATTENTION** : Ms E Motsepe
- CLOSING DATE** : 31 March 2017
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department Human Settlements. Applicants must note that further checks will be conducted once they are short listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. Applicants will be expected to subject themselves to a comprehensive assessment programme as part of the selection process. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detail CV, together with certified copies of qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. To further the objectivity of representivity within the Department, Females and People with Disabilities will receive preference.

OTHER POST

- POST 11/27** : **SENIOR SECRETARY RISK MANAGEMENT REF NO: DOHS/99/2017**
Three Years Contract
Chief Directorate: Internal Audit, Risk Management and Special Investigations
To further the objectivity of representivity within the Department, Females and People with Disabilities will receive preference.
- SALARY** : R142 461 per annum + 37% In lieu of Benefits, Level 05
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate or post matric qualification in secretarial or office administration. Good verbal communication; Good written communication; Good telephone etiquette; Computer Literacy (MS Word, MS Excel, MS Project and MS PowerPoint) and Good planning and organisational skills; Should have interpersonal relations skills; High level of reliability; Ability to act with tact and discretion; Good grooming and presentation; Honesty and integrity.
- DUTIES** : Provide a secretariat/receptionist support service to the Director. Render clerical/administrative support services. Manage of diary of the Director. Manage the logistical and travel arrangements for the manager.
- ENQUIRIES** : Ms E Motsepe Tel no: (012) 444 9119

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate's (IPID) intention is to promote representatively in terms of race, gender and disability within the Department through the filling of posts. Candidates, whose appointment/promotion/transfer will promote the achievement of gender equity within the IPID, will receive preference.

APPLICATIONS : Independent Police Investigative Directorate, Private Bag X941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba Street, Pretoria Central

FOR ATTENTION : Ms P Hlalele: Tel: 012 399 0000

CLOSING DATE : 31 March 2017

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

OTHER POST

POST 11/28 : **PERSONAL ASSISTANT TO CHIEF DIRECTOR: LEGAL SERVICES REF NO: Q9/2017/18**

SALARY : R171 069 per annum

CENTRE : National Office: Pretoria

REQUIREMENTS : A Secretarial Diploma or equivalent qualification, Minimum of 3 years' experience in rendering support services to senior management. Advanced proficiency in Ms Word, Ms PowerPoint, Ms Excel, Outlook and Internet Explorer. Good office management skills (document tracking, storage and retrieval systems). Sound minute taking and communication skills, telephone etiquette, people skills, as well as general office experience are essential. The ability to act with tact and discretion. Planning and organizing skills. The ability to do research and analyze documents and situations. Knowledge of relevant legislation/ policies/ prescripts and procedures; as well as basic knowledge on financial administration are vital. Applicants must be able to work under pressure, independently and be willing to work overtime when necessary. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Driver's license is essential.

DUTIES : The successful candidate will be primarily responsible for: Providing secretarial support to the Chief Director, Rendering administrative support services, providing support to the Chief Director regarding meetings. Supporting the Chief Director with the administration of the budget of the office, As well as remaining abreast with prescripts/ policies/ procedures relevant to rendering support to the Chief Director. Receiving and making telephone calls. Managing the Chief Director 's diary, Making travel and accommodation arrangements. Typing of letters/memorandums/submissions/reports. Ensuring the effective flow of information and documents to and from the office of the Chief Director as well as ensuring the safekeeping of all documentation in the office of the Chief Director. Obtain inputs, collates and compile reports. Arranging meetings and taking minutes. Assists with documents analysis in preparation for meetings. Preparing Power Point presentations on information supplied by the Chief Director. Maintaining a task list of request into the Chief Director 's office and requests made by the Chief Director , ensuring that these are brought to the attention of people who have to action them and keeping a tracking list of actions. Ensure adherence to brought forward dates. Filing, document retrieval and tracking, Assisting the Chief Director in the administration of the Chief Director 's budget.

ENQUIRIES : Mr N Nekhumbé: Tel no: (012) 399 0000

THE JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

- APPLICATIONS** : The Judicial Inspectorate for Correctional Services, Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town 8001
- CLOSING DATE** : 31 March 2017
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department or on the internet www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (including Senior Certificate/Matric) ID-document and Driver's license not older than 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). Applications who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Judicial Inspectorate for Correctional Services 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 six (6) 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). All short listed candidates will be subjected to a technical exercise that need in intends to test relevant technical elements of the job, 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. Successful candidates will be appointed on a probation period of 12 months. Judicial Inspectorate reserves the right not to make any appointment(s) to the above/ below posts. The successful candidate will be expected to sign a performance agreement. The successful candidate will be appointed in terms of Section 88A of Correctional Services Act 111 of 1998 as amended.

MANAGEMENT ECHELON

- POST 11/29** : **CHIEF EXECUTIVE OFFICER: JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES REF NO: JI 01/2017**
- SALARY** : R1 068 564 – R1 277 610 per annum, All-inclusive package.
- CENTRE** : Cape Town
- REQUIREMENTS** : Undergraduate qualification (NQF 7) as recognised by SAQA in public administration or equivalent qualification, University Degree(s) recommended with 5 years management experience within judicial system; computer literacy; valid driver's license Competencies and Attributes: Knowledge of enabling legislation. Financial and human resources management skills. Organizing and planning skills. Administrative management skills. Quantitative and qualitative analytical skills. Verbal and written communication skills. Presentation and facilitation skills. Excellent interpersonal skills. Negotiation skills. Problem solving skills. Project management skills. Research skills. A good understanding of the correctional system. Understanding and knowledge of protocols. Self-driven. Display of initiative. Ability to meet strict deadlines and to work under pressure. A sense for attention to detail and of urgency.
- DUTIES** : Provide administrative and conceptual guidance and leadership towards the realization of the strategic goals and objectives of the Judicial Inspectorate for Correctional Services (JICS). Provide leadership, high level strategy and advice to the Inspecting Judge and oversee the development and implementation of policies, directives, acts and regulations in creating business systems within the JICS. Create and maintain stability and a high ethical standard within the JICS. Maintain sound professional working relationship with all stakeholders and Inspecting Judge, based on mutual trust and respect. Formulate and manage the JICS' budget against its strategic objectives. Manage and utilize human resources in accordance with relevant directives, legislation and render administrative functions within JICS

ENQUIRIES

: Mr. EL. Brewis, Tel no: 012) 663 7512/Ms P. Luphuwana, Tel no: (021) 421 1012/
Ms. S. Suliman, Tel no: (021) 421 1012.

NOTE

: Please Note: Before you apply: All costs associated with an application will be borne
by the applicant.

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 : 03 April 2017 at 16:00

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

OTHER POSTS

POST 11/30 : **DEPUTY DIRECTOR: ASSET AND FLEET MANAGEMENT REF NO: HR4/4/3/2DDAFM/UIF**

SALARY : R612 822 per annum (All inclusive)

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : Three years tertiary qualification in Property Management / Assets Management / Facility Management / Logistic Management. Valid driver licence. Five (5) years experience in Assets and Fleet Management of which two (2) years must be at a management level. Knowledge: Public Service Regulations (PSR), Public Service Act (PSA), Public Finance Management Act (PFMA). Project Management, Asset Management, Government- Wide Immovable Asset management (GIAMA), Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment (BBBEE), Supply Chain Management, Fleet Management, Labour Relations Act, Employment Equity Act, Basic Condition of Employment Act (BCEA). Skills: Financial Management, Analysis, Problem Solving, Project Management, Presentation, Planning and Organizing, Communication (verbal and written), Computer Literacy, Report Writing.

DUTIES : Develop, review and implement asset and fleet management sourcing / procurement strategy, policies and procedures. Manage the fleet and administration thereof (Pool and subsidized). Manage and coordinate travel and accommodation arrangement activities. Manage and maintain an effective asset register, allocation and monitor the utilization of assets. Manage losses/ surplus and disposal of assets. Manage resources (Human, Financial, Equipment/ Assets) in the section. Manage resources (Human, Finance, Equipment, Assets) in the Chief Directorate.

ENQUIRIES : Mr V Moodley Tel no: (012) 337 1834

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

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

POST 11/31 : **ASSISTANT DIRECTOR: FACTORY PRODUCTION/OPERATIONS 2 POSTS**

SALARY CENTRE : R389 145 per annum
SEE, Potchefstroom (Metal Factory Production) –Ref No: HR4/17/3/25 (1 post)
SEE, Bloemfontein (Wood and Textile Metal Factory Production)-Ref No: HR4/17/3/7(1 post)

REQUIREMENTS : National Diploma (NQF6) in wood/steel and textile/ Artisan specialising in wood/steel/textile. Two (2) years management/supervisory experience. Three (3) years functional experience in wood/steel/textile. Knowledge: Good Governance, Departmental policies and procedures, General administrative procedures, Recruitment and selection, Disability Act, Basic research, Public Service regulations, UI Act, COIDA, EEA, Occupational Health and Safety Act. Skills: Planning and organizing, Communication, Computer, Analytical, Facilitation, Interpersonal, Leadership, Innovative, Stakeholder management, Project management, Work with people with disabilities.

DUTIES : Manage and monitor wood, metal and textile production within the factory. Monitor and oversee the operational functions of the factory. Develop and provide sound relations with internal and external clients. Manage staff and other resources.

ENQUIRIES APPLICATIONS : Ms Gladys Manamela, Tel no: (012) 843 7300
Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

POST 11/32 : **WORKSHOP TEAM LEADER: OPERATIONS 3 POSTS**

SALARY CENTRE : R311 784 per annum
SEE: Pretoria (Wood, Metal and Textile Workshop) –Ref No: HR4/17/3/81(1 post)
SEE: N'dabeni: Cape Town (Wood, Metal and Textile Workshop)-Ref No: HR4/17/3/82(1 post)
SEE: Rand (Gauteng) (Textile Workshop)- Ref No: HR4/17/3/83(1 post)

REQUIREMENTS : National Diploma (NQF6) in Wood/Textile/Steel. Two (2) years functional experiences in Wood/Steel/Textile. Two (2) years supervisory experience in wood/steel/textile. Knowledge: Manufacturing principles /procedures, Technical design / development, Supervision/management, Disability Act and policies, First Aid, Knowledge of BCEA, OHSA, UIF and COIDA. Skills: Technical, Planning and organizing, Communication, Computer, Analytical, Facilitation, Interpersonal, Leadership, Innovative, Stakeholder management, Project management.

DUTIES : Control all workshops technical aspects within the wood/steel/textile Factory. Manage workshop planning, manufacturing process and material costing. Monitor the maintenance of machinery and tools. Render administrative service in the factory.

ENQUIRIES APPLICATIONS : Ms Gladys Manamela, Tel no: (012) 843 7300
Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

POST 11/33 : **ASSISTANT DIRECTOR: TRAINING AND PERFORMANCE REF NO: HR4/4/10/176**

SALARY CENTRE : R311 784 per annum
Provincial Office: Western Cape

REQUIREMENTS : A Three (3) year relevant tertiary relevant qualification in Human Resources Management / or Human Resources Development or equivalent in field of Human Resource Management or Development Environment. Two (2) years Supervisory experience. Two (2) years functional experience in Human resource Development /Training environment. Valid driver's licence. Knowledge: Departmental policies and procedures, HRM policies, Training and development, Public Service regulations, Public Service Act, Skills Development Act, Skills development levies Act, Employment Equity Act, Management and budgeting, Batho Pele principles. Skills: Analytical, Presentation, Report writing, Communication, Interpersonal relationship, Stress Management, Team building, Training, monitoring and coaching, Diversity management, Problem solving, Technical, Project management, Quality management.

DUTIES : Coordinate and monitor the implementation of Human resource initiatives in the Province. Administer implementation of performance management system Facilitate implementation of Human Resource Development and Performance Management policies. Monitor the coordination and facilitation of orientation and induction programmes in the Province. Monitor and evaluate the impact of trainings implemented in the Province. Monitor and evaluate the impact of trainings implemented in the Province. Manage all the resources of the Subunit.

ENQUIRIES APPLICATIONS FOR ATTENTION : Ms Z Maimane, Tel no: (021) 441 8125
Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000.
Sub-directorate: Human Resources Management, Western Cape.

POST 11/34 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR 4/4/02/11**

SALARY CENTRE REQUIREMENTS : R311 784 per annum
Provincial Office: Braamfontein
Three (3) year relevant tertiary qualification in Risk Management/ Internal Audit/ Compliance management. Two (2) years supervisory experience. Two (2) years functional experience in Risk Management/ Fraud and Corruption. Valid driver's licence. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Batho Pele Principles, Public Service Regulations and Act, Risk Management, Project Management, Criminal Procedures Act. Skills: Interviewing, Communication, Listening, Computer literacy, Time Management, Analytical, Interpersonal, Report Writing, Planning and Organizing.

DUTIES : Manage the implementation of risk analysis and monitoring thereof. Manage Compliance to risk control measures. Manage the provision of risk management services to Provincial Office and Labour Centres. Manage resources in the section.

ENQUIRIES APPLICATIONS FOR ATTENTION : Ms RE Tema, Tel: (011) 853-0311
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001
Hand deliver at 77 Korte Street, Braamfontein.
Sub-directorate: Human Resources Management, Gauteng

POST 11/35 : **ASSISTANT DIRECTOR: ACCOUNTS PAYABLE CLAIMS REF NO: HR4/4/3/2ASDAPC/UIF**

SALARY CENTRE REQUIREMENTS : R311 784 per annum
Unemployment Insurance Fund: Pretoria
National Diploma / B Degree in Accounting Sciences / Financial Management / Commerce. Four (4) years functional experience in Financial Management environment of which two (2) years must be at a supervisory level. Knowledge: Public Finance Management Act (PFMA), SAP System, Treasury Regulations, Financial delegations, processes and policies of the UIF, All Labour Legislations, Financial Management Principles and Financial Management Directives from the Treasury, Batho Pele Principles, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP). Skills: Accounting, Communication (both and verbal), Computer Literacy, Time Management, Interpersonal, Report Writing, Planning and Organizing, Analytical, Numeracy.

DUTIES : Render the authorization services on claims for payments. Monitor compliance of open vouchers at Provincial Offices (and assist), Verification of beneficiaries Bank Account details. Reconcile the General Ledger. Supervise resources (Human, Financial, Equipment / Assets) in the section.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr BT Ngcobo, Tel no: (012) 337 1643
Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
Sub-directorate: Human Resource Management, UIF

POST 11/36 : **ASSISTANT DIRECTOR: FINANCIAL SYSTEMS ADMINISTRATION REF NO: HR4/4/3/2ASDFS/UIF**

SALARY CENTRE REQUIREMENTS : R311 784 per annum
Unemployment Insurance Fund: Pretoria
Three (3) years tertiary qualification in Financial Information Systems. Four (4) years functional experience in Financial Systems Administration of which two (2) years must be at a supervisory level. Knowledge: Treasury Regulations, Accounting Principles, Software, coding and programming used in the financial and related

systems. Skills: Communication, Listening, Analytical, Presentation, Problem Solving, Innovative and Creative, People Management, Report Writing, Planning and Organizing, Interpretation, Advanced Computer Literacy.

DUTIES : Maintain the Chart of Accounts on the financial system. Maintain the effective and efficient operation of the financial system and facilitate new system requirements. Coordination of the use of the system by all users. Manage resources (Human, Financial, Equipment / Assets) in the section.

ENQUIRIES APPLICATIONS : Ms M Schmidt, Tel: (012) 337 1716

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

POST 11/37 : **ASSISTANT DIRECTOR: BANK RECONCILIATION REF NO: HR4/4/3/2ASDBR/UIF**

SALARY CENTRE REQUIREMENTS : R311 784 per annum
 : Unemployment Insurance Fund: Pretoria
 : National Diploma / B Degree in Accounting Sciences / Financial Management / Commerce. Four (4) years functional experience in Financial Management environment of which two (2) years must be at a supervisory level. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Financial delegations, processes and policies of the UIF, All Labour Legislations, Financial Management Principles and Financial Management Directives from the Treasury, Batho Pele Principles, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP). Skills: Accounting, Communication (both and verbal), Computer Literacy, Time Management, Interpersonal, Report Writing, Planning and Organizing, Analytical, Creative, Numeracy.

DUTIES : Monitor the provision of manual and electronic bank reconciliation services. Monitor the maintenance of bank accounts on a general ledger. Scrutinize the process to identify unauthorized or fraudulent transactions. Manage resources (Human, Financial, Equipment / Assets) in the section.

ENQUIRIES APPLICATIONS : MS HA Aderibigbe, Tel no: (012) 337 1112

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

POST 11/38 : **SENIOR STATE ACCOUNTANT: ACCOUNTS PAYABLE CLAIMS REF NO: HR4/4/3/1SSAAPC/UIF**

SALARY CENTRE REQUIREMENTS : R262 272 per annum
 : Unemployment Insurance Fund: Pretoria
 : National Diploma / B Degree in Accounting Sciences / Financial Management / Commerce. Two (2) years functional experience in Financial Management environment. Knowledge: Public Finance Management Act (PFMA), SAP System, Treasury Regulations, Financial delegations, processes and policies of the UIF, All Labour Legislations, Financial Management Principles and Financial Management Directives from the Treasury, Batho Pele Principles, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP). Skills: Accounting, Communication (both and verbal), Computer Literacy, Time Management, Interpersonal, Report Writing, Planning and Organizing, Analytical, Numeracy.

DUTIES : Quality assure claims payment, Monitor the resolution of open vouchers. Verify the beneficiaries bank account details, Reconcile Online Claims. Supervise resources (Human, Financial, Equipment / Assets) in the section.

ENQUIRIES APPLICATIONS : Ms MM Motale, Tel no: (012) 337 1741

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

POST 11/39 : **SENIOR ADMINISTRATION OFFICER: MARKETING AND EVENTS MANAGEMENT: REF NO: HR4/4/3/1SAOMEM/UIF**

SALARY CENTRE : R262 272 per annum
 : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : Three years tertiary qualification in Communications / Marketing / Public Relations / Event Management. Two (2) years functional experience in Communications / Marketing and Branding environment. Valid driver's License. Knowledge: Public Finance Management Act (PFMA), Promotion to Access to Information Act (PAIA), Public Service Regulations (PSR), Public Service Act (PSA), Government Communication Information System role. Skills: Branding Management, Branding Principles, Problem Solving, Presentation, Planning and Organizing, Communication, Computer Literacy, Report Writing, Driving, Interpersonal, Creativity.

DUTIES : Production of branded promotional / marketing collaterals. Plan and execute advertising campaigns, Render the distribution services of branded promotional/ marketing collaterals. Plan and coordinate participation of UIF in Events.

ENQUIRIES APPLICATIONS : Mr GM Buthelezi, Tel no: (012) 337 1692

FOR ATTENTION : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
Sub-directorate: Human Resource Management, UIF

POST 11/40 : **SENIOR ADMINISTRATION OFFICER: ACQUISITION MANAGEMENT: REF NO: HR4/4/3/1SAOAM/UIF**

SALARY CENTRE REQUIREMENTS : R262 272 per annum
Unemployment Insurance Fund: Pretoria
Three years tertiary qualification in Purchasing Management / Logistic Management or relevant qualification. Two (2) years functional experience in Acquisitions Management. Knowledge: Public Service Regulations (PSR), Public Service Act (PSA), Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment (BBBEE), Bid Procedures, National Treasury Regulations, Supply Chain Management Systems and Processes, Labour Relations Act, Employment Equity Act, Basic Condition of Employment Act (BCEA). Skills: Financial Management, Analysis, Problem Solving, Presentation, Planning and Organizing, Communication (verbal and written), Computer Literacy, Report and Minutes Writing, Time Management, Numeracy.

DUTIES : Administer period contracts and National Treasury issued contracts for the Fund. Provide technical support on bidding processes. Provide secretarial functions to the Bid Committees. Provide monthly reporting on awarded contracts. Supervise resources (Human, Financial and Equipment) in the section.

ENQUIRIES APPLICATIONS : Ms WE Kruger, Tel no: (012) 337 1876
Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

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

POST 11/41 : **INSPECTOR: INSPECTION SERVICES 4 POSTS**

SALARY CENTRE : R171 069 per annum
Labour Centre: Tzaneen – Ref No: HR4/4/6/72 (2 posts)
Labour Centre: Polokwane- Ref No: HR HR4/4/6/73 (2 posts)

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

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

ENQUIRIES : Mr VT Mathebula, Tel no: (015) 306 2600
Ms MA Mothata, Tel no: (015) 299 5000

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700, or hand
deliver at 42A Schoeman Street, Polokwane.

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

POST 11/42 : **PERSONNEL OFFICER 2 POSTS REF NO: HR 4/4/9/227**

SALARY : R142 461 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus Certificate in Human Resource
Management Field. Knowledge: Departmental policies and procedures, HR related
systems (Persal), Batho Pele Principles, Employment Equity Act, Public Service
Regulations. Skills: Computer literacy, Communication, Planning and organizing,
Analytical.

DUTIES : Facilitate and provide administrative support for service benefit of employees.
Provide support to the recruitment and selection process. Capture and update all
personal data on Persal system. Attend to clients enquiries.

ENQUIRIES : Ms ME Msiza, Tel no: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 Hand
deliver at University Drive, provident House, Mmabatho.

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

POST 11/43 : **OFFICE AID REF NO: HR 4/4/4/1/64**

SALARY : R100 545 per annum
CENTRE : Labour Centre: Port Elizabeth
REQUIREMENTS : Standard 8/ Grade 10. Knowledge: Cleaning Practices, Catering, Office Practice.
Skills: Interpersonal relations, Verbal communications, Listening.

DUTIES : Ensure clean office environment at all times e.g dust furniture and equipment.
Provide food service (assist in providing tea and water during meetings). Assist in
distributing stock. Assist with messenger functions. Distribute incoming faxes, record
outgoing faxes, record incoming faxes in the register.

ENQUIRIES : Ms RA Bezuidenhout, Tel no: (041) 506 5002
APPLICATIONS : Deputy Director Labour Centre Operations: Private Bag X6045 Port Elizabeth 6000
FOR ATTENTION : Deputy Director: Labour Centre Operations, Port Elizabeth Labour Centre.

DEPARTMENT OF PUBLIC WORKS



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

- APPLICATIONS** : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria
- FOR ATTENTION** : Ms NP Mudau
- CLOSING DATE** : 24 March 2017, 16h00
- NOTE** : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

MANAGEMENT ECHELON

- POST 11/44** : **DIRECTOR: PRESTIGE PROPERTY MANAGEMENT REF NO: 2017/02**
- SALARY** : All inclusive salary package of R898 743 per annum
- CENTRE** : Cape Town Regional Office
- REQUIREMENTS** : A three-year tertiary qualification in Property Management or other related field. Extensive experience in the property environment of which 5 years should be at middle management. A driver's licence. Knowledge of: Public Finance Management Act, Property economics, Government Budget procedures/ time frames, (MTEF), Construction regulations, Business, accounting and financial systems, Financial administration processes and systems, Work Control System (WCS), Basic Accounting System (BAS). Skills: Effective communication, Advanced report-writing, Computer literacy, Planning and organising, Policy analysis and development, Problem-solving, Presentation, Advanced numeracy, Budgeting, Personal attributes: Innovative, Creative, Hardworking, Self-motivated, The ability to work under pressure, The ability to communicate at all levels, Analytical thinking, Trustworthy, Willingness to adapt work schedule in accordance with professional requirements.
- DUTIES** : Verify the client's request to make sure that it was forwarded via the Minister's office. Ensure that an acknowledgment letter is forwarded to the client informing them of the Project Manager assigned to the project, e.g. Interior, Technical. Attend client consultations to establish the need requirements for clients and guide them according to the Ministerial Handbook. Provide a report to clients on progress regarding the project in execution and provide time frames. Ensure a completion letter is forwarded to the client informing them that the project is completed. Issue procurement instruction and pre-design information to Project Managers. Interact with Project Managers regarding Prestige projects. Liaise with Interiors, Technical Maintenance and Inspector with regard to scheduling of appointments with clients. Liaise with Project Managers on progress per project. Schedule meetings with all internal role-players, clients and consultants for a briefing meeting with Project Managers. Coordinate meetings with executing units and service providers within DPW. Liaise with Finance and Provisioning for issuing of orders and payments to service providers. Liaise with ECDP for contractors on the Prestige database. Optimise Prestige helpdesk as a central point of lodging complaints. Ensure accurate updated Prestige Asset register and Spreadsheet for projects. Use Sub Bid Committee to expedite furniture purchasing. Manage, coach and monitor performance of subordinates. Arrange bilateral meetings with Prestige clients.

ENQUIRIES
NOTE

- : Mr M Sazona, Tel no: (012) 406 1963/1322
- : All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance.

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

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| <u>CLOSING DATE</u> | : | 31 March 2017 at 16:00 |
| <u>NOTE</u> | : | All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report with their qualification(s) at the time of application, if not the qualification will not be considered. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following the link to apply for the post below http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx . Please ensure that all required documents are uploaded with your application. Required document's to be uploaded with your application include form Z 83, obtainable from any Public Service department and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 6 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Failure to submit the requested documents electronically may result in your application not being considered. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. Applications will not be considered after the closing date. |

MANAGEMENT ECHELON

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| <u>POST 11/45</u> | : | <u>DIRECTOR: RURAL INFRASTRUCTURE DEVELOPMENT REF NO: 3/2/1/2017/042</u> Directorate: Rural Infrastructure Development |
| <u>SALARY</u> | : | R898 743 per annum, Level 13 (All inclusive package to be structured in accordance with the rules for SMS) |
| <u>CENTRE REQUIREMENTS</u> | : | North West (Mafikeng) Bachelor's degree or Advance Diploma in Built Environment Professions (NQF7) or relevant qualification. Five years' experience at a middle/senior managerial level. Experience in constructions project management. Experience in compiling of CIDB aligned construction bid documents. Knowledge of Comprehensive Rural Development Programme (CRDP). Sound knowledge of government procurement policies. Experience in financial and human resource management as well as Change Management. Knowledge of departmental Acts, policies and procedures. Knowledge of Financial Planning and Expenditure reporting. Knowledge of Monitoring and Evaluation. Knowledge of infrastructure planning and implementation. Leadership skills. Computer Skills. Good communication skills. Negotiation and consultation/ networking skills including the ability to liaise with ease at various levels, especially with Local and Provincial Government, traditional authorities and communities. Project management skills. Financial Planning Skills. A valid drivers' license. |
| <u>DUTIES</u> | : | Facilitate economic and ICT infrastructure development. Facilitate social infrastructure, public amenities and facilities development. Facilitate the process of resource planning and mobilisation. Coordinate stakeholders and provincial departments of the CRDP infrastructure component. Facilitate alignment of budgets for infrastructure development. Manage all rural infrastructure projects and related issues at provincial level. Represent the Department at all required fora to facilitate infrastructure development. |
| <u>APPLICATIONS</u> | : | The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx |

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| <u>NOTE</u> | : | 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. |
| <u>POST 11/46</u> | : | <u>DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2017/043</u> Directorate: Tenure Reform Implementation |
| <u>SALARY</u> | : | R898 743 per annum, Level 13 (All inclusive package to be structured in accordance with the rules for SMS) |
| <u>CENTRE</u> | : | Limpopo (Polokwane) |
| <u>REQUIREMENTS</u> | : | Bachelor's degree or National Diploma in the field of Humanities or Social Science or equivalent qualification. 5 years relevant experience at middle management level. Knowledge of policy development. Knowledge of departmental legislation. Knowledge of risk management. Planning and organising skills. Communication skills. Computer literacy. Strategic thinking skills. Problem solving and analytical skills. Valid driver's license. |
| <u>DUTIES</u> | : | Facilitate and provide land tenure rights implementation support. Promotes awareness and capacity building on land rights and relevant laws to stakeholders. Liaises and monitors land rights management structures by providing legal protection and awareness. Facilitates and mediates in cases of illegal and unlawful evictions. Establishes and maintains land rights mediation and adjudication processes. Facilitate and communal land rights support. Promotes awareness and provides capacity building on communal land rights and relevant laws to stakeholders. Implements communal land rights policies, procedures, guidelines and products. Provides support on communal tenure upgrading. Administer compliance to communal property institutions establishment. Facilitate the establishment and implementation of CPA. Provides secretariat services in the CPA meetings and constitution proceedings. Maintains the register of CPA's and similar entities. Promotes awareness of the CPA activities. Conducts investigation on the affairs and activities of the registered CPAs. Facilitate the mediation and dispute resolution proceedings of the CPA, monitor the validity of CPA transactions in accordance with the CPA constitution. Manage resources for the directorate. Manages the development and implementation of a skills development strategy within the Directorate in conjunction with Human Resources. Manages and implements performance management within the Directorate in conjunction with Human Resources. Manages effectively processes of grievances and discipline within the Directorate in conjunction with Human Resources. Supervision of administrative and professional personnel. Manages the Directorate's budgeting and expenditure services according to policy. Establishes and maintains appropriate systems (analytical tools, information systems, projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensures effective management of business risk, resources and continuity. |
| <u>APPLICATIONS</u> | : | The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx |
| <u>NOTE</u> | : | 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. |

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| <u>POST 11/47</u> | : | <u>DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/2/1/2017/044</u> Directorate: Strategic Land Acquisition |
| <u>SALARY</u> | : | R898 743 per annum, Level 13 (All inclusive package to be structured in accordance with the rules for SMS) |
| <u>CENTRE</u> | : | Eastern Cape (East London) |
| <u>REQUIREMENTS</u> | : | Bachelor's Degree or Advanced Diploma in Agricultural Studies/ Agricultural Economics/Development Studies or equivalent qualification (NQF Level 7) Post graduate qualification in Agricultural Studies/ Agricultural Economics/Development Studies will be an added advantage. 5 years' relevant experience at middle management level. Knowledge of the Land Reform: Provision of land and assistance Act as amended. Knowledge of the Land Reform (Land Tenants) Act. Knowledge of the Restitution Act. Knowledge of the extension of Land Tenure Security Act. Knowledge of Agrarian transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programmes (CRDP). Knowledge of relevant prescripts pertaining to land reform and other relevant prescripts. Communication skills. Strategic management skills. Negotiation skills. Computer literacy skills. Stakeholder relationship skills. Facilitation/coordination skills. Presentation skills. Financial Management skills. Project Management skills. Interpersonal relation skills. Valid Driver's License. Post graduate qualification in Agricultural Economics/Agricultural Studies/ Development Studies will be an added advantage. |
| <u>DUTIES</u> | : | Manage the identification and assessment of strategically located land aligned to the strategic commodities. Map and identify strategic suitable land for acquisition by the State. Develop and maintain database on all suitable land acquisition for the State. Map and overlay the identified land with APAP/AVMP key commodities. Align acquired land to other Land Reform programmes (PLAS & Household). Manage the land acquisition approval process through relevant structures. Provide project management and maintain project register in terms of the EPMP requirements. Manage the selection of suitable candidates for land allocation. Allocate acquired land to category and targeted groups. Align land allocated to the beneficiary selection policy. Manage the selection process of beneficiaries for land allocation. Manage land allocation approval process through relevant approval structures. Develop and maintain lease/land application system/database. Maintain credible lease land application system/database. Provide management information report to relevant approval structures and departmental management. |
| <u>APPLICATIONS</u> | : | The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx |
| <u>NOTE</u> | : | 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. |

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV 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.

MANAGEMENT ECHELON

POST 11/48 : **HEAD: CLINICAL DEPARTMENT (MEDICAL) GRADE 1 REF NO: 000153**
Directorate: Internal Medicine Unit

SALARY : R1 806 411 – R1 917 255 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs)

CENTRE REQUIREMENTS : Kalafong Provincial Tertiary Hospital
: An appropriate qualification that allows registration with the HPCSA as Internal Medical Specialist in a normal specialty or a recognized sub-specialty. Registration with the HPCSA as Medical Specialist in a normal specialty or in a recognized sub-specialty and proof of current registration. A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA as a Medical Specialist in a normal specialty. Experience in management of an academic specialist unit and a recognized research output will be an important added advantage. This post is a joint appointment between Kalafong Provincial Tertiary Hospital and the University of Pretoria.

DUTIES : Providing of specialist clinical care to patients. Managing and leading the Internal Medicine Clinical Department. Teaching and training of undergraduate and postgraduate medical students. Leading research output in the Internal Clinical Department.

ENQUIRIES : Dr. K.E. Letebele-Hartell, Tel no: (012) 318-6503; Prof. G. Lindeque, Tel. no: (012) 319-2500

APPLICATIONS : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001 or Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE : 24 March 2017

NOTE : People with disabilities are welcome to apply. Applications must be filled on a Z 83 form accompanied by CV and certified copies of ID and certificates.

POST 11/49 : **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: 000151**
Directorate: Otorhinolaryngology Unit

SALARY : R1 444 857–R1 533 516 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs)

CENTRE REQUIREMENTS : Kalafong Provincial Tertiary Hospital
: Appropriate qualification that allows registration with the HPCSA as Otorhinolaryngology Specialist in a normal specialty or a recognized Sub-Specialty. Registration with the HPCSA as Medical Specialist in a normal specialty or in a recognized Sub-Specialty and proof of current annual registration. A minimum of 3 years' appropriate experience as Medical Specialist. Experience in management of an academic specialist unit and a recognized research output will be important added advantage. This post is a joint appointment between Kalafong Provincial Tertiary Hospital and the University of Pretoria.

DUTIES : Providing of specialist clinical care to patients. Manage, administer and lead the Ear, Nose and Throat Clinical Unit. Teaching and training of under- and post- graduate medical students. Lead research output in the Otorhinolaryngology Clinical Unit.

ENQUIRIES : Dr. K.E. Letebele-Hartell, Tel no: (012) 318-6503; Prof. G. Lindeque, Tel. no: (012) 319-2500

APPLICATIONS : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE : 24 March 2017

NOTE : People with disabilities are welcome to apply. Applications must be filled on a Z 83 form accompanied by CV and certified copies of ID and certificates.

OTHER POSTS

POST 11/50 : **DEPUTY DIRECTOR: ENVIRONMENTAL HEALTH GRADE 1 REF NO: S/000334**
Directorate: Sub Directorate: Environmental Health

SALARY : R716 706 per annum (all-inclusive package)

CENTRE : Central Office

REQUIREMENTS : A Bachelor's Degree/National Diploma or equivalent NQF LEVEL 6 qualification in Environmental Health and registration with the Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. At least seven (7) years' experience of which five (5) years must be on junior management or equivalent level in Environmental Health. Knowledge of Environmental Management, NEMA AND South African Legislations. Good Computer (MS Word, Power Point and Excel), financial leadership, administrative, project management, planning, organizing and communication skills. Valid driver's licence. The applicant must be willing to work long and irregular hours.

DUTIES : Ensure the development of guidelines, strategies and procedures and required legislation on environmental management related issues of environmental health. Ensure the implementation of environmental health related legislation, guidelines and norms and standards by Districts and Metro municipalities. Provide capacity to Districts and Metro Municipalities on existing and newly promulgated legislation and norms and standards; Assist with the facilitation of the implementation of health impact assessment of development in Province. Ensure the integration of health impact assessment within environmental impact assessment processes in the province. Assist in developing tools for management of health impact assessment in the country. Build capacity of environmental health practitioners in the Metro and District municipalities on the management of health impact assessments of development. Monitor the implementation of health impact assessment of development by municipalities. Scrutinize national EIA applications received from the competent authority. Development of Environmental health related policies, guidelines, plans, norms and standards and procedures. Ensure the development of guidelines, strategies, policies and procedures for environmental pollution control (air quality, waste and water). Coordinate the activities of Environmental management among the internal and external stakeholders.

ENQUIRIES : Mr K.A.Marumo, Tel no: (011) 355 3479

APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 31 March 2017

POST 11/51 : **OPERATIONAL MANAGER SPECIALTY (OPERATING THEATRE) PN-B3 REF NO: 000311**
Directorate: Nursing Unit

SALARY : R465 939 – R524 415 per annum (plus benefits)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic nursing qualification, with a duration of 1 year, accredited with the SANC in Operating Theatre Nursing (Science). Minimum of 9 years appropriate/recognizable experience in nursing after registration as professional Nurse with the SANC in general nursing, at least 5 years of period referred to above must be appropriate / recognizable experience in Operating Theatre after obtaining the 1 year post-basic qualification in the specific specialty. Current (2017) proof of registration with SANC. Proof of

service records. Diploma in Nursing Administration / management .Computer literacy and driver's license will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and safety Act, Patient Rights Charter, Batho Pele Principles, Public service Regulations and Labour Relations Act etc. **SKILLS REQUIRED:** Leadership, organizational, decision making and problem solving abilities within the limit of the Public sector institutional policy framework. Computer skills in basic programmes. Financial and budgetary knowledge pertaining to the relevant resources under management. Interpersonal skills including conflict management and counseling.

DUTIES : Coordination of optimal, holistic specialized nursing care with set standards and within a professional/ legal framework. Manage effectively the supervision and utilization of resources. Coordination of provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth /ethical standards and self development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele Principles and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.

ENQUIRIES : Ms. M.V. Mathabatha, Tel No: (012) 318-6622
APPLICATIONS : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE : 31 March 2017

NOTE : People with disabilities are welcome to apply. Applications must be filled on a Z 83 form accompanied by CV and certified copies of ID and certificates

POST 11/52 : **OPERATIONAL MANAGER NURSING REF NO: 000303**
 Directorate: Nursing

SALARY : R367 815 -R413 976 per annum (plus benefits)
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 12 (Std 10). Basic qualification in terms of Government notice 425 i.e. Degree / Diploma or equivalent qualification that allows registration with SANC. a minimum of seven years of recognised experience in general Nursing after with SANC as a professional nurse. And Diploma in midwifery. Good communication skills.

DUTIES : Demonstrate an in-depth understanding of nursing legislations and ethical nursing practice and how this impact on service delivery. Ensure holistic quality patient care and compliance to national core standards and the implementation thereof. Participate in the Development of policies and protocols for the institution. Effective and efficient utilization and management of resources. Participate in CPD implementation and training for professional growth. Participate in committees as delegated and ensure healthy relationship with the external and internal stakeholders. Management and supervision to ensure 24 hours service delivery on daily basis.

ENQUIRIES : Ms B M Rikhotso, Tel no: (011) 531-4304
APPLICATIONS : Applications must be submitted on a Z83 form with CV, certified copies of ID and Qualifications to be attached. Applications can be posted to: HR Manager Sizwe TD Hospital Private Bag X2 Sandringham 2131, or hand delivered at Sizwe TD Hospital Cnr club and modderfontein Road Sandringham 2131, or apply online at : www.gautengonline.gov.za

CLOSING DATE : 31 March 2017

POST 11/53 : **PROFESSIONAL NURSE (SPECIALITY): ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE 2 POSTS REF NO: TDH02/2017**
 Directorate: Nursing

SALARY : R317 271 – R367 815 per annum (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Grade 12 or equivalent / NQF level /Basic R425 qualification (i.e.) Diploma/Degree in nursing that allows registration with the South African Nursing Council as a Professional Nurse. A basic qualification Diploma in advanced Midwifery and Neonatal Nursing Science with duration of at least 1 year, accredited with SANC, certificate of registration with SANC (General Nursing, Midwifery, Psychiatric and Community Nursing Science). Proof of current SANC registration (2017).

EXPERIENCE: A minimum of 5 years as a professional Nurse after registration with SANC in general nursing and 3 years experience working in labour ward as a Midwife with duration of at least 1 year post basic qualification in midwifery and Neonatal Nursing Science. Good communication skills/verbal and written, understanding of national core standards, able to work under pressure. Knowledge of the guidelines that governs Maternal and child health e.g. PPIP, Maternal guidelines, HIV and EMTCT as well as EPI.

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

ENQUIRIES : Mrs Motlhaga DS: Tel 012-354 7600
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 : 31 March 2017

POST 11/54 : **ASSISTANT DIRECTOR: HEALTH PROMOTION REF NO: 000335**
 (1 (One) Year Fixed Term Contract),
 Directorate: Public Health

SALARY : R311 784 per annum (plus benefits)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : An appropriate health related qualification with 5 years relevant experience in the field of Advocacy, Communication & Social Mobilization experience or a Grade 12 certificate with a minimum of 10 years relevant experience. A valid driver's licence, computer literacy, good interpersonal and communication skills. Report writing skills and have the ability to work under pressure. RECOMMENDATIONS: Knowledge of the Batho Pele Principles and the Patients' Rights Charter, the Health Promotion Strategies, Project Management and the PFMA.

DUTIES : Initiate and coordinate the implementation, monitoring, and review of provincial health promotion policies and protocols. Draw up and control an annual Health Promotion (HP) business plan and budget. Formulate all necessary policies, guidelines and protocols, and evaluate these with relevant stakeholders. Develop and maintain procedures and processes for provision of quality HP in the provinces. Build HP partners with other Government Departments, the private sector, non-profit and non-government organizations. Hold regular meetings with all stakeholders in HP. Ensure thorough implementation of priority HP programmes in the department. Manage and lead a team of staff to achieve operational and strategic objectives and indicators for health promotion in clinics and hospitals, Healthy Environments for Children and Health Promoting Crèches, Maternal and Child Health Programmes, communicable diseases, EPI and outbreaks, TB and HIV & AIDS, mental health, substance abuse programmes and violence. Coordinate and monitor continuous development programmes for health promoters. Write routine and ad hoc reports in accordance with Departmental requirements.

ENQUIRIES : Ms. I. Mokoena Tel no: (011) 355-3316
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83 or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 31 March 2017

POST 11/55 : **FINANCIAL CLERK REF NO: 000336**
 Directorate: Revenue Management

SALARY : R211 194 per annum (plus benefits)
CENTRE : Central Office
REQUIREMENTS : Degree/ National Diploma in Finance related with 5 years experience in Financial Administration. Grade 12 Certificate, Vocational/Level 4 certificate in Financial Administration with 10 years experience. Knowledge of BAS, PAAB or MEDICOM, computer literate and advanced Excel would be an added advantage. Excellent written and verbal communication skills. Problem solving skills. Ability to work

independently. Good understanding of PFMA and Gauteng Health Revenue Policies. Ability to work under pressure. A driver's licence would be an added advantage.

DUTIES : Collate Annexure F's (Patient Fee Transaction Statement) from all institutions. Analyze the Annexure F's and report accordingly. Collate and consolidate the Institutions ageing analysis electronically. Identify provision for bad debts per Institution. Report donations from all institutions. Review institutions all revenue reconciliations on a monthly basis i.e parking & accomodation recon, debtors recon & cash book recon. Train institutions on compiling the revenue recons, IYM (revenue in-year monitoring report) and revenue policy procedures. Request & analyze reports on BAS. Attend to institutions queries and assist in audit responses. Assist the manager in adhoc revenue office functions.

ENQUIRIES : Mr. Tshepo Tserawe, Tel no: (011) 355 3468

APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83 or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 31 March 2017

POST 11/56 : **CHIEF REGISTRY CLERK REF NO: 000304**
Directorate: Registry

SALARY : R211 194—R248 781 per annum (plus benefits)

CENTRE : Sizwe Tropical Disease Hospital

REQUIREMENTS : Grade 12 with 5 years' experience in Record management, Record management certificate, computer literacy. A relevant three years Diploma or Degree qualification will be added advantage. Should have a proven organising, time management, communication, conflict handling, interpersonal relations, writing, filing and distribution skills

DUTIES : Supervising of Registry clerk, Messengers and cleaners. Ensure documents are distributed from point one point to another. Ensure that the records and files are properly safe guarded. Identify records for disposal. Ensure the provision of cleaning services. Provide guidance and advice to cleaners. Perform administrative duties such as leave management ans PMDS. Ensure compliances with Records Management Acts, national core standards and six priorities of the minister. Training of Registry personnel. Perform any related tasks given by the supervisor.

ENQUIRIES : Mr M.A Masuluke, Tel no: (011 531 4353)

APPLICATIONS : Applications can be delivered to: Sizwe TD Hospital, Cnr. Club & Modderfontein Road, Sandringham 2131 or posted to: The HR Manager, Sizwe TD Hospital, Private Bag X2, Sandringham, 2131 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 31 March 2017

POST 11/57 : **FINANCE CLERK: MANAGEMENT ACCOUNTING REF NO: 000337**
Directorate: Budget Management (Transfer Management)

SALARY : R142 461 per annum (plus benefits)

CENTRE : Central Office, Johannesburg

REQUIREMENTS : Grade 12/ Vocational/Level 4 certificate in financial/Accounting and/or related field with 2 years administration experience preferably in Finance . Knowledge of financial systems (BAS, SAP). Knowledge of PFMA and Treasury Regulations. Knowledge of financial management and budgeting. Knowledge and experience in BAS is a prerequisite. Valid driver's licence. Attributes: Ability to solve problems. Planning, organizing, analytical and communication skills. A high level of diligence and commitment in ensuring that all duties are performed within tight timeframes and the outputs are of the required quality. Knowledge of excel.

DUTIES : Ensure adherence to PFMA and Treasury Regulations in executing duties. Receive and process payments for funded Non-Profit institutions (NPOs) and other entities. Capturing of E-Journal on SAP. Requesting all relevant BAS reports on a weekly and monthly basis for the NPOs and other Entities. Communicating with institutions regarding the alignment of budget and expenditure. Provide training and support to funded NPIs and other Entities. Assist with analysis of monthly/quarterly expenditure reports funded NPOs and other Entities. Monitoring of funded NPOs and other Entities. Ensure proper filing and handle adhoc activities as and when requested by senior managers.

ENQUIRIES : Sam Teffo, Tel. No: 011 355 3286/3046

APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83 or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 31 March 2017

POST 11/58 : **ASSET/ADMIN CLERK, REF NO: 000338**
Directorate: Asset Management

SALARY : R142 461 per annum (plus benefits)
CENTRE : Central Office – Johannesburg
REQUIREMENTS : Grade 12 Certificate with 0 to 2 years relevant experience. Exposure to asset management environment. Receiving and deliver all correspondence relating to assets. Recording all monthly reconciliation files and disposal reports and supporting documents. Record keeping in line with Treasury Regulations and Asset Framework. Knowledge of Asset Management Policy and PFMA Act.

DUTIES : Assist in compiling and coordinating asset management reports on time and ensure directorate obligations are met in full. Support and Co-ordinate the disposal committee meetings Recording of all losses and disposal of departmental assets. Assist in ensuring that the Asset Management policy is in line with the treasury requirements. Assist with overall administration within the asset management directorate. Ensure that all disposals, losses, transfers, fair market values' are captured for compilation of Asset Register and communicated to institutions. Ensure that all requested reports are drawn and send to institutions (BAS/SAP etc). Assist in follow ups on urgent audit queries. Perform any other asset management duties as required in the unit.

ENQUIRIES : D Makofane/V Pitso Tel: 011-355-3784/3078
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83 or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 31 March 2017

POST 11/59 : **ADMINISTRATIVE CLERK 2 POSTS REF NO: 000339**
Directorate: Human Resources Management

SALARY : R142 461 per annum (plus benefits)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : Grade 12 Certificate. Knowledge of Workload Indicators of Staffing Need (WISN) methodology is essential. Must be able to collect WISN data utilizing and WISN data collection tools from various categories of staff in the clinical areas. Thorough knowledge of World Health Organization (WHO) WISN Software is imperative. Must have knowledge of the World Health Organization (WHO), WISN Manual, and the Primary Health Care (PHC) Normative Guides and Standards Government Gazette document. A valid driver's licence. Computer literacy.

DUTIES : The incumbent of the post will be responsible for Capturing WISN data on the WISN Software and interpret the data categories; i.e. identify gaps and errors and consult relevant source for correction where necessary. Compile, analyse, maintain and store large database & spreadsheets; i.e. WISN, Occupation Specific Dispensation (OSD), etc. Follow up on progress in WISN study implementation. Assist and guide trained managers to conduct WISN studies in their units and facilities. Assist in conducting WISN Software training to various staff categories in the various Districts and hospitals, and be able to assist with answers and resolve queries. Assist in HR activities such as Recruitment and Selection, appointments, retention, absorptions, probationary matters, terminations, allowance, leave, MMS, OSD, SMS and other administrative related matters. Provide input for the improvement of HR administrative procedures, guideline and policies. Implement grade and pay progression. Monitor and capturing of PMDS.

ENQUIRIES : Ms N Walaza, Tel: (011) 355 3149
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83 or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 31 March 2017

POST 11/60 : **MATERIAL RECORDING CLERK REF NO: 000340**
 Directorate: Oral Health and Specialised Services

SALARY : R142 461 per annum (plus benefits)
CENTRE : Pretoria Dental Stores: Silvertondale
REQUIREMENTS : Grade 12 Certificate, 1-2 years relevant experience in Supply Chain Management. Must be innovative and analytical in executing duties allocated. Must be able to work under pressure. Working knowledge of SAP. Must have knowledge of relevant public service procedures and policies and acts. Successful completion of SCM or PAS Courses will be an added advantage.

DUTIES : Update stock registers. Assist in stock taking .Filling and keeping stores records. Receiving and issuing of stock. Update all transaction on tally and bin cards. Conduct monthly stock taking and disposal, replenishment of stock. Maintain minimum and maximum stock level, Keep stores clean and tidy .Update inventory registers. Avoid over and under stocking, conduct spot checks, pack items on the shelves accordingly, dust all shelves including items on the shelves, report all losses and theft to immediate supervisor, report and remove damaged stock from the shelves, dispose damaged and expired stock in line with departmental norms and standards. Ensure that all receipts and issues are correctly posted. Update requisition /issues voucher number. Maintain O-9 file, compile RLS02 form for payment and compile reconciliation reports. Willingness to work under pressure. Compile monthly reconciliation reports. Perform other additional responsibilities as delegated by the supervisor.

ENQUIRIES : Mr. Jacob Sibanda, Tel No: (012) 841 0364
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83 or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 31 March 2017

PROVINCIAL ADMINISTRATION: LIMPOPO

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is our intent to promote representivity (race, gender and disability) in the Department through the filling of these posts. Candidates whose transfer / promotion / appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : Direct your application quoting the relevant reference number, position and management area on the Z83 to: The Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X 9484 Polokwane, 0700. Hand delivered applications may be submitted at Evridiki Towers, Registry Office, 19 Biccard Street, Office B1-73, Polokwane.
- CLOSING DATE** : 31 March 2017
- NOTE** : Please take 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. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which includes security clearance, security vetting, qualification verification and criminal record verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be reconsidered/possibly terminated. Fingerprints will be taken on the day of the interviews. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts. NOTE: All costs associated with an application will be borne by the applicant. For applications to be accepted, applications must be submitted on a Z83 form (Public Service Application form), obtainable from any Public Service Department, and must be completed in full and signed. Applications must be accompanied by a comprehensive CV, certified copies of qualifications and ID NOT older than three (3) months. Where an advertisement states that a valid driver's licence is required, please submit a certified copy of your licence. Failure to submit the requested documents will result in the application not being considered. Applicants in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV's should reflect one's degree of compliance with the above mentioned requirements and responsibilities. It will be expected of candidates to be available for selection interviews on the date, time and place as determined by the Department. Applications must reach the Department before the closing date. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. Applications received after the closing date will not be considered. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered.

MANAGEMENT ECHELON

- POST 11/61** : **DEPUTY DIRECTOR GENERAL REF NO: C1/17/1**
(Re-Advertisement) All applicants who previously applied need not to apply again as the applications will be considered. 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 and may also be subjected to a competency assessment.
Branch: Integrated Economic Development Services
- SALARY** : R1 299 501 – R1 463 892 per annum (An all-inclusive remunerative package) (Salary level 15) *Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs

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| <u>CENTRE REQUIREMENTS</u> | : | Head Office: Polokwane |
| | : | An undergraduate qualification (NQF 7) and a post graduate NQF 8 qualification as recognized by SAQA; A in qualification in Business Management / Administration or Economics related will be an added advantage; Eight (8) to ten (10) years' experience at Senior Managerial level; Extensive knowledge and experience in Enterprise Development, Trade Regulation and Compliance, Economic Planning, Local Economic Development, Industrial Development matters and Project Management; A broad understanding of the Public Service Regulatory Framework and relevant prescripts; Knowledge of current trends and innovations in integrated economic development; Knowledge of national policy on Trade, Industry and Economic Development; Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.); Ability to work under pressure; Valid driver's license. Core competencies: Strategic Capability and leadership; people management and empowerment; Programme and project management; Financial Management; Change Management. Process competencies: Knowledge Management; Service Delivery innovation; Problem solving and analysis; client orientation and customer focus; communication |
| <u>DUTIES</u> | : | Oversee and contribute to policy development, strategic and business planning; Lead and integrate local economic development's provincial planning and research; Monitor the development of striving enterprises and cooperatives; Monitor the establishment, development and promotion of industries; Manage and administer the creation of a fair and healthy business practice; Lead team and work with key stakeholders; Provide advice to Head of Department in Economic Development, Trade and Industrial Development matters |
| <u>ENQUIRIES</u> | : | Mrs S Pelsler (015) 293 8678 |

DEPARTMENT OF HEALTH

The Department of Health is an equal Opportunity and Affirmative Action employer: People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities.

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| <u>APPLICATIONS</u> | : | All Applications should be addressed to: The Head of Department, Department of Health ,Private Bag X 9302,Polokwane,0700 and for hand delivery at 18 College Street Office No. 60 New Building |
| <u>CLOSING DATE</u> | : | 07 April 2017 |
| <u>NOTE</u> | : | Applicants should complete separate application forms where more than one post is applied for. Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV and certified copies of required qualifications and identity Document. Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered. Successful candidates for the posts will be required to enter into a permanent employment contract and sign Performance Agreement with the Department of Health and will also be subjected to vetting. All shortlisted candidates will be subjected to 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

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| <u>POST 11/62</u> | : | <u>DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES [LEVEL 15] REF NO: LDH/17/03/01</u> |
| <u>SALARY</u> | : | R1 299 501 per annum [All-inclusive remuneration package] |
| <u>CENTRE</u> | : | Provincial Office [Polokwane] |
| <u>REQUIREMENTS</u> | : | Qualifications and Competencies: A relevant undergraduate qualification at NQF level 7 and a relevant post graduate qualification at NQF level 8 as recognized by South African Qualifications Authority [SAQA]. At least eight [8] to ten [10] years' experience at senior managerial level [5 years must be with an organ of state as defined in the Constitution Act 108 of 1996].A post qualification in Finance/Business Management/ Administration will be an added advantage. Ability to interact at both strategic and operation levels. A valid driver's license. [Attach copy] Knowledge and |

Skills: Sound and in- depth knowledge of relevant prescripts and procedures pertaining and application as well as understanding of the legislative framework governing the Public Service [PFMA, Treasury Regulations etc.]. Negotiation, Good Communication, Facilitation, Co- ordination Leadership, Planning and organization skills, People Management, Financial Management, Problem Solving. Time Management, Strategic Planning, Policy analysis and development. Group dynamics, Diversity management, Change and knowledge management. Personal Attributes: Responsiveness, Pro-activeness, Professionalism, Accuracy, Independent, Co – operative, Team Player, Supportive, Flexible, Willingness to work under changing and difficult circumstances. Key Performance Areas: Develop and implement the business plan in line with the strategic objectives of the Department. Provide Human Resource Management and Development. Provide Human Resource Organizational Strategy and Planning. Provide Information Technology and Records Management. Provide Strategic Planning Management. Provide Security Services. Provide Legal Services and Medico legal. Manage Resources [Physical, Human and Financial]

ENQUIRIES : General enquires about the post should be directed to Ms Mampane NR/ Ms Mpati MM Tel no: 015 293 6426/ 6126 and Ms Matimatjati RL Tel no: 015 293 6639 during office hours

POST 11/63 : **DISTRICT EXECUTIVE MANAGER: DISTRICT MANAGEMENT SERVICES [LEVEL 14] 2 POSTS REF NO: LDH/17/03/02**

SALARY : R1 068 564 per annum [All inclusive remuneration package]
CENTRE : Capricorn District [1] Waterberg District [1]
REQUIREMENTS : Qualifications and Competencies: An undergraduate qualification at NQF level 7 as recognized by South African Qualifications Authority [SAQA]. A relevant post graduate qualification in Public Health will be a strong recommendation. A minimum of 5 year's experience at senior managerial level. A valid driver's license. [Attach copy] Knowledge and Skills: Sound in depth knowledge of Public Service Act, 1994 as amended, Public Service Regulation 2001, as amended, Public Finance Management Act, 1999, Employment Equity Act, 1998, Skills Development Act, 1998, Occupational Health and Safety Act, 85 of 1993. People management, problem solving, good communication, leadership, decision – making, change management, computer and conflict management skills. Key Performance Areas: Provide leadership and strategic goals and objectives including managing the district in the following areas; Primary Health Care, Hospital services, Financial Management Services, Corporate Services, Corporate governance and planning. Information management and technology. Develop, apply and execute policies & procedures related to the functioning of the district. Ensure effective and efficient service delivery within the district. Manage, monitor and evaluate the provision of health services within the district. Forge links and partnership with formal and informal sectors. Manage and utilize resources [human and financial] in accordance with relevant directives and legislation.

ENQUIRIES : General enquires about the post should be directed to Ms Mampane NR/ Ms Mpati MM at 015 293 6426/ 6126 and Ms Matimatjati RL at 015 293 6639 during office hours.

DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer.

Women and people living with disabilities are encouraged to apply.

APPLICATIONS : Applications should be submitted to the Head of Department of Public Works, Roads and Infrastructure Private Bag X9490 Polokwane 0700. Or hand delivered to Works Towers Building, No. 43 Church Street, Polokwane, 0699

CLOSING DATE : 31 March 2017 @ 16h00.

NOTE : Applications must be submitted on form Z83 obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be completed in full, accompanied by certified copies of identity documents, valid driver's License, educational qualifications, and a comprehensive curriculum vitae or resume. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on form Z83. Please note: In case of re-advertised posts, applicants are advised to re-apply if they are still interested. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications

Authority (SAQA) and therefore must attach certified copies of certificates of evaluation by the SAQA. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. Shortlisted candidates for the posts of SMS 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 and competency-based assessment. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interviews for verification purposes. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Late applications, emails or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Communication will only be with shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful.

OTHER POSTS

- POST 11/64** : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A 04 POSTS REF NO: S4/2/22/2016/01**
 Directorate: Infrastructure Planning and Design
- SALARY CENTRE REQUIREMENTS** : An all-inclusive OSD Package of R871 548 –R996 525 per annum
 : Head Office, Polokwane
 : A Bachelor's degree in a Technical /Built environment with a minimum of six (06) years' post registration experience as a registered Professional Construction Project Manager. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Valid driver's license.
- DUTIES** : Perform final review and approvals or audits on project designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of project management strategy. Set project standards, specifications and service levels to ensure optimum operational availability. Monitor project management to attain organisational objectives. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Provide technical consulting services for the operation of project related matters to minimize possible project risks.
- ENQUIRIES** : All General enquiries should be directed to Ms Paulina Shai Tel no: 015 284 7311 or Mr Makape Pat Tel no: 015 284 7440
- POST 11/65** : **CHIEF QUANTITY SURVEYOR: GRADE A 5 POSTS REF NO: S4/2/22/2016/09**
 Directorate: Infrastructure Planning and Design
- SALARY CENTRE REQUIREMENTS** : An all-inclusive OSD package of R750 984-R858 672 per annum
 : Head Office, Polokwane
 : University Degree in Quantity Surveying or relevant qualification. Registration with SACQSP. Valid Drivers' Licence. Computer literate. Appropriate experience in Quantity Surveying. Four (04) Years post registration experience. Six (06) years post professional experience.
- DUTIES** : Perform final review and approvals or audits on quantity survey Procedure .Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources. Monitor quantity survey efficiencies according to organisational goals to direct or redirect quantity survey services for the attainment of organisational objectives. Manage commercial value add of the disciple-related programmes and projects. Allocate, monitor, and control resource. Manage, monitor, control expenditure according budget to ensure efficient cash flow. Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirement. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objective.

- ENQUIRIES** : All General enquiries should be directed to Ms Paulina Shai Tel no: 015 284 7311 or Mr Makape Pat Tel no: 015 284 7440
- POST 11/66** : **CHIEF ARCHITECT GRADE A 03 POSTS REF NO: S4/2/22/2016/04**
Directorate: Infrastructure Planning and Design
- SALARY CENTRE REQUIREMENTS** : An all-inclusive OSD package of R750 984-R858 672 per annum
: Head Office, Polokwane
: Degree in Architecture or appropriate Bachelor's Degree in Built Environment. Ccompulsory Registration with South African Council for the Architectural Profession (SACAP). Six (06) years post professional experience. A valid driver's license
- DUTIES** : Perform final review and approval or audits on architectural designs according to designs principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of architectural strategy through the provision of appropriate structure, systems resources. Manage commercial value add of the disciple-related programmes and projects. Allocate, monitor, and control resource. Manage, monitor, control expenditure according budget to ensure efficient cash flow. Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirement. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objective.
- ENQUIRIES** : All General enquiries should be directed to Ms Paulina Shai Tel no: 015 284 7311 or Mr Makape Pat Tel no: 015 284 7440
- POST 11/67** : **VALUER REF NO: S4/2/22/2016/20**
Directorate: Infrastructure Planning and Design
- SALARY CENTRE REQUIREMENTS** : R612 822 per annum (an all-inclusive package), Level 11
: Head Office, Polokwane
: Tertiary Qualification in Valuation/University Degree in Property Development. Registered as a Professional Valuer with the South African Council for Property Valuations. Valid Driver's Licence. Computer literate. Four (04) Years post qualification valuation experience.
- DUTIES** : Customise methods for valuation. Determine appraisal standards. Determine methods for estimations. Link valuations to life cycle costs. Determine norms and standards for valuations. Make inputs to the development and updating of the spatial database. Inspect properties to evaluate construction, condition, special features and functional design. Take property measurements. Search for public records for transactions such as sales, leases and assessments. Take photographs of interior and exterior properties to assist in estimation of property values. Evaluate land and neighbourhoods. Verify legal descriptions of properties. Verify building codes, zones and by-laws. Estimate building replacement costs. Interact with relevant stakeholders to obtain information and data. Incorporate any requirements in terms of heritage and related studies in the valuation. Implement valuations pertaining to leases. Interpret valuation data and information. Prepare valuation reports. Refer valuation reports to the National Valuation Council for validations. Present valuation reports to stakeholders. Quality assure the work performed by external Valuers. Undertake research to improve valuation services for the Health Property Portfolio. Interact with professional bodies and councils and bodies to enhance new developments in technology and methodology related to valuation.
- ENQUIRIES** : All General enquiries should be directed to Ms Paulina Shai Tel no: 015 284 7311 or Mr Makape Pat Tel no: 015 284 7440
- POST 11/68** : **ELECTRICAL ENGINEERS GRADE A REF NO: S4/2/22/2016/15**
Directorate: Infrastructure Planning and Design
- SALARY CENTRE REQUIREMENTS** : An all-inclusive OSD package of R594 477-R 640 419 per annum
: Head Office, Polokwane
: A university degree in Electrical Engineering (e.g. B Eng. / B.Sc. (Eng.)). Registration with ECSA as an Electrical Engineer. Valid Drivers' Licence. Computer literate. Appropriate experience in Sector infrastructure delivery. Three (03) years post qualification engineering experience.

- DUTIES** : Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.
- ENQUIRIES** : All General enquiries should be directed to Ms Paulina Shai Tel no: 015 284 7311 or Mr Makape Pat Tel no: 015 284 7440
- POST 11/69** : **CIVIL STRUCTURAL ENGINEERS: GRADE A 2 POSTS REF NO: S4/2/22/2016/12**
Directorate: Infrastructure Planning and Design
- SALARY** : An all-inclusive OSD package of R 594 477- R 640 419 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : A University degree in Civil Engineering (e.g. B Eng. / B.Sc. (Eng.). Compulsory registration with ECSA as a Professional Engineer. Appropriate experience in Sector infrastructure delivery. Three (03) years post qualification engineering experience. Valid Drivers' Licence. Computer literate.
- DUTIES** : Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering works according to prescribed norms and standards. Supervise the engineering work and processes. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.
- ENQUIRIES** : All General enquiries should be directed to Ms Paulina Shai Tel no: 015 284 7311 or Mr Makape Pat Tel no: 015 284 7440
- POST 11/70** : **MECHANICAL ENGINEERS GRADE A 2 POSTS REF NO: S4/2/22/2016/13**
Directorate: Infrastructure Planning and Design
- SALARY** : An all-inclusive OSD package of R 594 477–R640 419 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : A university degree in Mechanical Engineering (e.g. B Eng. / B.Sc. (Eng.) Compulsory registration with ECSA as a Mechanical Engineer. Valid Drivers' Licence. Three (03) years post qualification engineering experience.
- DUTIES** : Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and

personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : All General enquiries should be directed to Ms Paulina Shai Tel no: 015 284 7311 or Mr Makape Pat Tel no: 015 284 7440

POST 11/70 : **CONSTRUCTION PROJECT MANAGER GRADE A 5 POSTS REF NO: S4/2/22/2016/02**
Directorate: Infrastructure Planning and Design

SALARY : An all-inclusive OSD package of R 594 477 - R640 419 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : National diploma (Built Environment field), B Tech (Built Environment field) or B degree in any built environment field with a minimum of three (03) years relevant project management experience required. Compulsory registration as a Professional Construction Project Manager with the SACPCMP.

DUTIES : Prepare specifications and scope of works. Manage all aspects of the design phase. Manage all aspects of the procurement phase. Manage all aspects of the construction phase. Instruct contractors regarding various building, electrical and mechanical methods. Ensure compliance of all activities in accordance with relevant procedures and business processes. Maintain the Asset Register and database. Execute inspections to verify payments. Manage the allocated budget and related expenditure. Convene and manage regular project meetings and related reports. Execute site hand-over, first delivery certificate and final delivery. Provide technical reports.

ENQUIRIES : All General enquiries should be directed to Ms Paulina Shai Tel no: 015 284 7311 or Mr Makape Pat Tel no: 015 284 7440

POST 11/72 : **CANDIDATE CONSTRUCTION PROJECT MANAGER 4 POSTS REF NO: S4/2/22/2016/03**
Directorate: Infrastructure Planning and Design

SALARY : An all-inclusive OSD package of R512 244 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : A Bachelor's degree in a technical /built environment, BTech in built environment field with a minimum of one (01) year experience; National higher diploma(built environment field) with a minimum of 18 months experience; National diploma (built environment field) with a minimum of two (02) years' experience, Compulsory registration with the SACPCMP as a candidate Project Manager. Valid driver's license.

DUTIES : Manage and Coordinate all aspects of projects under the supervision of Construction Project Manager; Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the construction project manager. Identifying resources needed and assign individual responsibilities. Project and accounting and Financial Management; Report project progress to Project manager. Manage project budget resources in consultation with project manager. Office Administration, Provide inputs to Project Manager with tender administration. Contribute to the human resources related activities. Research development Keep up with new technologies and procedures. Research/literature on new developments on project management technologies.

ENQUIRIES : All General enquiries should be directed to Ms Paulina Shai Tel no: 015 284 7311 or Mr Makape Pat Tel no: 015 284 7440

POST 11/73 : **QUANTITY SURVEYOR: GRADE A 7 POSTS REF NO: S4/2/22/2016/10**
Directorate: Infrastructure Planning and Design

SALARY : An all-inclusive OSD package of R512 244 – R 551 826 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : University Degree in Quantity Surveying and/or Relevant NQF Level 6 Qualification. Registration with SACQSP as a Professional Quantity Surveyor. Valid Drivers'

- Licence. Computer literacy and experience in the application of Quantity Surveying. Three (03) Years post registration qualification.
- DUTIES** : Co-ordinate professional teams on all aspects regarding quantity survey. Ensure the adherence to quantity determination standard. Provide quantity survey advice and technical supporting the evaluation of cost. Provide solution on non-compliance on quantity determination. To ensure the adoption of technical and quality strategies. To review the cost determinations of projects and estimates accomplished by building designers and/or sub professional personnel. Administer performance management and development. Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Monitor and control expenditure. Report on expenditure and service delivery.
- ENQUIRIES** : All General enquiries should be directed to Ms Paulina Shai Tel no: 015 284 7311 or Mr Makape Pat Tel no: 015 284 7440
- POST 11/74** : **CANDIDATE ENGINEERS: MECHANICAL (05); ELECTRICAL (05); CIVILSTRUCTURAL (10) REF NO: S4/2/22/2016/14**
Directorate: Infrastructure Planning and Design
- SALARY CENTRE REQUIREMENTS** : An all-inclusive OSD package of R512 244 per annum
: Head Office, Polokwane
: A University degree in Mechanical/Civil and Electrical Engineering (e.g. B Eng. / B.Sc. (Eng.). Compulsory Registration with ECSA as a Candidate Engineer. No previous experience. Valid Drivers' Licence.
- DUTIES** : Design new systems to solve practical engineering problems (challenges) and improve efficiency and enhance safety. Planning, designing, operating and maintenance of engineering projects. Development of cost effective solutions according to standard. Office Administration. Prepare inputs for the facilitation of resource utilization. Report service delivery, Research and Development Keep up with new technologies and procedures, research/literature studies on engineering technologies to improve expertise. Liaise with relevant bodies/councils on engineering related matters.
- ENQUIRIES** : All General enquiries should be directed to Ms Paulina Shai Tel no: 015 284 7311 or Mr Makape Pat Tel no: 015 284 7440
- POST 11/75** : **GIS PROFESSIONAL GRADE A 02 POST REF NO: S4/2/22/2016/18**
Directorate: Infrastructure Planning and Design
- SALARY CENTRE REQUIREMENTS** : An all-inclusive OSD package of R 512 244- R 551 826 per annum
: Head Office, Polokwane
: Degree or four (04) year Diploma (NQF6 or equivalent), in GIS or one of the following: Geomatics, Cartography or Geography. Minimum three (03) years hands-on working experience on GIS. Valid driver's license. Registration with a professional body, e.g. PLATO, would be an added advantage. Knowledge and understanding of policies and legislation governing spatial information and development planning in South Africa.
- DUTIES** : Develop and maintain the departmental geo database, with much focus on asset management. Develop, administer and manage the departmental web-based map services (ArcGIS Server). Conduct needs analysis of the various units within the department to determine gaps and new areas for spatial information usage. Promote the strategic usage of spatial information in planning and informed decision-making across the department. Analysis and interpretation of spatial and related information to enhance and add value to planning and informed decision-making processes in the province. Close liaison with the Office of the Premier with regard to the maintenance of the provincial database. Render mapping services to the entire department/Production of maps for departmental/government use.
- ENQUIRIES** : All General enquiries should be directed to Ms. Paulina Shai Tel no: 015 284 7311 or Mr Makape Pat Tel no: 015 284 7440
- POST 11/76** : **ARCHITECT GRADE A 04 POSTS REF NO: S4/2/22/2016/05**
Directorate: Infrastructure Planning and Design
- SALARY CENTRE** : An all-inclusive OSD package of R 512 244 - R 551 826 per annum
: Head Office, Polokwane

- REQUIREMENTS** : Bachelor of Architecture or equivalent Qualification. Registration with South African Council for the Architectural Profession (SACAP) as an Architect. Valid Drivers' Licence. Three (03) years Architectural experience required.
- DUTIES** : Determine life cycle costing norms for Sector Facilities and Offices. Determine space norms for application in the U-AMP and C-AMP. Determine requirements and specifications for Technical Condition Assessments. Provide guidance to Sector in the preparation of U-AMPs. Assess feasibility of proposed projects. Provide technical support for the preparation of the C-AMP. Provide technical inputs to the formulation of the procurement strategy and the drafting of the IPMP. Provide technical inputs to prepare the IPIP. Provide inputs to the finalization of the SDA. Finalise the design of Master Plans. Validate that designs are in line with standardised norms and standards. Review progress reports submitted by districts and intervene where required. Review cost and scope variations submitted by Districts and make final recommendations to Sector. Design and implement interventions for projects that are not performing in line with cash flow projections, quality standards and timeframes. Provide inputs to the setting of standards for documentation from an architectural perspective that should be collected by Districts and submitted to the Head Office. Monitor that the required documentation from an architectural perspective are submitted by the Districts, project files are updated and submitted to the Centralised Document warehouse.
- ENQUIRIES** : All General enquiries should be directed to Ms. Paulina Shai Tel no: 015 284 7311 or Mr Makape Pat Tel no: 015 284 7440
- POST 11/77** : **CANDIDATE QUANTITY SURVEYOR 05 POSTS REF NO: S4/2/22/2016/11**
Directorate: Infrastructure Planning and Design
- SALARY CENTRE REQUIREMENTS** : An all-inclusive OSD package of R 443 391 per annum
: Head Office, Polokwane
: University degree in quantity Surveying or relevant qualification. Registration with SACQSP as Candidate Quantity Surveyor. Valid driver's license. No previous experience required.
- DUTIES** : Perform quantity surveying activities on projects plans, structure or facilities under the supervision of a quantity surveyor. Adhere to building standards to ensure safety and requirements, provide technical support, and contribute to the development of quantity survey related policies, methods and practices. Office administration. Provide assistance with tender administration, Contribute to the human resources and related activities, liaise and interact with service provider, Research and development. Keep up with the new technologies and procedures, Follow approved programme of development for registration purposes.
- ENQUIRIES** : All General enquiries should be directed to Ms. Paulina Shai Tel no: 015 284 7311 or Mr Makape Pat Tel no: 015 284 7440
- POST 11/78** : **CANDIDATE ARCHITECT 05 POSTS REF NO: S4/2/22/2016/06**
Directorate: Infrastructure Planning and Design
- SALARY CENTRE REQUIREMENTS** : An all-inclusive OSD package of R 443 391 per annum
: Head Office, Polokwane
: Bachelor of Architecture or equivalent as recognised by the South African Council for the Architectural Profession .Registration with the South African Council for Architectural Profession SACAP as a Candidate Architect . Valid Drivers' Licence. No previous experience required. Valid Drivers' Licence.
- DUTIES** : Perform Architectural activities on state – owned or leased buildings, structures or facilities. (I) Adhere to legal, safety and health requirements, Provide technical support etc. Office Administration. Provide assistance with tender (bid) administration with service providers and contribute to human resources and related activities. Research and Development. Keep up with new technologies and procedures; Research/literature on new architectural and construction material, techniques and methods
- ENQUIRIES** : All General enquiries should be directed to Ms. Paulina Shai Tel no: 015 284 7311 or Mr Makape Pat Tel no: 015 284 7440
- POST 11/79** : **CANDIDATE GIS PROFESSIONAL 02 POST REF NO: S4/2/22/2016/19**
Directorate: Infrastructure Planning and Design
- SALARY** : An all-inclusive OSD package of R 443 391- R470 610 per annum

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| <u>CENTRE</u> | : | Head Office, Polokwane |
| <u>REQUIREMENTS</u> | : | Four (04) Year B Degree in GISc (NQF7 or equivalent). Valid driver's license. Registration with PLATO as candidate is compulsory. No previous Experience. |
| <u>DUTIES</u> | : | Provide GISc to support institutional decision-making. Undertake the system requirements analysis. Provide support in conducting the cost benefits analysis. Execute the functional requirements analysis. Assist with user requirement analysis. Implement processing model workflow diagram. Implement spatial and other standards. Collection, visualization and capturing of data from various format and sources. Conversion of data files from analog to digital format. Apply coordinate systems and projections. Populate the electronic metadata catalogue. Analyse and visualize data to meet the stated requirements. Implement a database to store the required data sets. Research. Investigate and implement new technologies. Undertake environmental scanning to understand the problem in the GISc industry and compile report findings. Participate and liaise with relevant bodies and council on GISc matters. |
| <u>ENQUIRIES</u> | : | All General enquiries should be directed to Ms. Paulina Shai Tel no: 015 284 7311 or Mr Makape Pat Tel no: 015 284 7440 |
| <u>POST 11/80</u> | : | <u>ARCHITECTURAL TECHNOLOGIST GRADE A 04 POSTS REF NO: S4/2/225/2016/08</u> Directorate: Infrastructure Planning and Design |
| <u>SALARY</u> | : | An all-inclusive OSD package of R 301 266 - R 324 771 per annum |
| <u>CENTRE</u> | : | Head Office, Polokwane |
| <u>REQUIREMENTS</u> | : | Bachelor of Technology in Architecture (B Tech) or relevant qualification Three (03) years post qualification Architectural Technologist experience required. Valid driver's license. Registration with SACAP as an Architectural Technologist. |
| <u>DUTIES</u> | : | Support architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the designs. Detail design, landscape design and preparation of working drawings that will serve as legal instruction to the building constructor and in the process supervise the building to ensure that the building is built according to the working drawings and other legal documents. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Compile and submit monthly and quarterly reports. Provide inputs to the operational plan, develop, implement and maintain databases. Keep up with new technologies and procedures. Research/literature studies on technical architectural technology to improve expertise. To liaise with relevant boards/councils on architectural-related matters. Identify and optimize technical solutions by applying architectural principles. |
| <u>ENQUIRIES</u> | : | All General enquiries should be directed to Ms. Paulina Shai Tel no: 015 284 7311 or Mr Makape Pat Tel no: 015 284 7440 |
| <u>POST 11/81</u> | : | <u>CANDIDATE ARCHITECTURAL TECHNOLOGIST: 03 POSTS REF NO: S4/2/22/2016/07</u> Directorate: Infrastructure Planning and Design |
| <u>SALARY</u> | : | An all-inclusive OSD package of R 259 599 per annum |
| <u>CENTRE</u> | : | Head Office, Polokwane |
| <u>REQUIREMENTS</u> | : | Bachelor of Technology in Architecture (B Tech) or relevant qualification No previous experience required. Valid driver's license. Registration with SACAP as a Candidate Architectural Technologist. |
| <u>DUTIES</u> | : | Provide Technological advisory services. Support architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project; adhere to safety standards in line with statutory and regulatory requirement; Provide inputs into existing technical manual standard drawings and procedure and Support the identification and optimization of solutions by applying architectural principles. Research and Development. Keep up with new technologies and procedures, Follow approved programme of development for registration purposes. |
| <u>ENQUIRIES</u> | : | All General enquiries should be directed to Ms. Paulina Shai Tel no: 015 284 7311 or Mr Makape Pat Tel no: 015 284 7440 |

POST 11/82 : **ENGINEERING TECHNICIANS: CIVIL (05 POSTS); ELECTRICAL 04 POSTS
MECHANICAL 03 POSTS REF NO: S4/2/22/2016/16**
Directorate: Infrastructure Planning and Design

SALARY : An all-inclusive OSD package of R 255 383- R 275 526 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : A National Diploma or BTech in Engineering or relevant qualification. Three (03) year post qualification technical experience. Registration with ECSA Engineering Technician is compulsory. Driver's licence.

DUTIES : Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Follow approved programme of development for registration purposes.

ENQUIRIES : All General enquiries should be directed to Ms. Paulina Shai Tel no: 015 284 7311 or Mr Makape Pat Tel no: 015 284 7440

Post 11/83 : **CANDIDATE ENGINEERING TECHNICIANS – CIVIL (20 POSTS); MECHANICAL
ELECTRICAL 10 POSTS REF NO: S4/2/22/2016/17**
Directorate: Infrastructure Planning and Design

SALARY : An all-inclusive OSD package of R 220 383 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : A National Diploma in Engineering. Compulsory registration with ECSA as a candidate Engineering Technician. Valid Drivers' Licence. No experience.

DUTIES : Render technical services under supervision. Assist engineers, technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Adhere to existing technical manual, standard drawings and procedures to incorporate new technology. Perform Administrative and related functions. Compile and submit report as required. Provide inputs to the technical/ engineering operational. Develop, implement and maintain databases. Plan Research and Development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering related matters. Follow approved programme of development for registration purposes.

ENQUIRIES : All General enquiries should be directed to Ms. Paulina Shai Tel no: 015 284 7311 or Mr Makape Pat Tel no: 015 284 7440

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

The North West Department of Tourism is an Affirmative Action Employer with the intention of promoting representivity (race, gender and disability) through the filling of these posts.

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management: Department of Tourism, Private Bag X2099, Mmabatho, 2735 or hand delivered at the Telkom Building, 3366 Besemmer Street, Industrial Site, Mafikeng (behind the Crossing Shopping Complex)
- FOR ATTENTION** : Mrs Keolebogile Rasebitse.
- CLOSING DATE** : 21 April 2017.
- NOTE** : Applications must be submitted on the prescribed form, Z83 (fully completed), obtainable from any Public Service Office, and should be accompanied by the following documents: Certified copies of qualifications and Identification Document, a Curriculum Vitae with competencies, experience and with full names, addresses and telephone number of least three referees. Applications with foreign qualifications must submit a SAQA evaluation report on the qualification. Applicants should be forwarded in time to the Department, since applications received after closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the Department. Appointment of successful candidate(s) will be strictly subject to the Personnel Suitability Checks result/ outcome. Failure to comply with the above requirements will result in the disqualification of the application. NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

OTHER POSTS

- POST 11/84** : **DEPUTY DIRECTOR: LOGISTICS MANAGEMENT**
Job Purpose: To effectively and efficiently manage the Departmental logistics services.
- SALARY** : R612 822 Per Annum (All- inclusive MMS Package, Level 11)
- CENTRE** : Mahikeng
- REQUIREMENTS** : Degree or National Diploma in Commerce with Accounting & Purchasing/ Finance or equivalent qualification. Knowledge of Supply Chain Management Framework, Financial Management systems. Understanding of PFMA, GRAP/GAAP, PPPFA and Treasury Regulations. Advanced computer literate and Leadership abilities, interpersonal skill, written and verbal communication. Job Knowledge: Knowledge of personnel administration, Knowledge of SCM practice notes and guidelines, knowledge of government financial systems (BAS/WALKER, BAS/Proquote) and Knowledge of the Treasury Regulation. Communication skills, Management skills, Conflict resolution, Problem solving, Computer literacy (Excel/ Word/ Powerpoint) and Report writing skills.
- DUTIES** : Manage the processing of requisition of goods and services. Manage the delivery and distribution of goods. Preparation of documentation for payments. Monthly reporting. Management of Human Resources.
- ENQUIRIES** : Ms M Tumane Tel no: (018) 388 2474
- POST 11/85** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING**
Job Purpose: To ensure effective and efficient payments and financial accounting in the Departments.
- SALARY** : R612 822 Per Annum (All- inclusive MMS Package, Level 11)
- CENTRE** : Mahikeng
- REQUIREMENTS** : Diploma/ Degree in Financial Management & Accounting. 3-5 years management experience in related field, knowledge in PERSAL and BAS and knowledge in government financial systems. Job Knowledge: In- depth knowledge of prescripts and processes available in the Public Service i.e PFMA. Labour Relation Acts and and financial manuals etc., knowledge of PERSAL systems, BAS and WALKER. Communications skills, Financial Management & Accounting, Planning & Organizing, Managerial and Leadership, Report writing, Project Management, Research & analyzing and Computer literate.

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| <u>DUTIES</u> | : | Management of Salaries and Claims. Authorisation of payments. Management and reconcile the suspense account. To provide support in and prepare interim and annual financial statements. Management of administrative and related function of the sub- directorate which would include the following: Management and development of the operational plan, compiling and submitting of reports and development and training of the sub- directorate staff. |
| <u>ENQUIRIES</u> | : | Mr M Moiloanyane Tel no: (018) 388 5176 |
| <u>POST 11/86</u> | : | <u>STATE ACCOUNT</u> Job Purpose: To ensure effective and efficient management of financial planning and financial reporting. |
| <u>SALARY</u> | : | R211 194 per annum, Level 07 |
| <u>CENTRE</u> | : | Mahikeng |
| <u>REQUIREMENTS</u> | : | National Diploma/ Degree in Financial Management/ B. Commerce, Computer literacy, 2 year's financial management experience. Ability to interpret and apply policies. Job Knowledge: Knowledge of accounting financial systems. Knowledge of government financial systems. Working knowledge of financial legislations (PFMA. DORA) etc. Working knowledge of prescripts and process applicable in Public Service i.e. Human Resource, Labour Relation Act, Public Service Regulation. Budgeting and financial reporting knowledge. Computer literate, problem solving, excellent communication skills, written and verbal communication skills and understanding of financial systems and procedures. |
| <u>DUTIES</u> | : | To maintain and ensure effective financial management in the Department. Assist with planning and budgeting processes as well as preparation of budget working documents. Assist in the compilation and co-ordination of the MTEF document and departmental adjustment. Capturing of budget on Basic Accounting System and assist in maintaining of adjustments to budget allocations. Provide support in the preparation of the annual financial statement (AFS). Check requisitions for the availability of funds for procurement of goods and services for business units assigned. Assist with the re- allocation of funds and monitor movement of funds allocated within the budget after reprioritization. |
| <u>ENQUIRIES</u> | : | Mr M Moiloanyane Tel no: (018) 388 5176 |
| <u>POST 11/87</u> | : | <u>IT TECHNICIAN</u> Job Purpose: To ensure the stable operation of the in-house computer network and resolves end- user Hardware and software problems. |
| <u>SALARY</u> | : | R211 194 per annum, Level 07 |
| <u>CENTRE</u> | : | Mahikeng |
| <u>REQUIREMENTS</u> | : | National Diploma/ Degree in IT. 1- 2 years experience in IT. Job Knowledge: Knowledge of IT systems and applications. IT Network recovery and security. Administrative procedures. Knowledge of Government prescripts. Computer Literacy. Sound organizing and planning skills. Applications and configuration skills. Good communication skills. Computer skills. Basic document management skills. Team work and Financial Management. |
| <u>DUTIES</u> | : | Provide security solutions and equipments on the in-house computer network. Ensure installation, configuration, maintenance and connectivity of end- user workstations. Perform audit, back-ups and recovery in line with security and best practice guidelines. Upgrade and repairs to the performance of the network. |
| <u>ENQUIRIES</u> | : | Ms D Lolokwane Tel no: (018) 388 2391 |
| <u>POST 11/88</u> | : | <u>COMMUNICATION OFFICER: MEDIA RELATIONS</u> Job Purpose: To provide an effective media liaison services to the Department. |
| <u>SALARY</u> | : | R171 069 per annum, Level 06 |
| <u>CENTRE</u> | : | Mahikeng |
| <u>REQUIREMENTS</u> | : | Grade 12 and three (3) year National Diploma/ Degree in Communications/ Public Relations/ Journalism. 1- 2 years experience in the communication environment. Language skills and the ability to communication well with people at different levels and from different backgrounds and computer literacy. Job Knowledge: Knowledge on communication and media, knowledge on media environment within the province and national, knowledge on writing for the media, knowledge on government communication and knowledge on communication protocols. Writing skills, |

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| | : | negotiation skills, communication skills, analytical skills and skills in writing for different media environments. A valid driver's license. |
| <u>DUTIES</u> | : | Media monitoring. Develop and update media data- base. Offer photography services and manage archives. Distribute media correspondence and confirm media attendance during Departmental events. Provide administrative support for the media relations sub- unit. Compile and produce media statements and articles. |
| <u>ENQUIRIES</u> | : | Ms D Lolokwane Tel no: (018) 388 2391 |
| <u>POST 11/89</u> | : | <u>COMMUNICATION OFFICER: INTERNAL COMMUNICATIONS</u> |
| | : | Job Purpose: To effectively give support on all internal communication plans and activities. |
| <u>SALARY</u> | : | R171 069 per annum, Level 06 |
| <u>CENTRE</u> | : | Mahikeng |
| <u>REQUIREMENTS</u> | : | Grade 12 and three (3) year National Diploma/ Degree in Communications/ Public Relations/ Journalism. 1- 2 years experience in the communication environment. Language skills and the ability to communicate well with people at different levels and from different backgrounds and computer literacy. Job Knowledge: Knowledge of implementing and developing internal communication action plans and campaigns. In- depth knowledge of the government communications environment and approach and knowledge of Public Service Prescripts. Good communication skills (written and verbal) and presentation skills. Effective organizational skills. Computer Literate (Ms Word, Excel and Power Point). Ability to develop electronic internal publications and publish on the intranet. Ability to work under pressure and with tight deadlines including weekends and public holidays. A valid driver's license. |
| <u>DUTIES</u> | : | Provide effective internal communication to the Department. Implement internal tactical communication plans and campaigns. Develop and maintain the internal stakeholder's database and take photographs for all internal Departmental events. |
| <u>ENQUIRIES</u> | : | Ms D Lolokwane Tel no: (018) 388 2391 |
| <u>POST 11/90</u> | : | <u>FINANCE CLERK</u> |
| | : | Job Purpose: To render financial support services within the Department. |
| <u>SALARY</u> | : | R142 461 per annum, Level 05 |
| <u>CENTRE</u> | : | Mahikeng |
| <u>REQUIREMENTS</u> | : | A grade 12 certificate or equivalent. Job Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, etc.). Computer operating skills. Communication planning and organisation. Interpersonal relations language. Flexibility good verbal and written communication skills. |
| <u>DUTIES</u> | : | Render Financial Accounting transactions. Perform Salary Administration support services. Perform Bookkeeping support services. Render a budget support services. |
| <u>ENQUIRIES</u> | : | Mr M Moiloanyane Tel no: (018) 388 2474 |
| <u>POST 11/91</u> | : | <u>ACCOUNTING CLERK</u> |
| | : | Job Purpose: To ensure effective and efficient payment of creditors and processing of BAS debts and capturing them in the system for the Department. |
| <u>SALARY</u> | : | R142 461 per annum, Level 05 |
| <u>CENTRE</u> | : | Mahikeng |
| <u>REQUIREMENTS</u> | : | Diploma/ Degree in Financial Management & Accounting. 1- 3 years experience in related field. Job Knowledge: In- depth knowledge of prescripts and processes available in the Public Service i.e. PFMA. Labour Relations Acts and financial manuals etc. Knowledge of WALKER and BAS Systems. Communication skills, Financial Management & Accounting, Planning and Organizing, Report writing and Computer literate. |
| <u>DUTIES</u> | : | Payment of creditors. Register and maintain debts. Processing of S&T claims. Document control. |
| <u>ENQUIRIES</u> | : | Ms M Moiloanyane Tel no: (018) 388 5176. |

POST 11/92 : **SCM CLERK**
 Job Purpose: Effective management, record keeping, safeguarding and investigation of assets in terms of the PFMA, Asset Management Guidelines and other related legislatives.

SALARY : R142 461 per annum, Level 05
CENTRE : Mahikeng
REQUIREMENTS : Senior Certificate with relevant two (2) years experience and/ or a tertiary qualification in Commerce/ Financial management/ Public Administration as an added advantage plus one (1) year experience. Knowledge of Walker, BAS & Baud system, Supply Chain Management processes and procedures, PFMA & Treasury Regulations asset management framework. Good verbal and written communication, interpersonal skills, computer literacy and ability to work under pressure. Job Knowledge: Walker Financial System, PFMA, Treasury Regulations, Supply Chain Management, Policies, Asset and Management Framework. Computer skills, Walker training system, Report Writing skills and Communication skill.

DUTIES : Receive and verify purchased assets on Walker System. Verification of receipts, deliveries, bar- coding, distribution & recording of new assets. Conduct annual asset verification/ count & quarterly spot checks. Storage of qualifying disposal assets (all redundant, obsolete & unserviceable)

ENQUIRIES : Ms M Tumane Tel no: (018) 388 2474

**PRVINCIAL 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 11/93 : **OPERATIONAL MANAGER NURSING GENERAL: SURGERY MALES**
Chief Directorate: Metro District Health Services

SALARY : R367 815 (PN A5) per annum
CENTRE : Mitchell's Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 Qualification (Diploma/Degree) or equivalent qualification that allows registration with the SANC as Professional Nurse. Experience: Minimum of 7 years appropriate/recognisable experience in nursing after registration as professional nurse with the SANC. Inherent requirement of the job: Willingness to relief night duty, after hour, weekend and public holiday hospital cover. Competencies (knowledge/skills): Skilled nurse clinician able to manage the nursing unit. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, Excel, Outlook, PowerPoint). Excellent communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Conflict management, problem solving and decision making skills. In depth knowledge and understanding of health related Acts, policies and ethical legislations. Ability to facilitate and promote training. Ability to work under pressure and in a multidisciplinary team context. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Clinical governance - Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance – develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilisation of information technology – data collection and Analysis. Service delivery – facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and Unit Annual. Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

ENQUIRIES : Ms A Brown, Tel no: (021) 377-4410
APPLICATIONS : The Chief Executive Officer: Mitchell's Plain Hospital, Private Bag X9, Mitchells Plain, 7789.

FOR ATTENTION : Ms CC Johnson
CLOSING DATE : 31 March 2017

POST 11/94 : **ADMINISTRATION CLERK: FINANCE**
Chief Directorate: Metro District Health Services

SALARY : R142 461 per annum
CENTRE : Metro TB Centre (Brooklyn Chest Hospital)
REQUIREMENTS : Minimum educational qualification: 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 (KRA's) of the post. Competencies (knowledge/skills): Knowledge of the Basic Accounting System (BAS), LOGIS, Assets, Liabilities Suspense Accounts, Public Finance Management Act and Treasury Regulations and Instructions. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Computer literacy in MS Office (Word, Excel) and an aptitude for figures. Good interpersonal skills. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Correct reflection of accounting process of clearing the Assets and liability accounts. Capture sundry payments on the BAS system. Capture LOGIS payments. Report AFS, IFS, Accruals, IYM, A+L. File according to sequence/details. Cashier functions.

ENQUIRIES : Ms A Van der Berg, Tel no: (021) 508-7410

APPLICATIONS : The Manager: Medical Services, Metro TB Hospital Centre: Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425.

FOR ATTENTION : Ms DM Swartz

CLOSING DATE : 07 April 2017

POST 11/95 : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Metro District Health Services

SALARY : R142 461 per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in client liaison. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good communication, both verbal and written in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint and e-mail). Good interpersonal and negotiation skills. Innovative, hardworking and ability to organise and manage time. Basic knowledge of LOGIS capturing, Treasury Instructions and Departmental Instructions. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Act as liaison officer between hospital, clinics and workshop regarding building and ground maintenance and services and report to Management in respect thereof. Responsible for obtaining quotations for building and ground maintenance and services, including liaison with contractors, facilitate site meetings, research and compile specification advertising through data bases or IPS. Responsible for entry level LOGIS capturing as well as keeping of registers and databases. Monitor buildings and grounds for Health and Safety risks. Assist the division with general support service functions, including key control, servicing of fire equipment and systems, computer equipment, telephone repairs, PAB maintenance.

ENQUIRIES : Mr HB Africa, Tel no: (021) 918-1335

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

FOR ATTENTION : Ms C Cornelius

CLOSING DATE : 24 March 2017