



DATE OF ISSUE: 31 MARCH 2017

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 13 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 MINERAL RESOURCES:** The post that was advertised on Circular No 07 of 2017 Internal Auditor: Information Systems Ref No: DMR/17/0025 under note where it says NOTE: The incumbent will be required to provide proof of valid registration with the South African Nursing Council (SANC). The incumbent will be required to travel to regions and mines on a regular basis. This is a re-advert and all candidates that have previously applied need not to re-apply as their applications will be considered, PLEASE be advised that was an error it is not a requirement of the post.

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## DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

**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](http://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  
 14 April 2017

**CLOSING DATE**  
**NOTE**

: 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 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 13/01** : **DEPUTY DIRECTOR: COMMERCIAL FORESTRY REF NO: 99/2017**  
Directorate: Forestry Management Mpumalanga/Limpopo
- SALARY CENTRE REQUIREMENTS** : R726 276 per annum (all-inclusive package)  
: Nelspruit  
: Applicants must be in possession of a Bachelor's/B.Tech degree or National Diploma in Forestry coupled with managerial experience in commercial forestry. Sound understanding of the National Forests Act of 1998 (NFA, Act No 84 of 1998) and National Veld and Forest Fire Act of 1998 (NVFFA, Act No 101 of 1998) and Public Finance Management Act (PFMA, Act No 01 of 1999), Treasury Regulation and other related financial policies and environmental legislation, policies that are applicable in the Forestry Sector. Good interpersonal relations and ability to work effectively with stakeholders at all levels within and outside the Department. Good communication (verbal and written) skills and managerial skills as well as the ability to manage a team of professionals. Computer skills in Microsoft Office software. Valid driver's licence.
- DUTIES** : The incumbent will be responsible to manage, plan, coordinate, organise, control and supervise the management of a group of state plantations in the Mpumalanga Province. Provide support, assistance and report to the Director regarding commercial forestry strategic matters. Perform commercial forestry activities in the plantations to optimise equitable economic benefit regarding harvesting, silviculture, plantation protection (fire, diseases, pests etc.) and infrastructures in the plantations. Implement the most effective procedures to apply norms and standards, and monitor forestry teams and contractors. Ensure maintenance of conservation areas and removal of alien invasive species. Develop, implement and update Annual Operation Plans and Fire Management Plan for the plantation. Compile commercial forestry budget, control and monitor the expenditure and revenue. Co-ordinate plantation and perform forestry functions in accordance with departmental policies, Principles, Criteria indicators and Standards (PCI&S), Forestry Stewardship Council (FSC), Occupational Health and Safety (OHS), National Forests Act and National Veld and Forest Fire Act. Perform administrative function including Employees Performance Management and Development Systems (EPDMS), work plans, weekly, monthly and quarterly report on forestry operational activities achieved. Manage revenue collection and timber marketing. Participate and liaise with forestry stakeholders in compliance to participatory forestry management principles.
- ENQUIRIES NOTE** : Mr M.A. Tshivhase, tel. (015) 519-3300/35  
: In terms of the departmental employment equity target, priority will be given to African females and people with disabilities.
- APPLICATIONS** : [daff10@humanjobs.co.za](mailto:daff10@humanjobs.co.za) or fax: 086 762 3008
- POST 13/02** : **DEPUTY DIRECTOR: FOOD SAFETY AND QUALITY ASSURANCE REF NO: 108/2017**  
Directorate: Food Safety and Quality Assurance
- SALARY CENTRE REQUIREMENTS** : R726 276 per annum (all-inclusive package)  
: Pretoria  
: Applicants must be in possession of Bachelor's degree/National Diploma in Agricultural Sciences, Food Sciences/Technology and/or Microbiology. Knowledge of and extensive managerial experience in, inter alia, policy development and analysis, negotiation and project management. In-depth knowledge and understanding of applicable legislation, regulations, policies and strategies pertaining but not limited to the Agricultural Product Standards Act, 1990 (Act No 119 of 1990) and Liquor Products Act, 1989 (Act No 60 of 1989). Ability to interpret and communicate requirements and provisions of relevant legislation, policies, norms, standards and international agreements as well as protocols. Demonstrate knowledge relating to relevant committees of Codex Alimentarius, World Wine Trade Group (WTG), International Organisation of Vine and Wine (OIV), United Nations for Economic Commission of Europe (UNECE) and WTO (SPS and TBT committees). Good presentation and facilitation skills. Good communication skills, good interpersonal relations and proven management experience regarding personnel. Analytical and organisational skills. Computer literacy in MS Office software. Valid driver's licence.

**DUTIES** : The incumbent will be responsible to provide a management, leadership and administration function in accordance with the applicable legislation and law enforcement requirements. Develop policies, norms, standards and strategies to reduce risks associated with food safety and quality assurance of agricultural and liquor products. Provide policy direction and guidelines to designated analytical laboratories and assignees. Ensure the management of financial, asset and human resources of the Sub-directorate.

**ENQUIRIES** : Mr B.M. Makhafole, (012) 319-6023  
**APPLICATIONS** : [daff11@humanjobs.co.za](mailto:daff11@humanjobs.co.za) or fax: 086 537 5606

**NOTE** : All short-listed candidates will be subjected to a technical exercise intended to test relevant basic understanding of the job content. In terms of the departmental employment equity targets, priority will be given to African females and people with disabilities.

**POST 13/03** : **CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 115/2017**

Directorate: Inspection Services

**SALARY** : R311 784 per annum

**CENTRE** : Stellenbosch

**REQUIREMENTS** : Applicants must be in possession of a National Diploma or Bachelor's degree in Agriculture or Horticulture or Food Technology or Food Sciences or Environmental Health with at least one of the following subject as a major: Agronomy, Botany, Biotechnology, Biochemistry, Crop or Plant Production or Protection, Food Chemistry/Technology or Microbiology. BTech Quality will also be considered (you are required to furnish a credit statement and/or statement of results). Relevant technical experience in law enforcement, regulatory environment, quality assurance, quality control, liquor products or processed products, food safety, agriculture and related food industry. Knowledge of relevant legislation, international standards and agreements eg World Trade Organisation (WTO-SPS), Technical Barriers to Trade (TBT) and CODEX Alimentarius etc. Good skills in communication, problem solving, interpersonal relations, conflict handling, planning and organising. Proven ability to share knowledge and experience and train others. Ability to work independently and in a team environment. Conversant in one of the official languages in which the relevant legislation is written. Capable and willing to conduct inspections, inter alia, in rail trucks, on trucks, ships, in containers and cold storages etc. Prepared to travel away from home/office at short notice, work irregular hours (shifts) and work overtime. Valid driver's licence. Basic computer skills in MS Office software.

**DUTIES** : The incumbent will be responsible to enforce the Agricultural Products Standards Act, 1990 (Act 119 of 1990) and the Liquor Products Act, 1989 (Act 60 of 1989) and other related legislation, standards, policies and international agreements to ensure that the quality and sanitary status of agricultural and liquor products comply with the relevant minimum requirements. This includes the independent planning and conducting of inspections and auditing of assignees respectively. Inspections include sampling, testing and evaluating labels of agricultural products and marking requirements, investigations, detections and administrative tasks relating to these functions. Where applicable the sale/movement of products will have to be prohibited and a due legal process to be followed. At times it will be required to conduct inspections away from his/her station/home as well as overnight sleeping away when necessary. Render service on short notice and after hours at or away from his/her station when necessary. Offer regulatory services pertaining to other legislation and international obligations.

**ENQUIRIES** : Mr G. Tsako, tel. (021) 809-1641

**NOTE** : In terms of the departmental employment equity target, priority will be given to African and Coloured females and people with disabilities.

**APPLICATIONS** : [daff13@humanjobs.co.za](mailto:daff13@humanjobs.co.za) or fax: 086 537 4896

**POST 13/04** : **PROGRAMME ASSISTANT REF NO: 134/2017**

Directorate: Office of the Director-General

**SALARY** : R311 784 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of a National Diploma/ Bachelor degree in the Administration/ Management or Secretarial disciplines plus relevant experience in secretariat environment. Knowledge of Public Service and

- Departmental prescripts/policies. Excellent communication skills (verbal, presentation and report writing). Good telephone etiquette, document tracking system and computer literacy (MS Office) software. Planning and organising skills. Interpersonal skills. The ability to interpret relevant documents. A driver's licence and ability to drive.
- DUTIES** : The incumbent will be responsible to provide a comprehensive executive support to the Director-General. Provide technical administrative support with regard to research and coordination of information for the Director-General. Monitor and ensure implementation by Programme/Directorates of all tasks issued from the office of the Director-General. Draft reports, briefing notes, concepts letters, presentation and other documentation as required. Develop and implement the secretary system to support the efficient management of the office. Advise the Director-General on engagement on the basis of correspondence. Render secretariat services. In terms of the departmental employment equity target, priority will be given to and people with disabilities.
- ENQUIRIES** : Ms A. Stevens, tel. (012) 319 7377
- APPLICATIONS** : [daff10@humanjobs.co.za](mailto:daff10@humanjobs.co.za) or fax: 086 762 3008
- NOTE** : In terms of the departmental employment equity target, priority will be given to African males and Coloured and African females and people with disabilities
- POST 13/05** : **SENIOR FORESTRY DEVELOPMENT OFFICER REF NO: 96/2017**  
Directorate: Forestry Management (Other Regions)
- SALARY** : R262 272 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Bachelor's degree/National Diploma in Forestry/Developmental Studies. Relevant experience in the field of forestry. Knowledge of forestry sector, community dynamics, PFMA and Public Service regulations. Key competencies in planning and organising, communication/interpersonal, listening, problem analysis and solving. Decision-making skills. Policy analysis skills. Computer literacy. Project and programme management. Strategic thinking and human resource matters. Generic assessment factors: Leadership, planning and execution. Delegation and empowerment. Acceptance of responsibility and management of human resources. Ability to work under pressure extended working hours and unfavourable weather conditions. Valid driver's licence.
- DUTIES** : The incumbent will be responsible to render technical advice and support on the implementation of sustainable forestry development initiatives and activities. Provide technical advice and support in terms of greening programmes or initiatives for institutional. Provide technical advice and support in terms of greening programmes or initiatives for institutional development. Render support on the implementation of livelihood development programmes or projects. Render support on the implementation of forestry enterprise development initiatives. Provide general administration support service.
- ENQUIRIES** : Mr T. Dlamini, tel. (012) 309-5733
- APPLICATIONS** : [daff14@humanjobs.co.za](mailto:daff14@humanjobs.co.za) or fax: 086 537 4961
- NOTE** : In terms of the departmental employment equity target, priority will be given to African and Indian males and African and Coloured females and people with disabilities.
- POST 13/06** : **ENTREPRENEURIAL FACILITATOR REF NO: 106/2017**  
Directorate: Cooperatives and Enterprise Development
- SALARY** : R262 272 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Bachelor's degree in Business Management/Economics and/or Natural Science discipline with either Economics/Agricultural Economics and/or Business Management as major subjects (you are required to furnish a credit certificate and /or statements of results). Appropriate experience in a business support environment. Good communication skills (verbal and written). Project planning and management skills. Analytical and report-writing skills. Organising and interpersonal relations. Computer literacy in MS Office software (Word, Excel, PowerPoint and the Internet). Ability to work under pressure and meet deadlines. Valid driver's licence.
- DUTIES** : The incumbent will be responsible to support capacity building for provincial officials in rolling out capacity building tools for SMMEs management support using the Agribusiness Appraisal Tool (AAT). Identify training needs for various

groups within the sector. Conduct preliminary assessments on beneficiaries. Identify enterprise support requirements and conduct viability and or feasibility studies on prospective projects on the basis of technical, social, economic, environmental and financial management, market, processes, etc to aid decision making on types of assistance for project support and facilitate linkages. Compile compressive reports on the status of enterprises upon visitation or consultation. Research and analyse business opportunities, resources and support requirements with regard to strategic options available within the agricultural, forestry and fisheries sector. Support the processes of drafting frameworks, guidelines, strategies and policies targeted towards the development and support of SMMEs in the sector.

**ENQUIRIES** : Ms V. Sibelekwana, tel. (012) 319-8153  
**APPLICATIONS** : [daff15@humanjobs.co.za](mailto:daff15@humanjobs.co.za) or fax: 086 537 4980  
**NOTE** : In terms of the departmental employment equity targets, priority will be given to Coloured and Indian females and people with disabilities.

**POST 13/07** : **FOOD SECURITY OFFICER REF NO: 116 /2017**  
 Directorate: Subsistence Farming

**SALARY** : R262 272 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Bachelor degree in Agricultural Sciences, Rural Development, Social Statistics/ Sciences, Geographic Information System with relevant experience in research and analysis of food security, socio-economic and developmental issues using various quantitative and qualitative methodologies and approaches. Working experience in information management system and analysis tools such as MS Excel, SPSS and GIS. Knowledge of Public Service and departmental prescripts/ policies. Valid driver's licence.

**DUTIES** : The incumbent will be responsible to improve household food security, production system and development support of subsistence farmer/producers in the agriculture, forestry and fisheries sectors. Provide support in the development and measurement of indicators for monitoring food insecurity and vulnerability in the country. Provide technical assistance in the design, support and maintain a food security and vulnerability early warning information system. Conduct and continuously update the livelihoods based food security and vulnerability analysis.

**ENQUIRIES** : Ms. T.R. Dlamini, tel. (012) 319-7870  
**APPLICATIONS** : [daff16@humanjobs.co.za](mailto:daff16@humanjobs.co.za) or fax: 086 537 5052  
**NOTE** : In terms of the departmental employment equity target, priority will be given to African, Coloured and Indian males and Coloured and Indian females and people with disabilities.

**POST: 13/08** : **SENIOR FORESTRY REGULATION OFFICER REF NO: 98/2017**  
 Directorate: Forestry Management (Other Regions)

**SALARY** : R262 272 per annum  
**CENTRE** : North West  
**REQUIREMENTS** : Applicants must be in possession of a Bachelor's degree/National Diploma in Forestry/Developmental Studies. Relevant experience in the forestry sector or environmental field. Administration and implementation of NFA of 1998 and NVFFA of 1998. Knowledge of forestry sector, community dynamics, PFMA and Public Service regulations. Key competencies in planning and organising, communication/interpersonal skills, listening, problem analysis and solving. Decision-making skills. Policy analysis, computer literacy. Project and programme management. Strategic thinking and human resource matters. Generic assessment factors: Leadership, planning and execution. Delegation and empowerment. Acceptance of responsibility and management of human resources. Ability to work under pressure extended working hours and unfavourable weather conditions. Valid driver's licence.

**DUTIES** : The incumbent will be responsible to render technical advice and support on the implementation of sustainable forestry development initiatives and activities. Provide technical advice and support in terms of greening programmes or initiatives for institutional development. Render support on the implementation of livelihood development programmes or projects. Render support on the implementation of forestry enterprise development initiatives. Provide general administration support service.

**ENQUIRIES** : Ms N. Gobodwana, tel. (053) 927-0843

**APPLICATIONS** : [daff17@humanjobs.co.za](mailto:daff17@humanjobs.co.za) or fax: 086 537 5080

**NOTE** : In terms of the departmental employment equity target, priority will be given to African and Indian males and African and Coloured females and people with disabilities.

**POST 13/09** : **SENIOR FORESTER REF NO: 102/2017**  
Directorate: Forestry Management (Other Regions)

**SALARY** : R262 272 per annum

**CENTRE** : North West

**REQUIREMENTS** : Applicants must be in possession of a Bachelor's degree/National Diploma in Forestry. Relevant experience at supervisory level in forestry-related matters. Knowledge and understanding of policy and legislation framework, sectoral legislation and the regulatory framework of forestry and labour in South Africa. Best management practices for forestry and environmental management systems. Knowledge of silvicultural practices, NFA of 1998 and NVFFA of 1998. Knowledge and understanding of Public Service legislation, PFMA and HRM. Good communication (verbal and written) skills, Computer literacy (MS Office) software. Valid driver's licence and willingness to travel extensively as well as away from home in the execution of duties.

**DUTIES** : The incumbent will be responsible to oversee and render commercial activities in the plantations. Render forestry protection services. Liaise with stakeholders. Render environmental protection activities. Staff management.

**ENQUIRIES** : Ms N. Gobodwana, tel. (053) 927-0843

**NOTE** : In terms of the departmental employment equity target, priority will be given to African and Indian males and African and Coloured females and people with disabilities.

**APPLICATIONS** : [daff18@humanjobs.co.za](mailto:daff18@humanjobs.co.za) or fax: 086 537 4525

**POST 13/10** : **SCIENTIFIC TECHNICIAN PRODUCTION GRADE A-C (OSD) 3 POSTS REF NO: 103/2017**  
Directorate: Agricultural Input Control

**SALARY** : R255 768-R392 070 per annum (salary to be determined according to experience in line with OSD requirements)

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of a National Diploma in Science or Bachelor's degree with at least one of the following major subjects: Animal Science, Animal Nutrition or Animal Health (you are required to furnish a credit certificate and/or statement of results, and a copy of the service record must be attached). Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as at least a Certificated Natural Scientist or submit proof of applying for registration and 3 years' post-qualification experience. Relevant experience in and knowledge of programme and project management, scientific methodologies and models. Ability to research and develop independently, computer applications (MS Office software: Word, Excel and PowerPoint), legal compliance, technical report writing. Ability to prepare and present complex report, data analysis (high level analytical skills). Expertise and experience in the interpretation of the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No 36 of 1947), as well as presentation and mentoring skills. Valid driver's licence.

**DUTIES** : The incumbent will be responsible to assist with evaluation and review of scientific data to support the registration of farm feeds or stock remedies and minor registration applications. Scientifically verify and screen registration applications. Prepare and provide written technical evaluation reports. Ensure that scientific trails are designed, conducted and interpreted in a sound scientific manner. Assist in the development of new policies, programmes and processes relating to the registration of farm feeds or stock remedies, including the preparation of guidelines, manuals and scientific and technical reports on the regulation of these products. Participate in national and international activities to facilitate harmonisation of testing and evaluation procedures. Create public awareness on the regulation of farm feeds or stock remedies. Liaise with relevant bodies/council, industries, Government departments and other stakeholders on science and regulatory related matters. File and maintain database.

**ENQUIRIES** : Ms T. Banda, tel. (012) 319-6837

**APPLICATIONS** : [daff12@humanjobs.co.za](mailto:daff12@humanjobs.co.za) or fax: 086 537 4819

**NOTE**

: In terms of the departmental employment equity targets, priority will be given to African males and African, Coloured and Indian females and people 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.*

<b><u>CLOSING DATE</u></b>	:	14 April 2017
<b><u>NOTE</u></b>	:	All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be subjected to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, certified ID, copies of qualifications and academic record. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. 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 a 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 ECHELOEN**

<b><u>POST 13/11</u></b>	:	<b><u>DIRECTOR: MUNICIPAL PROPERTY VALUATIONS (SALARY LEVEL 13)</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive remuneration package of R 898 743 per annum. The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
<b><u>CENTRE</u></b>	:	PRETORIA
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) in Property Studies, Real Estate, Land Economics, Property Valuation and Management, or equivalent qualification recognised for registration as a professional valuer in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as recognized by SAQA with 5 years' work experience at middle/senior management level in the valuation of different kinds of properties. A Master's Degree or higher qualification in any of the above fields and qualifications in Management will be an added advantage. *Registration as a professional valuer in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) is a compulsory requirement and candidates who do not meet this requirement will not be considered. Technical competencies: In-depth knowledge of the MPRA and provisions of any legislation that must be taken into account in valuing specific properties, knowledge of laws, court procedures and terminology, other government laws and legislation, mass appraisal knowledge and experience, Geographical Information System (GIS) knowledge and experience and valuation principles and techniques.

- DUTIES** : The successful candidate will perform the following duties: Oversee the monitoring and support of municipal compliance with the provisions of the Municipal Property Rates Act (MPRA) in respect of the preparation of general and supplementary valuations of rateable properties. Direct, assist in defining, separating valuation activities into various practical categories and coordinate the definition of methodologies for the valuation of different categories of properties. Manage the investigation and issuing of a public report on, the effectiveness, consistency, uniformity and application of municipal valuations for rates purposes with respect of selected municipalities. Oversee the research and development in the professional valuation field for continuous improvement/ enhancement where required, taking into account critical decisions of Valuation Appeal Boards and international developments in the property valuation field. Oversee the monitoring and support provincial departments responsible for local government on the valuation aspects of the MPRA vested with provinces. Assist with and monitor capacity building initiatives for the valuers' profession by liaising with the South African Council for Property Valuers Profession (a statutory body), the South African Institute of Valuers and other voluntary professional bodies, Universities and LGSETA. Mr M Manyike, Tel: (012) 334 4919
- ENQUIRIES APPLICATIONS** : Applications for DIRECTOR: MUNICIPAL PROPERTY VALUATIONS may be posted to URS Response Handling, P O Box 11506, Tierpoort, 0056; submitted electronically via email: cogta21595-01@ursonline.co.za ; or via fax: 086 654 1819.
- FOR ATTENTION** : URS Response Handling, tel. 012 811 1900.
- POST 13/12** : **DIRECTOR: URBAN POLICY DEVELOPMENT AND MANAGEMENT (SALARY LEVEL 13)**
- SALARY** : An all-inclusive remuneration package of R 898 743 per annum. The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : PRETORIA  
An undergraduate qualification (NQF level 7) in Urban Development, Town Planning, Development Planning or Development Studies as recognized by SAQA with 5 years' work experience at middle/senior management level in the areas of urban development, development planning or policy development. Technical competencies: Urban development planning, research and policy development, Integrated Development Planning and Spatial Planning.
- DUTIES** : The successful candidate will perform the following duties: Manage and support provincial CoGTAs and municipalities to implement the Integrated Urban Development Framework (IUDF). Review the IUDF and related urban policy instruments. Manage and coordinate stakeholder engagements in support of the IUDF (Implementation and review processes). Coordinate international partnerships (such as the BRICS Urban Forums, European Union, and German Federal Ministry responsible for urban development) in support of the urban development agenda. Monitor and facilitate knowledge sharing initiatives within and between the relevant government stakeholders and key partners on IUDF and related policies. Manage the development of a monitoring and evaluation framework for the IUDF.
- ENQUIRIES APPLICATIONS** : Mr V Rabothata, Tel: (012) 334 4882  
Applications for DIRECTOR: URBAN POLICY DEVELOPMENT AND MANAGEMENT may be posted to URS Response Handling, P O Box 11506, Tierpoort, 0056; submitted electronically via email: cogta21595-02@ursonline.co.za ; or via fax: 086 654 1819.
- FOR ATTENTION** : URS Response Handling, tel. 012 811 1900.

## DEPARTMENT OF DEFENCE

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

## OTHER POSTS

**POST 13/13** : **SECRETARY II REF NO: DHRM/40/16**  
This post is advertised in the DOD, broader Public Service and Media (Flyers).

**SALARY** : Level 5 (R142 461 per annum).  
**CENTRE** : D HR Maintenance, Bank of Lisbon, Pretoria.  
**REQUIREMENTS** : A minimum requirement of Grade 12. A recognised National Diploma will be an added advantage. One year experience as a secretary. Special requirements (Skills needed): Good communication (written and verbal). Planning, organisational and coordinating skills. Good telephone etiquette. Computer literate (i.e. Ms Word, Ms Powerpoint and Ms Excel). Ability to interact well with people of all levels. Ability to pay attention to detail. Must be creative and innovative. A valid code 8 (B) drivers' license.

**DUTIES** : General secretarial, administrative and support service to the Director. Handle telephone calls, manage the Director's diary, make travel and accommodation arrangements. Type/draft correspondence, reports and memorandums. Manage correspondence flow and maintain a good filing system. Make logistical arrangements for the Director's meetings, take and distribute minutes to the relevant stakeholders.

**ENQUIRIES** : Ms L. Saunders, Tel: 012 339 5427.  
**APPLICATIONS** : Department of Defence, Director Human Resources Maintenance, Private Bag X976, Pretoria 0001 or may be hand delivered to Bank of Lisbon Building, Corner Paul Kruger & Visagie Streets, Pretoria at the reception.

**CLOSING DATE** : 07 April 2017 (Applications received after the closing date and faxed copies will not be considered).

**DEPARTMENT OF DEFENCE: GRADUATE VOLUNTARY INTERNSHIP PROGRAMME (VIP): 2017/2018**  
**GRADUATES WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**APPLICATIONS** : Department of Defence, Chief Directorate Human Resources Development, Private Bag X 159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Corner Boeing & Nossob Streets, Erasmuskloof, Pretoria. General Enquiries: Ms A.S. Marsh Tel: 012 355 6081.

**CLOSING DATE** : 21 April 2017 (No late applications will be considered).

**SALARY** : STIPEND: Will vary as per qualification

- NOTE** : PROCEDURES: Applicants who participated in any other Government Internship Programmes before will not be considered. Applicants must be South African citizens, between the ages of 18 and 35. Applications must submit a Z83 form, obtainable from any Public Service Department or Internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents) and must be accompanied by a comprehensive CV, certified copies of ID and qualifications (Matric/ Grade 12 Certificate, National Diploma, Degree, Post Graduate qualifications). Applicants must be graduates from accredited Institutions of Higher Learning who are unemployed. Foreign qualification must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Students requiring experiential training as part of their qualification must attach a formal letter from their Tertiary Institution. The successful candidates will be subjected to Personnel Suitability Checks (criminal record). Faxed or e-mailed applications will not be accepted. Should you not hear from us within 2 months of the closing date, please accept that your application is unsuccessful. Applications received after the closing date and those that do not comply with the requirements will not be considered.
- POST 13/14** : **HUMAN RESOURCES DEVELOPMENT 5 INTERNS REF NO: HRD 01/2017**
- CENTRE** : Duration: 12 months
- REQUIREMENTS** : Pretoria.
- ENQUIRIES** : National Diploma/ B Tech/ B Degree in Management of Training/ Education/ Human Resource Development/ Training & Development.  
Colonel R.L.A. Steyl, Tel: (012) 355 5295.  
Colonel N.A. Rosenkrantz, Tel: (012) 355 5019.
- POST 13/15** : **LANGUAGE SERVICES UNIT 4 INTERNS**
- CENTRE** : Pretoria (Kiswahili), Ref No: LSU/02/2017A  
Port Elizabeth (IsiXhosa), Ref No: LSU/02/2017B  
Bloemfontein (Southern Sotho), Ref No: LSU/02/2017C  
Makhado (Northern Sotho), Ref No: LSU/02/2017D
- REQUIREMENTS** : Respectively: National Diploma/ B Degree in Education/ B Degree in Communication/ Diploma in Linguistics/ BA in Languages: African Languages specialisation in Kiswahili, IsiXhosa, Northern Sotho or Southern Sotho.
- ENQUIRIES** : Mr K. Elbaz, Tel: (012) 392 2308.

**DEPARTMENT OF GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM**  
*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.*

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 14 April 2017
- NOTE** : The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference. Applicants with disabilities are welcome to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). "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).

**OTHER POST**

- POST 13/16** : **SENIOR SECRETARY GR III**  
Parliamentary Office
- SALARY CENTRE REQUIREMENTS** : Commencing salary of R 171 069 per annum  
Cape Town  
Applicants must be in possession of a National Diploma (NQF Level 6) in Secretarial studies. At least 2 years' work experience. Excellent interpersonal skills. Good communication skills (written and oral), and exceptional organising and planning skills. Ability to work independently, under pressure and in a team. Time management and proactiveness. Problem solving skills and results orientated individual. Attention to detail. Computer literate (Microsoft Word, Power Point, Access and Excel). Report writing, compilation and collation of information. Advanced minute taking and development of action plans. Credible and proven experience in the secretarial and administrative function of an organisation.
- DUTIES** : The successful candidate will be required to provide secretarial support to the Director and general administration support to the Directorate. Provide general administrative support to the GCIS Executive and Senior Management travelling to parliament. Write routine notes, memos, letters and reports. Prepare agenda's and take minutes of project or general meetings. Maintain an effective filing and document tracking system (electronic and physical). Manage the Director's diary (electronic and manual) and maintain an appropriate schedule for appointments. Develop new ideas to change existing procedures so as to improve filing, tasking and document tracking. Create and maintain databases of internal and external stakeholders. Coordinate effective internal and external meetings, appointments and events. Compile agenda and take accurate minutes during meetings. Diary and calendar management.

**ENQUIRIES**

: Receive visitors, and organise parking and refreshments. Handle travel and accommodation arrangements, subsistence & Travel (S&T) claims and budget cash flow information. Manage the leave register. Study relevant public service and GCIS policies and procedures to ensure the proper application thereof. Assist with Budget and projections administration. Good telephone etiquette. Ensure a well-managed and efficiently smooth day to day running office. Ms L Cerf, Tel: (021) 465 3658.

**GOVERNMENT PRINTING WORKS**

*The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.*

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria 0001
- FOR ATTENTION** : Ms. M. Mbokane, Human Resources, Tel no: 012 748 6271
- CLOSING DATE** : 18 April 2017
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. The Government Printing Works reserves the right to fill or not fill the above-mentioned posts. General information: Short-listed candidates must be available for interviews at a date and time determine by the Government Printing Works. Successful candidates may be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**MANAGEMENT ECHELON**

- POST 13/17** : **DIRECTOR: MARKET DEVELOPMENT AND CUSTOMER CARE REF NO: 17/13**
- SALARY** : An all-inclusive remuneration package of R898 743 per annum. The package includes a basic salary (70 % of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of specific guidelines (Salary level 13)
- CENTRE REQUIREMENTS** : Pretoria  
A recognized degree in Marketing or Business Administration or Communications an NQF Level 7 equivalent qualification, Appropriate experience of at least 5 - 8 years in Marketing Management / Communications /Advertising / Sales and/or customer care, At least 5 years' experience on middle / senior management level, Knowledge Business Communication and Project Management, An effective negotiator, Persuasiveness and networking skills, Self-motivated individual with the ability to pay attention to detail yet think laterally, Experience in conducting marketing research, marketing projects and documenting findings, Good communicator with excellent organizational and writing skills that can interact on high profiled levels.
- DUTIES** : To develop GPW's client base locally and in Africa/SADC, while ensuring that excellent service is received by customers, Establish and execute sales and customer care strategies and objectives, Provide strategic direction and practical guidance for all communication and corporate branding, To manage the GPW's communication strategy and plan as well as associated standards and procedures, Manage all resources in the unit, Identify research, Manage customer feedback, Manage customer database, Manage customer segmentation plan, Manage service improvement projects, Develop and manage customer Service Level Agreement (SLAs).
- ENQUIRIES** : Ms. BS Mbhele – 012 748 6193
- POST 13/18** : **DIRECTOR: STRATEGIC SUPPORT REF NO: 17/14**
- SALARY** : An all-inclusive remuneration package of R898 743 per annum. The package includes a basic salary (70 % of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of specific guidelines. (Salary level 13)
- CENTRE REQUIREMENTS** : Pretoria  
A recognized degree in Business Administration/ Public Administration/Strategic Management or an NQF Level 7 equivalent qualification, Appropriate experience of at least 5 - 8 years, At least 5 years'

experience on middle / senior management level, Extensive experience in strategy management, organizational performance management which includes strategy, monitoring, evaluation , managing compliance and ensuring proper reporting on an organization's performance and risk management process, Knowledge of strategic planning and annual performance plans framework, Experience in business intelligence, business support and business performance metrics related systems, Project management skills are essential, Excellent research and benchmarking skills, Excellent verbal and written communication skills, Ability to work independently, Ability to liaise with stakeholders at all levels of the organization, Self-motivated and disciplined.

**DUTIES** : Provide strategic direction and practical guidance for all communication and corporate branding, Provide strategic and business support to the General Manager Strategic Management, Manage strategic planning which involves interaction and support to all operations and support functions, Develop and execute ways to continuously assess the performance of GPW in terms of its execution of strategy, design and launch performance analysis and ensure that information systems and data analysis capabilities exist within GPW, Ensure consistent focus on measuring and managing progress on strategic and business milestones and targets, Ensure work plans are reviewed and updated, regular progress reports are produced, quality standards are maintained, strong overall business planning is applied, Coordinate and compile periodic compliance and performance reports according to legislation , Ensure business processes are implemented according to adopted standards and legislation, monitored and updated , Oversee risk management processes.

**ENQUIRIES** : Mr JJ Rossouw 012 748-6265

#### OTHER POSTS

**POST 13/19** : **DIVISIONAL MANAGER: SPECIAL PRODUCTS (PRESS ROOM OPERATIONS) REF NO: GPW 17/15**

**SALARY CENTRE REQUIREMENTS** : An all-inclusive salary package of R726 276.00 per annum (Salary Level 12)  
: Pretoria  
: A recognized degree in Production/Operations Management or Printing related qualifications or equivalent NQF Level 6, 5 - 7 years' experience in a printing production environment, 3 - 5 years' experience in a supervisory capacity or a Senior Certificate (Grade 12) or equivalent plus a passed trade test in a printing trade with 8 - 10 years' experience after trade test and 3 - 5 years' experience in a supervisory capacity, Highly organized professional, Effective communication, Have a high work ethic integrity, customer, and end user focused, Ability to work under pressure to meet deadlines, Good interpersonal relations.

**DUTIES** : Production Management: Ensure the efficient and effective utilization and maintenance of printing presses (Komori, Concepta etc) in a high production environment, Ensure high quality control, Adherence to scheduled delivery time of jobs, Ensure that Standard Operating Procedures are followed, Prepare production reports for senior manager and advise him/her on production matters, Ensure that data on ERP system is current, Liaise with clients, Management of staff: Manage staff discipline and resolving disputes, Oversee the effective implementation and monitoring of formal training programmes, Conduct performance appraisal of employees, Financial Management: Maintain and update statistical reports, Recording and commenting on spoiled jobs, Ensure profitability of the division, Adherence to budget and governance matters.

**ENQUIRIES** : Mr K Moodley Tel: (012) 748-6306

**POST 13/20** : **COMMUNICATION SPECIALIST (DEPUTY DIRECTOR LEVEL) REF NO: 17/ 16**

**SALARY CENTRE REQUIREMENTS** : R612 822 per annum (all- inclusive package), (Salary level 11)  
: Pretoria  
: A recognized degree in Public Relations / Public Administration /Communications Management or an NQF Level 6 equivalent qualification, Appropriate experience of at least 4 – 5 years' of which 3 years must be at middle management level, Client orientation and customer focus, Strategic capability and leadership, An effective negotiator, Persuasiveness and networking skills, Program and project management, People management and

<b><u>DUTIES</u></b>	:	empowerment, Good communicator with excellent organizational and with the ability to interact with officials at high levels of the organization.
	:	To manage the communication strategy and plan as well as associated standards and procedures, Develop stakeholder communication and engagement plans, Manage the information to be given out to the stakeholders and the general public, Implement communications events in accordance with approved communications plan, Develop presentations to market GPW at local and international platforms, Coordinate and promote relevant organisational information to the stakeholders and general public, Ensure that all documentation and correspondence for publication support the Corporate Communications strategy and promote the corporate image, Manage GPW intranet, internet web pages, online or print magazines and newsletters, Performance management and resource management.
<b><u>ENQUIRIES</u></b>	:	Mr JJ Rossouw 012 748-6265
<b><u>POST 13/21</u></b>	:	<b><u>DEPUTY DIRECTOR: STAKEHOLDER RELATIONS REF NO: 17/ 17</u></b>
<b><u>SALARY</u></b>	:	R612 822 per annum (all- inclusive package), (Salary level 11)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A recognized degree in Public Relations / Communications Management or an NQF Level 6 equivalent qualification, Appropriate proven experience of at least 4 – 5 years' of which 3 years must be at middle management level in public relations and or stakeholder relations management, Good understanding and knowledge of Public Service policies, prescripts, regulations, Project Management and Coordination skills, Minute taking and report writing skills, Persuasiveness and networking, Organizational Communication Effectiveness, Good record management skills , Good communications skills (written and verbal), Good Computer literacy , Ability to work within a team, Willingness to travel .
<b><u>DUTIES</u></b>	:	To liaise with strategic partners and manage relationships between internal and external stakeholders, Establish stakeholder analysis report and develop segmentation profile, Conduct research to facilitate stakeholder engagements locally and internationally, Establish and update stakeholder database, Establish an operational effective stakeholder communication channels, Arrange and manage stakeholder related engagements with relevant GPW leaders, Provide monthly reports on section's operations and performance, Render effective and efficient communication support services to internal and external stakeholders, Manage stakeholder database based on stakeholder segmentation, Manage resources.
<b><u>ENQUIRIES</u></b>	:	Ms. BS Mbhele – 012 748 6193
<b><u>POST 13/22</u></b>	:	<b><u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: 17/ 18</u></b>
<b><u>SALARY</u></b>	:	R612 822 per annum (all- inclusive package), (Salary level 11)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A recognized degree in Public Management / B Administration or an NQF Level 6 equivalent qualification, Appropriate proven experience of at least 4-5 years of which 3 years must be at middle management level within the monitoring and evaluation field, Knowledge and understanding of Government-Wide Monitoring and Evaluation System, Knowledge of the Government budgeting, planning cycle and policy development processes, Understanding Framework for managing Programme Performance Information, Reporting planning cycle, Advanced skills in qualitative and quantitative research methods, statistical forecasting and analysis, Demonstrable technical expertise and experience in programme monitoring and evaluation, Ability to work under pressure and meet tight deadlines, Presentation and facilitation skills, Report-writing skills, Good communication, presentation and facilitation skills, Creativity and conflict resolution and negotiation skills, Good Computer skills, Valid driver's licence.
<b><u>DUTIES</u></b>	:	Develop and implement Monitoring and Evaluation policy/framework, strategies and systems that are aligned to planning and reporting requirements, Coordinate the implementation of all Government Printing Works plans including strategic plans, annual performance plans and operational plans, Conduct validation of reported performance information and prepare departmental reports as required, Ensure compliance with reporting requirements and timelines, Conduct in-depth analysis and assessment of all branch plans including monitoring the implementation of the Government Printing Works' strategic and operational plans in terms of comparing actual

**ENQUIRIES**

outputs against planned targets and budget, Manage and monitor performance information audits, Performance management and resource management.  
Ms. BS Mbhele – 012 748 6193

## 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.

<b><u>CLOSING DATE</u></b>	:	17 April 2017 at 16:00
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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

<b><u>POST 13/23</u></b>	:	<b><u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/6/74</u></b>
<b><u>SALARY</u></b>	:	R 726 276 per annum (All inclusive)
<b><u>CENTRE</u></b>	:	Labour Centre: Giyani
<b><u>REQUIREMENTS</u></b>	:	Three year relevant tertiary qualification in Public Management / Public Administration / Management / Business Management/ Business Administration/Operations Management. Two (2) years management experience. Three years functional experience in business/organisational operations/services. Valid driver's license. Knowledge: Public Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental Policies and procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Project management.
<b><u>DUTIES</u></b>	:	Manage the service delivery objectives as per the mandate of the Department of Labour. Manage the budget of the Labour Centre. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.
<b><u>ENQUIRIES</u></b>	:	Ms TE Maluleke, Tel: (015) 290 1625
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700, or hand deliver at 42A Schoeman Street, Polokwane.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Limpopo.

**POST 13/24** : **DEPUTY DIRECTOR: COIDA REF NO: HR 4/4/8/252**

**SALARY** : R 612 822 per annum (All Inclusive)  
**CENTRE** : Provincial Office: Kimberly  
**REQUIREMENTS** : Three year tertiary qualification degree / diploma in Public Management / Administration / Social Science / OHS / Finance and HRM is required. Five (5) to eight (8) years experience in claims processing of compensation or medical claims is highly desirable. A Valid driver's license. Knowledge: Public Services Regulations, Directorate goals and performance requirement, Compensation Fund Services, Compensation Fund Value Chain and business processes, COIDA Act, PFMA and Treasury Regulations, Relevant stakeholders, Customer Service (Batho Pele Principles), DPSA guidelines on COIDA, Technical knowledge, Occupational Health and Safety Act (OHS), PAJA, Promotion of Access to Information Act, Road Accident Fund (RAF), Unemployment Insurance Act, Constitution Act of 1996 (amended). Skills: Required Technical Proficiency, Business writing, Strategic Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge management, Service Delivery Innovation, Planning and Organizing, Problem Solving and Analysis, Decision Making, Accountability, People Management and Empowerment, Communication, Client orientation, Work Ethics and self-management, Risk Management and Corporate Governance, Data capturing, Quality Management.

**DUTIES** : Coordinate efficient provision and administration of Compensation and assessment services. Oversee the provision of specialist in the Province/ Labour Centre. Liaise with internal and external stakeholders in respect of COIDA legislation. Assist in the management of the Province/ Labour Centre. Manage human, financial and physical resources of the sub- directorate.

**ENQUIRIES** : Mr ZL Albanie Tel: (053) 838 1500  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301or hands deliver at Cnr Compound and Pniel Road, Kimberly.  
**FOR ATTENTION** : Sub-directorate: Human Resource Management, Kimberly

**POST 13/25** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: HR 4/4/8/251**

**SALARY** : R 612 822 per annum (All Inclusive)  
**CENTRE** : Provincial Office: Kimberly  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Human Resources Management. Two (2) years Management experience. Three (3) years functional experience in Human Resources Management services. Knowledge: Human Resources management Policies, Human Resources Systems and Procedures, Performance Management, Project management, Public Service Act, Regulations and Resolutions, Recruitment and Selection Strategies Recruitment and Selection Strategies, Code of remuneration, All Labour Legislation, Code of good conduct in the Public Service, Departmental policies and Procedures, Batho pele principles, Human Resource Management Practices and Systems. Skills: Management, Project Management, Communication, Interpersonal relation, Negotiation, Computer literacy, Supervisory, Problem solving, Report writing, People Management, Decision Making.

**DUTIES** : Manage the Human Resources support services and the implementation of all the Human Resource policies, procedures and relevant prescripts in the Province. Manage the effective implementation of recruitment and selection policy in the Province. Facilitate the coordination and the implementation of performance Management Policy in the Province. Manage the administration of service benefits and leave of staff in the Province. Manage all the resources in the Directorate.

**ENQUIRIES** : Mr ZL Albanie Tel: (053) 838 1500  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301or hands deliver at Cnr Compound and Pniel Road, Kimberly.  
**FOR ATTENTION** : Sub-directorate: Human Resource Management, Kimberly

**POST 13/26** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HR 4/17/04/01 HO**

**SALARY** : R 311 784 per annum  
**CENTRE** : Directorate: Internal Audit, Head Office  
**REQUIREMENTS** : Three (3) year tertiary qualification in Internal Auditing / Accounting/ Finance/ Bcom Information Systems. Two (2) years Supervisory. Two (2) years

functional experience in Internal Auditing. A valid driver's license. Knowledge: Internal Audit Methodology, Information Technology Frameworks(CoBit, ITIL, ISO), Public Finance Management Act (PFMA), Public Service Regulations, Public Service Act, National Treasury Internal Audit Frameworks, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), Framework for managing performance information, International Internal Audit Standards, International Financial Reporting Standards, International Accounting Standards, General Recognised Accounting Practice (GRAP), Departmental Internal Audit Activity, Audit and Risk Committee Charter, Departmental legislative and regulatory framework) LRA, BCEA, PAIA etc.). Skills: Planning and organizing, Communication (Written and Verbal), Computer Literacy, Leadership, Good Interpersonal, Presentation Analytical, Driving, Team Mate( Audit software), Conflict Management, Project Management, Coordinating, Risk Assessment, Negotiation, Problem Solving, Policy analysis and development, Report writing.

**DUTIES** : Contribute towards the development and implementation of the Strategic three year rolling audit plans. Plan and Manage the allocated audit assignment according to the approved Internal Audit Plan. Monitor the implementation of the Audit Projects according to the approved Internal Audit Plan. Develop and present the internal audit finding and or performance reports to the Operations/ Management meetings and Audit Committee. Supervise the resource of the Directorate.

**ENQUIRIES** : Ms M Nkuna, Tel: (012) 309 4336  
**APPLICATIONS** : 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 13/27** : **CLIENT SERVICE OFFICER: MOBILE LABOUR CENTRE REF NO: HR 4/4/10/69**

**SALARY** : R 211 194 per annum  
**CENTRE** : Labour Centre: Uitenhage  
**REQUIREMENTS** : A Matric certificate. Valid Code 10 drivers license with PDP. One (1) year relevant experience as Client Service Officer. Knowledge: Labour legislation, Departmental policies and procedures, Departmental guidelines and directives, Public Service regulations, Client orientation strategy (Batho Pele Principles). Skills: Listening, Communication, planning and organizing of work, Computer literacy, Problem solving, interpersonal, Interviewing, Accurate data capturing, Ability to interpret legislation, Driving skills, Ability to interpret legislation, Ability to communicate in the local language (if applicable)

**DUTIES** : Render effective Employment Services functions. Provide effective inspection and Enforcement Services. Render effective Beneficiary Services functions. Render general services.

**ENQUIRIES** : Mrs EO Adams-August, Tel: (041) 992 4627  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9005, East London, 5200, or hand deliver at No 3 Hill Street, East London, 5200.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Eastern Cape

**POST 13/28** : **INSPECTOR: INSPECTION SERVICES 2 POSTS**

**SALARY** : R 171 069 per annum  
**CENTRE** : Labour Centre: East London – Ref No: HR4/4/1/66 (1 post)  
 Labour Centre: Lusikisiki - Ref No: HR HR4/4/1/67 (1 post)  
**REQUIREMENTS** : Three year relevant tertiary qualification in Labour Relations / Human Resource Management/ Law No experience required. Valid Driver's license. 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 MC Njamela, Tel (043) 7027501

Mr WG Dumalisile, Tel: (039) 2531996

**APPLICATIONS**

: Deputy Director: Labour Centre Operations: Private Bag x 9084, East London, 5201 hand deliver at IGI Building, Cnr Oxford and Hill Street For Attention: Sub-directorate: Human Resources Management. Labour Center Operations, East London

Acting Deputy Director: Labour Centre Operations: Private Bag X 1002, Lusikisiki or hand deliver at Cnr Stranford & Jacaranda Street. For Attention: Sub-directorate: Human Resources Management, Labour Center Operations, Lusikisiki.

**POST 13/29**

: **SECURITY OFFICER 2 POSTS**

**SALARY CENTRE**

: R 119 154 per annum

: Labour Centre: Uitenhage – Ref No: HR4/4/1/68 (1 post)

: Labour Center: Port Elizabeth- Ref No: HR4/4/1/52 (1 post)

**REQUIREMENTS**

: Matriculation/Grade 12/Senior Certificate. Grade C Security Certificate. PSIRA Twelve (12) months security experience. Knowledge: Access to Public premises and vehicles Act, Evacuation procedure, Promotion of Access to information Act, OHS Act, Departmental Policies and Procedures, Batho Pele principles. Skills: Interpersonal relations, Verbal and written communication, Computer literacy, Problem solving, Conflict Management.

**DUTIES**

: Control access in and out of the Labour Centre. Secure the flow of information and assets within the Labour Centre. Conduct security patrols of the buildings and offices to ensure safety of employees and clients. Conduct internal investigations and enforce security rules and regulations.

**ENQUIRIES**

: Mrs EO Adams-August, Tel: (041) 992 4627

Ms RA Bezuidenhout, Tel: (041) 506 5002

**APPLICATIONS**

: Deputy Director: Labour Centre Operations: P O Box 562, Uitenhage, 6230, or hand deliver at 15 A Chase Street. For Attention: Sub-directorate: Human Resources Operations, Labour Centre, Uitenhage

The Deputy Director Labour Centre Operations: Port Elizabeth: Private Bag X 6045, Port Elizabeth, 6000. For Attention: Sub directorate: Human Resources Management Labour Centre Operations, Port Elizabeth

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation, attention Ms J Mchunu, by mail to Private Bag X944, PRETORIA, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. Website: www.dpme.gov.za
- CLOSING DATE** : 13 April 2017 @ 12:00 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s), Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

## MANAGEMENT ECHELOEN

- POST 13/30** : **SENIOR DATA CENTRE SPECIALIST REF NO: 008/2017**
- SALARY** : R898 743 to R1 058 691 all-inclusive salary package per annum (Salary Level 13). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
- CENTRE REQUIREMENTS** : Pretoria  
: An undergraduate qualification (NQF 7 as recognized by SAQA) in Statistics, Informatics, Econometrics or other quantitative field. A post graduate qualification (NQF level 8) will be an added advantage. Minimum of 10 years' appropriate experience with at least 5 years proven experience at middle (MMS) or senior (SMS) managerial level. Good knowledge of as well as experience in the areas of data retrieval, storage and management, data quality improvement, statistical analysis and interpretation. Good understanding of key policy imperatives and priorities of government, including relevant public sector governance prescripts. Willingness to travel on a regular basis. A valid driver's license. Strong understanding of the work/functioning of Government and the various stakeholders. Well-developed strategic management and leadership capabilities. A thorough understanding of the policy and administrative processes of Government. Well-developed

innovation and organisational abilities. A good understanding of political and governance issues. Knowledge of the Public Service Act (PSA), Public Finance Management Act (PFMA) and Treasury Regulations. Competencies & Skills: Management skills including people management and empowerment. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Conflict management skills. Well-developed analytical skills. Research & policy analysis skills. Financial/procurement management and project/programme management skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.

#### **DUTIES**

: Reporting to the Chief Director, the successful incumbent will be responsible to: Provide technical support to ensure the implementation of data quality improvement initiatives in respect of monitoring and evaluation of strategic government priorities as reflected in the 14 priority outcomes of government. Facilitate data quality improvement projects to build the quality of Monitoring and Evaluation data reported to Cabinet (including projects across provincial and local government). Ensure the establishment of the Ministerial Data War Room via the development and implementation of a strategy in this regard. Develop an integrated data storage system (including performance information obtained from all operational units) within the DPME to enable effective learning and responses. Conduct statistical analysis of national surveys and other relevant datasets to strengthen monitoring. Provide technical support to the Offices of the Premier and local government in relation to the Service Delivery Models. Financial Management: Ensuring the Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to. Human Resource Management & People Development: Ensuring effective & efficient Human Resources planning and management for the Directorate. Strategic/operational planning: Ensuring effective & efficient business/operational and performance annual planning for the Directorate. Procurement: Ensuring effective & efficient management of procurement within the Directorate. Corporate Governance: Ensuring sound corporate governance mechanisms for the Directorate. Undertake various other tasks associated with this role as may be required.

#### **ENQUIRIES**

: In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post kindly contact Dr I Goldman, Tel No (012) 312-0155

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

*It is the intention to promote representivity in the Department through the filling of these positions. The applications of Coloured males and persons with disabilities will receive preference.*

- APPLICATIONS** : quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, PRETORIA, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria. Faxed and emailed applications will not be considered.
- CLOSING DATE** : Monday, 18 April 2017
- NOTE** : The successful candidate will have to sign an annual performance agreement, and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s), Identity Document (certified in the past 06 months). Proof of citizenship if not RSA citizen, a comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Failure to submit these copies will result in the application not being considered. 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 include security screening, security vetting, qualification verification and criminal records.

## OTHER POST

- POST 13/31** : **ASSISTANT DIRECTOR: PROCUREMENT REF NO: DPSA/0008**
- SALARY** : R311 784 per annual (Level 9). An annual progression up to a maximum salary of R376 626 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : An Appropriate B. Degree or equivalent qualification. Demonstrated knowledge of and experience in government procurement administration, tender administration, and warehouse/stores management. Strong leadership and supervisory abilities. Ability to work independently and under pressure.
- DUTIES** : Sub – System Controller (LOGIS): Oversee the maintenance of user profiles. Approve balance adjustments. Approve payments. Monitor the Bids and Contract Management Activities: Conduct information sessions. Assist with the pre – evaluation of proposals. Effectively manage the stores/warehouse functions: Oversee the stock taking process. Ensure timely replenishment of stock. Ensure that journal are passed and monthly reconciliations are done. Overall management of the Acquisition and Logistical Unit: Performance appraisal. Prepare training of schedules, mentoring etc.
- ENQUIRES** : Mr M Jackson, Tel. (012) 336-1189

**DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM**

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

<b><u>CLOSING DATE</u></b>	:	14 April 2017 at 16:00
<b><u>NOTE</u></b>	:	All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report with their qualification(s) at the time of application, if not the qualification will not be considered. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post below <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a> . Please ensure that all required documents are uploaded with your application. Required documents to be uploaded with your application include form Z 83, obtainable from any Public Service department and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 6 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Failure to submit the requested documents electronically may result in your application not being considered. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. Applications will not be considered after the closing date.

**MANAGEMENT ECHELOEN**

<b><u>POST 13/32</u></b>	:	<b><u>DIRECTOR: LEGAL SERVICES REF NO: 3/2/1/2017/050</u></b>
<b><u>SALARY</u></b>	:	R898 743 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Chief Directorate: Land Restitution Support: Mpumalanga (Nelspruit)
	:	Bachelor's Degree in Law (NQF 7) or equivalent qualification. 5 years of experience at a middle/senior managerial level. Thorough knowledge and understanding and/or experience in land reform or rural development. Knowledge of legal prescripts. Knowledge of budgeting process. Basic knowledge of financial and administration systems. Knowledge and implementation of Public Finance Management Act and division of Revenue Act. Knowledge of Expenditure reporting, Monitoring and evaluation, Strategic planning, Human Resource Management, Financial Management, Supply chain management. Communication skills (Excellent verbal and written communication skills). Negotiation and conflict resolution skills. Strategic management skills and leadership skills. Project management skills. Computer literacy. Networking skills. Team management skills. Interpersonal relation skills. Valid drivers' license.
<b><u>DUTIES</u></b>	:	Provide legal advice. Manage direct access cases and review applications. Ensure compliance to the restitution of land rights act. Manage the transfer of properties and establishment of legal entities. Produce required office management reports. Draft legislations and other legal documents in respect of the Restitution act, regulations & policies of the commission. Conduct research in respect of special projects such as expropriations and legislation emanating from land reform components.
<b><u>APPLICATIONS</u></b>	:	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 <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a>
<b><u>NOTE</u></b>	:	Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the

interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

#### **OTHER POSTS**

- POST 13/33** : **DEPUTY DIRECTOR: PROPERTY LEASES REF NO: 3/2/1/2017/048**
- SALARY** : R612 822 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Directorate: Property Management: Eastern Cape (East London)
- REQUIREMENTS** : Bachelor's Degree or National Diploma in Real Estate, Property Management or Bachelor's Degree in Law or any Degree or Diploma coupled with 5 years experience at Assistant Director level in a property management field in the public service. 3-5 years management experience in property management or related field. Knowledge of Public Service Regulations, Treasury Regulations, PFMA, Government Immovable Asset Management Act, Land Reform, Provision of Land Assistance Act, State Land Disposal Act, Any other relevant law. Project management skills. Analytical skills. Computer literacy skills (Ms Word, Excel, Powerpoint, Project). Problem solving and decision making skills. Communication skills (verbal and written) Planning and organising skills. Facilitation and presentation skills. Report writing skills. Interpersonal relations skills. Willingness to travel. A valid driver's license.
- DUTIES** : Management compliance with property management systems and support to district. Administer the signing of leases and caretaker agreements. Management records of original contracts and inspection reports. Manage and coordinate periodic land use investigations on leased immovable assets and verify DRDLR owned movable assets on such immovable assets. Participate in the beneficiary section committee. Monitor the proper usage and maintenance of leased assets. Manage processes towards the payment of utility and other statutory charges on DRDLR immovable assets which are subject to Agricultural leases or agricultural caretaker arrangements. Manage human, financial and other resources of the Directorate. Manage and monitor budget and expenditure of sub-directorate. Manage the sub-directorate's part of the Demand Management Plan of the Directorate. Manage human resources of the sub-directorate. Ensure effective use of physical resources.
- APPLICATIONS** : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and people with disabilities are encouraged to apply.
- POST 13/34** : **OFFICE ASSISTANT REF NO: 3/2/1/2017/047**
- SALARY** : R211 194 per annum (Level 7)
- CENTRE** : Chief Directorate: Provincial Shared Service Centre: Eastern Cape (East London)
- REQUIREMENTS** : Matric plus 2 years post school qualification in Public Administration/ Office Administration or equivalent qualification. 1-2 years experience in rendering secretarial and administration support services to management. Knowledge of Government systems and structures. Understanding of the management information and formal reporting systems, Professional office etiquette. Knowledge of office administration. Good interpersonal skills. Communication skills (written and verbal). Organisational and planning skills. Good reporting skills. Computer literacy. Good interpersonal relations. Ability to take initiative and work independently.
- DUTIES** : Render the administration, secretarial and support services to the Chief Director. Attend to all logistical arrangements for the Chief Director. Process all incoming and outgoing correspondences. Manage the diary for the Chief Director. Draft memos, letters and reports. Record minutes/ decisions from meetings and communicates with relevant role players.
- APPLICATIONS** : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must

**NOTE**

be submitted by following the link to apply for the post above  
<http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>  
: African, Coloured, Indian and White Males and African, Coloured, Indian and  
White Females as well as people with disabilities are encouraged to apply.

## THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block B, the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 7 April 2017. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on a signed Z83 form, which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with copies of qualifications. Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. Department Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No late applications will be accepted. It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

## OTHER POSTS

- POST 13/35** : **SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: LEG SERV / SLA 2**
- SALARY** : R 392 274 – 953 451 per annum (OSD)
- CENTRE** : Pretoria
- REQUIREMENTS** : Minimum of a Bachelor Degree in Law and admission as an Attorney or Advocate of the Bar Council. At least 8-10 years recognised legal experience within the legal field in private and public sector from date of minimum qualification. Computer Literacy (MS Office Packages) Knowledge of Legislative Framework on Litigation, Advanced Contract negotiations and drafting, Legislative drafting, Advanced knowledge of civil litigation, criminal procedure and practice, court rules. Additional advantage if candidates possess Top Secret Security Clearance.
- DUTIES** : Research the applicability of legal principles and provide Legal Opinions. Draft legal documents and advise on hand or mentor juniors on drafting of legal documents that provide clear motivation/ justification for a particular position pertaining to the case. Determine if contracts are legally certain and whether it reflects the intention of the Department both financially and in terms of its mandate. Peruse and study drafts of proposed bills or amendments to bills, whilst advising and facilitating on the relevant legislative processes. Determine the factual and legal situation on the case initiated on behalf of or against the Department. Establish if the Department should litigate or defend matter. Draft and / or edit legal correspondence on all legal administrative enquiries. Communicate with internal and external stakeholders on legal matters. Assign duties and responsibilities and manage individual performance within the sub-Directorate.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 41440
- NOTE** : EE Requirements: Preference will be given African Males / Coloured Females / White Males and People with a disability
- POST 13/36** : **IMEDP/SEDP APPLICATIONS AND CLAIMS PROCESSOR (12 MONTHS CONTRACT) REF NO: IMEDP/01/2017**
- SALARY** : R 171 069 + 37% in lieu benefit (per annum)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma/B. Degree in Business Administration, Accounting and Development Finance, Public Admin, Economics or equivalent. At least 2 years work experience in an Administration environment.
- DUTIES** : Review and verify IMEDP/ SEDP applications against rules (guidelines) of the scheme. Process IMEDP/SEDP applications. Create client file according to the departmental database for incentives. Assess and summarise the contribution of the proposed project to the objectives of the scheme. Present the project to the IMEDP technical committee. Prepare approval letters to clients and stakeholders. Participate in post disbursement inspections. Communicate with internal and external stakeholders and customers with etiquette.

- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 41440
- NOTE** : EE Requirements: Preference will be given to People with disabilities / White Males/ Coloured Males
- POST 13/37** : **ADMINISTRATOR REF NO: ODG / ADMIN 3**
- SALARY** : R 171 069 per annum
- CENTRE** : Cape Town
- REQUIREMENTS** : National Diploma/B. Degree in Business Administration, Public Admin, or equivalent. At least 2 years work experience in an Administration environment. Good computer literacy with relevant computer packages (MS-Word, MS-Excel, PowerPoint and Outlook) and typing skills. Effective office administration skills including diary management skills. Good interpersonal relations, communication skills (verbal and written). Good organising, coordination and planning skills.
- DUTIES** : Render effective office administrative support service to the office and perform the following key functions: Organise meetings and workshops and record applicable information thereafter. Proofs read and rectify minutes, submissions and reports. Receive and direct information queries emanating from the issues discussed at meetings to the relevant units. Schedule and reschedule meeting dates accordingly. Prepare agenda for meetings; distribute the necessary documentation and meeting packs. Provide an administrative and secretariat support service at unit meetings. Administer the tender process for the appointment of service providers. Follow-up on queries and compile a database. Acknowledge receipt of letters and submissions within the turnaround times. File all relevant documents for record purposes. Provide a document management service: review, scan and record all documents before they are distributed to relevant officials. Capture, administer and submit leave forms to HR. Compile reports weekly and monthly reports for the unit. Receive Invoices from suppliers and arrange for payment. Order stationery as well as new equipment. Process all requisitions for goods and services on Logis (stationery, newspapers and equipment). Distribute telephone accounts ensure payments are done and record accordingly. Follow up with the Finance section and service providers on matters pertaining to payment. Procure petty cash for the running of the workshops, meetings and seminars and ordering stationery for the entire staff. Submit monthly budget inputs and expenditure statements as per PFMA requirements for the Unit. Monitor and coordinate communication to and from the unit. Liaise with all relevant stakeholders on PFMA reporting needs and requirements. Liaise with service providers on payments.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 41440
- NOTE** : EE Requirements: Preference will be given Asian Males / White Males and People with a disability
- POST 13/38** : **RECEPTIONIST REF NO: ODG / REC 1**
- SALARY** : R 142 461 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate coupled with at least 2 years Receptionist experience in a corporate environment. Computer literacy (Microsoft Office package). Telephone etiquette interpersonal skills, customer service skills, planning and organising skills, communication skills both verbal and non-verbal.
- DUTIES** : Provide front-line reception services by performing the following duties: receive and attend to all visitors. Attend to and/or refer queries to respective officials. Make appointments upon request from visitors or staff. Receive goods and items on behalf of staff. Attend to all visitors and guide them to respective offices. Attend to all queries brought by the visitors and refer them to respective officials. Make appointments to personnel on behalf of visitors. Render telecommunication services. Answer all incoming telephones and direct those calls to respective officials. Attend to all electronic and telephone queries. Maintain electronic diaries. Book and arrange meetings. Provide administrative support by typing documents, assemble and organise documents, make photocopies and scan and file documents. Maintain incoming and outgoing register of all goods or items.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 41440

**NOTE**

: EE Requirements: Preference will be given African Males / African Females / White Males / White Females and People with a disability

## DEPARTMENT OF SOCIAL DEVELOPMENT

*It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer / promotion/ appointment will promote representivity will receive preference.*

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms E Steenkamp
- CLOSING DATE** : 21 April 2017
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Short listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate for a SMS post will sign an annual performance agreement, complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised posts may direct their enquiries to the person as indicated. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms E Steenkamp. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer / promotion/ appointment will promote representivity will receive preference.
- AMENDMENTS** : Please take note of the following amendments. The closing date for the post of Chief Director: Early Childhood Development and Partial Care as well as the post of Deputy Director: Collective Bargaining advertised in the Public Service Vacancy Circular No.12 of 2017 has been extended until 18 April 2017 in order to coincide with the media advertisement.

## OTHER POSTS

- POST 13/39** : **BRANCH COORDINATOR REF NO: P1/A/2017**  
Branch: Strategy and Organisational Transformation
- SALARY** : R612 822 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : HSRC Building, Pretoria  
An appropriate Bachelors Degree or equivalent qualification plus three (3) years middle management experience relevant to the post. Experience in project coordination and executive support will be an added advantage. Knowledge of the relevant Public Service Legislation. Knowledge of financial, provisioning and procurement prescripts and procedures. Knowledge of operational and strategic planning processes. Competencies: Coordination and planning skills. Financial administration skills. Communication (verbal and

written) skills. Organising skills. Project coordination skills. Job knowledge. Project management skills. Analytical skills. Computer literacy. Presentation and facilitation skills. Problem-solving skills. Client orientation and customer focus skills. Monitoring skills. Attributes: Good interpersonal and liaison. Ability to work under pressure. Ability to work in a team and independently. Business ethics. Diplomatic. Innovative and creative. Assertiveness. Achievement orientated. Cost consciousness. Confidentiality. Quality.

**DUTIES** : Coordinate the development and analysis of the Branch operational, budget, strategic and risk management plans. Coordinate key Branch interventions and projects and submission of reports thereof. Develop and maintain financial database and spread sheet applications for tracking the utilisation of the budget (under/ over expenditure) and reporting, in line with the departmental policies. Assist in drafting responses, submissions, memoranda, etc. coordinate the compilation and monitoring of the implementation of the Branch year plan activities. Provide administrative and secretarial support to Branch meetings and workshops (co-ordinate meetings, liaise with stakeholders, etc). Support the Head of Branch in monitoring the utilisation of Branch resources (financial, human and physical). Coordinate responses on parliamentary questions and related processes. Assist the Head of Branch in coordinating other activities as required in the Branch.

**ENQUIRIES** : Ms N Vilakazi, Tel: (012) 312 7293

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

**POST 13/40** : **GRAPHIC DESIGN SPECIALIST (CONTRACT UNTIL 31 MARCH 2018) REF NO: P1/B/2017**

Directorate: Corporate Communication

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

**CENTRE** : HSRC Building, Pretoria

**REQUIREMENTS** : An appropriate Degree in Graphic Design or equivalent qualification plus minimum of three (3) years relevant experience. Knowledge of the relevant Public Service Legislation. Knowledge and understanding of graphic design technologies, software and tools. Knowledge of art and visual design. Competencies: Coordination and planning skills. Communication (verbal and written) skills. Organising skills. Project coordination skills. Job knowledge. Project management skills. Analytical skills. Computer literacy. Presentation and facilitation skills. Problem-solving skills. Client orientation and customer focus skills. Technical graphic design skills. Attributes: Good interpersonal relations. Ability to work under pressure. Independent thinker. Ability to work in a team and independently. Creative and innovation flair. Professional approach to time, costs and deadlines. Adaptability. Confidentiality. Honesty and integrity. Quality.

**DUTIES** : Design and layout for the departmental publications and corporate communication materials. File and archive promotional materials and artwork production. Design briefs and specifications for printing and other related services as required, and monitor and assess the compliance thereof. Establish the overall corporate branding and content of communications material to meet the needs and purpose of different units.

**ENQUIRIES** : Mr S Tang, Tel: (012) 312 7939

**POST 13/41** : **COMMUNICATION OFFICER (CONTRACT UNTIL 31 MARCH 2018) REF NO: P1/C/2017**

Directorate: Corporate Communication

**SALARY** : R211 194 per annum plus 37% of salary in lieu of benefits.

**CENTRE** : HSRC Building, Pretoria

**REQUIREMENTS** : An appropriate National Diploma or equivalent qualification in Public Relations or Communication plus sufficient experience in communications and marketing. Competencies: Interpersonal skills. Computer literacy. Communication (verbal and written) skills. Problem-solving skills. Marketing skills. Planning and organising skills. Presentation and facilitation skills. Time management skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Assertiveness and outspoken. Compliant. Integrity.

**DUTIES** : Assist with marketing and branding in the Department. Enhance partnership with stakeholders. Promote and maintain image of the Department. Offer

- communication support to line functions. Draft articles for internal and external newsletters. Assist with public awareness raising of departmental activities.
- ENQUIRIES** : Mr S Tang, Tel: (012) 312 7939
- POST 13/42** : **ADMINISTRATIVE ASSISTANT REF NO: L1/A/2017**  
Directorate: Sectoral Programme Planning and Coordination
- SALARY** : R171 069 per annum  
**CENTRE** : HSRC Building, Pretoria  
**REQUIREMENTS** : An appropriate Bachelor's Degree/Diploma or equivalent qualification plus minimum of one (1) year administration experience. Knowledge of the relevant Public Service legislation. Knowledge of financial, procurement prescripts and procedures. Knowledge of document management, tracking and retrieving of information. Competencies: Communication (verbal and written) skills. Computer literacy. Problem-solving skills. Planning and organising skills. Customer care skills. Office administration skills. Attributes: Friendly and trustworthy. Good interpersonal relations. Accurate. Independent. Assertiveness. Ability to work independently and as part of a team. Ability to work under pressure. Adaptive. Confidentiality. Integrity. Discipline.
- DUTIES** : Serve as Chief User Clerk and facilitate the procurement of resources. Support managers in preparing financial plans and reports. Administering all logistical arrangements for the Directorate. Processing all the relevant claims and distribute salary advices for staff. Providing records management services, typing documents and tracking responses. Taking minutes and making follow-ups on decisions taken during meetings. Participating in core functions of the unit (25%) as part of personal development.
- ENQUIRIES** : Mr F Thabane, Tel: (012) 312 7803  
**NOTE** : In terms of the Chief Directorate's employment equity target, African and White males, Coloured and White females as well as persons with disabilities are encouraged to apply.

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF THE PREMIER**

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

<b><u>APPLICATIONS</u></b>	:	Posted to: Mr A.J Venter DDG: Corporate Administration. Department of the Premier. P.O Box 517. Bloemfontein. 9300. Or Room 406, O.R Tambo House, St Andrew Street. Bloemfontein, 9300 Or Email: <a href="mailto:joann.kleynhans@fspremier.gov.za">joann.kleynhans@fspremier.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms.J.Kleynhans.
<b><u>CLOSING DATE</u></b>	:	07 April 2017
<b><u>NOTE</u></b>	:	Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications; driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. If a Z83 could not be obtained, a comprehensive CV should be submitted as application. The following information should be included in the CV: Personal information – Surname, Name, ID number, Driver's License, Race, Gender, Disability, Nationality and an indication of criminal offences; Contact details; Language Proficiency; Qualifications; Work experience and References. (Separate application for every vacancy should be submitted). Applications without a reference number or a clear indication of the post for which you apply will not be considered. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

**MANAGEMENT ECHELON**

<b><u>POST 13/43</u></b>	:	<b><u>CHIEF DIRECTOR: CORPORATE REFORM REF NO: 01/2017</u></b>
<b><u>SALARY</u></b>	:	Level 14 – An all-inclusive salary package of R1068 564.00 per annum
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF Level 7), preferable in the Human sciences field, as recognized by SAQA. A minimum of 5 years' experience at senior managerial level in the public or private sector. Extensive experience with regard to implementing turn-around strategies. Special knowledge of the relevant legislation and policies applicable to corporate support issues. Knowledge of corporate support issues in the Free State and in South Africa. Strategic thinking, analytical and problem solving skills.
<b><u>DUTIES</u></b>	:	Provide strategic direction with regard to transverse corporate support issues that have an impact on the effective and efficient functioning of Free State Provincial Government. Strategically oversee the development of transverse policies/strategies with regard to human resource management including labour relations, training and development, organizational development and information technology that will contribute to the effective and efficient corporate functioning of Free State Provincial Government. Monitor and report on the implementation of transverse corporate support policies/strategies in order to determine the impact of the policies/strategies and to advise on corrective action where necessary and/or improve on the policy and strategic direction. Oversee the outcome of research and analysis of information that will impact on the future policy direction of Free State Provincial Government with regard to human resources, skills development, organizational development and information technology. Strategically oversee the rendering of an internal human resource management, skills development, organizational development and information technology service for the Department of the Premier. Attend Provincial and National Forums regarding transverse

corporate issues for purposes of improving on policy/strategies and or reporting on progress with implementation in the Free State. Liaise with provincial, national and international stakeholders in order to obtain information on the latest developments with regard to human resources, organizational development, training and development and information technology. Overall management of the Component to ensure the effective and efficient utilization of resources including the management of the performance of the personnel falling under this component

**ENQUIRIES**

: Mr. A.J. Venter, telephone 051 405 4926

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

**APPLICATIONS** : All application must done online on [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 18 April 2017

**MANAGEMENT ECHELON**

**POST 13/44** : **DIRECTOR: INTER-GOVERNMENT RELATIONS (SECRETARIAT SERVICES) REF NO: 000461**  
Chief Directorate: HOD's Office

**SALARY** : R 878 743 per annum An all-inclusive salary: package of R878 743 per annum, Level 13, structured as follows: Basic salary– 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules R878 743 per annum (All inclusive salary package, which can be structured according to the individual's need)

**CENTRE** : Johannesburg Head Office  
**REQUIREMENTS** : Degree/ 3 year Diploma in a relevant field plus 5 years Middle Management experience. Skills and Knowledge: Good leadership skills. Excellent financial management skills. Strategic development, excellent project management. Reporting writing skills. Good writing and verbal communication skills, Computer literacy. Good networking skills. Stakeholder's relations and Secretariat Services, public speaking, strategic goal and objectives.

**DUTIES** : Identify strategic partners in line with departmental priorities & programmes. Initiate development of partnerships and ensure sustainability. Develop and implement a stakeholder engagement strategy (through developmental communication). Develop and facilitate a stakeholder management programme within the department. Identify key stakeholders and establish common vision to secure their participation and commitment to the Departments aims and objectives. Build good relations between the municipalities and the agencies of Criminal Justice System and transport/traffic management structures to secure integrated planning. Foster and maintain good relations with all stakeholders. Establish and maintain partnership with all spheres of government. Facilitate coordination in terms of departmental priorities and provincial transversal strategies. Develop and sustain partnerships around safety and security. Strengthen partnerships with Local Governments (Municipalities) around the integrated Development Plans. Facilitate linkages across exco sub-committees, Local Government and the Criminal Justice System. Act as Ambassador for the Department. Compile business and operational plan for the directorate. Contribute to the departmental strategic plan. Manage the directorate budget in line with PFMA directives. Compile monthly and quarterly performance reports for the directorate. Render secretariat support to HOD and MEC's intergovernmental coordination Committees. Render secretariat support to internal Committee structure for the Offices of HOD and MEC Coordination and Administrative support.

**ENQUIRIES** : Ms Vumile Zwane Tel No: 011 689 3644

**OTHER POST**

**POST 13/45** : **DEPUTY DIRECTOR SECRETARIAT SERVICES REF NO: 000462**  
Chief Directorate: Office of the HOD

**SALARY** : An all-inclusive remuneration package of R612 822 per annum  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A relevant three year Degree or Diploma or equivalent. 4-8 years' experience in a similar environment at a leadership level. Knowledge of the PFMA, Procurement Legislation and other related regulatory frameworks. Understanding of the secretariat functions and administration policies, system and procedures Skills and Knowledge: Ability to plan and organize. Leadership and supervisory skills. Strategy and project management. Good written and verbal communication skills. Computer literacy. Excellent presentation skills.

**DUTIES** : Render secretariat support to HOD and MEC's intergovernmental coordination Committees. Render secretariat support to internal Committee structure for the

Offices of HOD and MEC Coordination and Administrative support. Render administration services to the Office. Office and assist with financial management

**ENQUIRIES** : Ms Vumile Zwane Tel No: 011 689 3644

**GAUTENG DEPARTMENT OF e-GOVERNMENT**

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

**APPLICATIONS** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown or Applicants can apply online at:[www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 07<sup>th</sup> April 2017

**NOTE** : Gauteng Department of e-Government, is inviting, strategic and innovative thinkers, who are technocrats, to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region, and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure.

**OTHER POSTS**

**POST 13/46** : **DEPUTY DIRECTOR: MONITORING AND REPORTING – REF NO: S/000412**

Directorate: Information Communication Technology

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

**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric plus a National Diploma/Degree in Commerce or related NQF 6 qualification. 3-5 years' experience in service oriented environment. Knowledge and understanding of the function of ICT in the public service, the Public Service Act, the Public Service Regulations and other governing prescripts and policies including the Batho Pele Principles. An understanding of applications in use in the public service, for example, SAP, PERSAL, BAS, ESS and any other systems. Good writing skills.

**DUTIES** : Monitor, track and report on the implementation of service delivery throughout the Branch: ICT. Implementation of findings and recommendations from audit reports, annual performance plans, operational plans, the departmental strategic plans, performance contracts, performance development plans and timeous responses to requests for information and legislature responses. Ensure there is a tracking grid which is updated daily on the achievement of deliverables. Follow up with managers where such deliverables remain outstanding and address time frames diligently. Identify challenges, areas of improvement and propose interventions. Ensure a sound administrative system with control measures are implemented throughout the Branch: ICT. Manage and improve partnerships with programme directorates, departments, entities and institutions. Prepare presentations in Power Point. Communicate with stakeholders. Address and resolve queries. Convene branch meetings as the secretariat. Maintain a professional demeanour and consult broadly. Analyse and interpret information including audit reports, strategic plans, the annual performance plans, operational plans, service delivery improvement plans, budgets, policies and prescribed governance framework. Working knowledge of all stakeholders supported by the branch including partnerships with departments and entities.

**ENQUIRIES** : Mr. Oscar Baloyi, Tel (011) 689 4648

## GAUTENG PROVINCIAL TREASURY

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

- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 18 April 2017
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

## OTHER POSTS

- POST 13/47** : **DEPUTY DIRECTOR: PERFORMANCE AUDIT SERVICES**  
Directorate: GAUTENG AUDIT SERVICES
- SALARY CENTRE REQUIREMENTS** : 726 276 per annum (all inclusive package)  
Johannesburg
- DUTIES** : Relevant Bcom degree or diploma with 6 years' experience in Performance Auditing. CIA/CA would be advantageous. 2years supervisory experience and a valid driver's license.  
Planning of the performance audit cluster. Preparation of budgets and resource plans to meet the requirements of the approved performance audit plan. Supervision of a pool of multi-skilled auditors. On the job supervision, mentoring, coaching, motivating and training of team members. Implementation of the performance audit plan for the cluster. Liaison with team members at the planning, execution and reporting phases of each performance audit. Appraisal and evaluation of the performance of performance audit team members and drawing up of development plan. Review and sign off of performance audit working papers and files to ensure compliance to performance audit methodology and standards. Review of performance audit findings and the draft performance audit report. Interviews/meetings with the client as and when required. Compliance with GAS administration requirements. Review of time records to monitor time spent on performance audits against work done. Control of the day to day running of performance audit projects. Provision of input to the Manager: Performance Audit for the overall management of the cluster. Identification of specialist skills required for performance audit projects and communication of these to the Manager: Performance Audit/specialist functions. Preparation of weekly progress reports for submission to senior management. Interviews for recruitment of staff for the cluster.
- ENQUIRIES** : Ms Linda Ninzi, 011 227-9000

<b><u>POST 13/48</u></b>	:	<b><u>ASSISTANT DIRECTOR: MUNICIPAL BUDGETS</u></b> Directorate: MUNICIPAL FINANCIAL GOVERNANCE
<b><u>SALARY</u></b>	:	R311 784 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Relevant 3 – year tertiary qualification, e.g. National Diploma or Degree related to the job content. 1–2 years’ experience in finance/local government field and/or related field.
<b><u>DUTIES</u></b>	:	To assist in the implementation and monitoring of the MFMA and other periphery legislation with the Local Government sphere in Gauteng and to conduct analysis and prepare compliance certificates. Assist with the implementation, monitoring and ensuring compliance of the MFMA in all municipalities. Collect all the reports due for submission by municipalities and provide feedback. Provides inputs to the Gauteng Global Infrastructure Performance Report for submission to the relevant stakeholders. Provide inputs about the LD data into Social Economic Review Outlook (SERO), MTPBS and Local Government Finance Review. Collect and analyse the withdrawals statements from municipalities for submission to National Treasury and other stakeholders. Participate in Municipal For a including National Treasury’s Reform Forum, PTF – MFMA SubCom and CFOF’s. Assess the municipal budgets, monitor and report on the state of expenditure of municipalities. Engage with all relevant stakeholders to ensure that reporting needs and requirements are addressed. Prepare budget assessments letters for delegated municipalities & prepare findings and recommendations made to municipalities. Collect and review IDPs (draft & final). Assist with the presentation of the close out report on IDP and the facilitation of financial alignment to Provincial and Municipal priorities.
<b><u>ENQUIRIES</u></b>	:	Ms Linda Ninzi, 011 227-9000

**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.***

<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . 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.
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**MANAGEMENT ECHELON**

<b><u>POST 13/49</u></b>	:	<b><u>HEAD: CLINICAL UNIT (MEDICAL), CHILD &amp; ADOLESCENT PSYCHIATRY, REF NO: S/000402</u></b> Re-Advertisement Directorate: Psychiatry
<b><u>SALARY</u></b>	:	R1 444 857per annum. (Based on OSD)
<b><u>CENTRE</u></b>	:	Tara the H. Moross Centre, Sandton
<b><u>REQUIREMENTS</u></b>	:	A basic medical MBCh or equivalent degree, a specialist qualification in Psychiatry (FCPsych, MMed or equivalent) and a relevant subspecialist qualification (Certificate in Child & Adolescent Psychiatry or equivalent) with current registration with the Health Professions Council of South Africa as a Medical Sub-specialist in Child & Adolescent Psychiatry PLUS at least five (5) years of experience as a Psychiatrist including three (3) years of experience as a Child & Adolescent Psychiatrist
<b><u>DUTIES</u></b>	:	To provide and manage a subspecialist service in the assessment and management of children and adolescents. To supervise other specialists and multi-disciplinary mental health team members. To provide strategic and operational leadership for Child & Adolescent Psychiatry services within the institution. To contribute to clinical management within the hospital. To conduct, support and promote teaching and research. To serve as a joint appointee of the Department of Psychiatry, University of the Witwatersrand and

to participate in the teaching and training of various categories of undergraduate and postgraduate students and health professionals.

**ENQUIRIES** : Dr T.J. Madigoe, Tel. No: (011) 535 3001/3276  
**APPLICATIONS** : Applications must be delivered to:- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125 or apply online [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 13 April 2017  
**NOTE** : J Applications must be made on a Z83 form (available from any government office) and must include a covering letter, a CV with contact details of three (3) referees, recently certified copies of the required qualifications, current HPCSA registration card as a psychiatrist and subspecialist child psychiatrist, identity card/document.

#### **OTHER POSTS**

**POST 13/50** : **MEDICAL OFFICER 2 POSTS REF NO: S/000354**  
Directorate; Medical  
lease note that this is a re-advert as the duties have been amended

**SALARY** : Grade 1= R686 322 per annum (all-inclusive package)  
Grade 2= R784 743 per annum (all-inclusive package)  
Grade 3= R910 716 per annum (all-inclusive package)

**CENTRE** : Carletonville Hospital  
**REQUIREMENTS** : Grade 1: Registration with HPCSA. No experience requirement after above registration.  
Grade2: Registration with HPCSA. Minimum 5 years relevant experience after above registration.  
Grade 3: Registration with HPCSA. Minimum 10 years relevant experience requirement after above registration.

**DUTIES** : Management of patients in both inpatient and outpatient settings including accident and emergency, general medicine, general surgery, obstetrics & gynaecology, mental health, paediatrics, anaesthesia, crises centre. Experience and Knowledge in mental health and /or anaesthesia and/or TB and HIV will be considered to be an advantage

**ENQUIRIES** : Dr G M I Mustafa, Tel No: (018) 788 1708  
**APPLICATIONS** : People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified Copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private bag x 2023, Carletonville, 2500 or apply on line at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 13 April 2017  
**NOTE** : The employer reserves the right to fill or not fill the post.

**POST 13/51** : **PROFESSIONAL NURSE: PNB-2 REF NO: S/000397**  
Directorate: Nursing Department

**SALARY** : R390 216. per annum (plus benefits)  
**CENTRE** : J Edenvale General 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 minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Current SANC receipt.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Able to plan and organise own work and that of support personnel to ensure proper nursing care.

- ENQUIRIES APPLICATIONS** : Ms. Salome Msimanga Tel No: (011) 321-6188  
 : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, Closing date is as of below at 15:00.or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 13 April 2017
- POST 13/52** : **CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: S/000362**  
 Directorate: ALLIED  
 This is a re-advert all applicants who applied previously can re-apply
- SALARY CENTRE REQUIREMENTS** : R385 899 per annum (plus benefits)  
 : Sterkfontein Hospital, Krugersdorp  
 : Appropriate qualification as an Occupational Therapist that allow registration with the HPCSA as an Occupational therapist: Independent Practice. Minimum of 3 years' experience required. Extensive knowledge in the forensic psychiatric field will be required. Understanding the relevant acts, prescripts and legislations. The applicant must have the ability to work under pressure. The applicant must have a valid driver's license.
- DUTIES** : Render an Occupational Therapy service (including promotion and prevention campaigns) in allocated areas of work that complies with the standards and norms as indicated by Health Policies. Assessment and treatment of observandi and state patients. Treatment programme coordination of the forensic setting. Effective report writing skills needed and review of reports written of observandi before submission. Working well within the MDT set up. Supervision of Production level OT's. Coordination of supervision of students. Active participation in Quality Assurance audits and the PMDS process. Participate in Continuous Professional Development activities. Good leadership skills.
- ENQUIRIES APPLICATIONS** : Ms. L.R. Hendricks, Tel.No: (011) 951 8352  
 : Application must be submitted or hand-delivered on Z83 form, certified copies of CV., ID, and Qualifications to be attached. Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za) .
- CLOSING DATE** : 13 April 2017
- POST 13/53** : **PROFESSIONAL NURSE PNB-1 REF NO: S/000398**  
 Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R317 271 per annum (plus benefits)  
 : Edenvale General Hospital  
 : Degree / Diploma in General Nursing and Midwifery or Basic R425 qualification in nursing that allows registration with the South African Nursing Council as professional nurse. Current SANC receipt. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in one of the specialties. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele).
- ENQUIRIES APPLICATIONS** : Ms. Salome Msimanga Tel No: (011) 321-6188  
 : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, Closing date is as of below at 15:00. or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 13 April 2017

**POST 13/54** : **PROFESSIONAL NURSE SPECIALITY 2 POSTS REF NO: HRM 17/2017**  
Directorate: OCCUPATIONAL HEALTH AND SAFETY

**SALARY** : PN-B1 R317 271 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse. A post basic qualification with the duration of at least 1 year, accredited with the SANC in terms of Government Notice No R 212 in Occupational Health and Safety and a valid driver's license Code B. A minimum of 4 (Four) years appropriate \recognizable experience after registration as Professional Nurse with the SANC in General Nursing.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional \legal framework. Effective utilization of human, material and service resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth \ethical standards and development of self and subordinates

**ENQUIRIES** : Ms .TJ. MAFIFI Tel: (012) 354 4024  
**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 21 April 2017

**POST 13/55** : **OCCUPATIONAL THERAPISTS GRADE 1 REF NO: S/000399**  
Directorate: Allied

**SALARY** : R262 020 per annum (plus benefits)  
**CENTRE** : Edenvale General Hospital  
**REQUIREMENTS** : Appropriate qualification that allows for the required registration with the HPCSA as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. None after registration with the HPCSA, in the relevant profession (where applicable) in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and experience in adult and pediatrics orthopedics, surgical and neurological outpatient rehabilitation. Knowledge and experience in group therapy and working in a multi-disciplinary team. Knowledge and experience in early childhood intervention. Knowledge and experience in adult surgical, neurology as well as paediatric inpatient rehabilitation.

**DUTIES** : Assess and treat hand patients (i.e. splinting ,home programmes, follow up).Assess and rehabilitate patients post CVA amputation,TBI .Contribute to resource management.Contribute to training and development. Clinical Service delivery. Drivers license.

**ENQUIRIES** : Ms. G Alexander (Tel No: (011) 321 6090  
**APPLICATIONS** : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 13 April 2017

**POST 13/56** : **POST BASIC PHARMACIST ASSISTANT REFS/000357**  
Directorate: Pharmacy  
Please note that this is a re-advert as the requirements and Duties have been amended.

**SALARY** : R170 904-192 519 per annum (plus benefits)  
**CENTRE** : Carletonville Hsp  
**REQUIREMENTS** : Registration with SAPC as Pharmacist Assistant –Post Basic. Current proof of valid registration with SAPC as a Pharmacist Assistant-Post Basic. Good communication and interpersonal skills. Basic knowledge of pharmaceutical process, relevant legislation and policies, record keeping and drug supply management. The desire and ability to work effectively in a team is a must.

- DUTIES** : The incumbent of the post will work under direct supervision of a Pharmacist. Issue the medication to patients and wards as per Prescription. Distribution of stock to patients, wards and clinics, Pre-packing of medication according to Good Pharmacy practice. Inform patients on the direct use of medicine. Receive, read and check prescriptions for legality, authenticity and validity. Stock control which includes receiving. Issuing and maintenance of stock, bulk compounding of stock in accordance with good Manufacturing Practice and Standard Operating Procedures. Advise and support patients and other health care professionals with pharmaceutical issues. Communicate with relevant stakeholders.
- ENQUIRIES** : Miss Sara Mustafa , Tel No: 018 788 1769
- APPLICATIONS** : People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified Copy of ID and Qualifications to be attached. Failure to do so will lead to disqualification. Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private bag x 2023, Carletonville, 2500 or apply on line at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 13 April 2017
- NOTE** : The employer reserves the right to fill or not fill the post.
- POST 13/57** : **FINANCIAL CLERK REF NO: S/000400**  
Directorate: Finance (Revenue)
- SALARY** : R142 461 per annum (plus benefits)
- CENTRE** : Edenvale Regional Hospital
- REQUIREMENTS** : Grade 12 with Mathematics/Accounting/Business Economics as a subject and have hospital experience. Knowledge of PFMA, Treasury regulation DORA. PAAB, BAS E-SAP and experience in the field of financial environment would be an advantageous. Good communication (verbal, written and report writing) skills. Must have proven computer literate and able to work under pressure. Be punctual, reliable and honest.
- DUTIES** : Billing of patient files. Capturing payments on PAAB. Drawing reports on BAS. Capturing of receipts on BAS. Tracing outstanding patient's debts. Write offs on a daily base. Performing all duties in the Main Cashier. All reconciliations done on a monthly base. Submitting Annexure `F` on a monthly base to Head Office. Perform any duties related to finance assigned by the supervisor. Meet reporting and other deadlines. Submit reports to Finance Manager. Must be willing to rotate.
- ENQUIRIES** : Ms .Z.W.Mthembu. Tel: 011 321-6009
- APPLICATIONS** : The institution reserves the right not to fill this post. Fully completed Z83, CV, certified copies of ID and qualifications should be submitted to: Human Resource Office, Edenvale Regional hospital, Modderfontein Road, Edenvale, 1610 or posted to Hr Office Edenvale hospital, Private Bag x 1005, Edenvale, 1610 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 13 April 2017
- POST 13/58** : **CLEANER REF NO: S/000401**  
Directorate: Support service
- SALARY** : R84 096 per annum (plus benefits)
- CENTRE** : Edenvale Regional Hospital
- REQUIREMENTS** : Minimum qualification, Abet or grade 10. Grade 12 will be Advantageous. 2 years cleaning experience. Hospital cleaning experience will be advantageous. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable Poses physical strength and to cope with physical demands of the position. Be able to work as a team. Provide leadership. Minimum qualification: Abet or grade 10/12 with applicable food service/ cleaning experience. Hospital experience/ exposure will be an added advantage. Poses good communication skills, able to work shifts including weekends and public holidays. Be able to rotate and work shifts within department. Be able to work as a team.
- DUTIES** : Clean bathrooms, showers, toilets, wards or departments, passages, and waiting areas. Dust, wash, scrub and polish floors, walls, window, stairs, fire escapes, side walls etc. Clean equipments, clean and wash dust bins and remove waste including medical waste and adhere to Health care waste management policy. Operate heavy duty cleaning machine. Be prepared to rotate within the scope of work and assist in messenger duties. Counting clean

and soiled linen. Collecting food trolleys. Dishing meals and cleaning utensils as per Infection control prescript.

**ENQUIRIES**  
**APPLICATIONS**

: Mr S Msibi 011 321-6160  
: The institution reserves the right not to fill this post. Fully completed Z83, CV, certified copies of ID and qualifications should be submitted to: Human Resource Office, Edenvale Regional hospital, Modderfontein Road, Edenvale, 1610 or posted to Hr Office Edenvale hospital, Private Bag x 1005, Edenvale, 1610 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE**

: 13 April 2017

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF TRANSPORT**

*The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer*

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 07 April 2017
- NOTE** : Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), identity document as well as valid driver's licence (where a driver's licence is a requirement). Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the post(s).

**MANAGEMENT ECHELON**

- POST 13/59** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF. NO. P 02/2017**  
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY** : R1 299 501 per annum (all Inclusive, flexible remuneration package)
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree in Management / Administration / Public Administration / Business Management / Public Relations / Human Resource Management / LLB at NQF level 7 and an appropriate recognised post graduate qualification at NQF level 8 as recognised by SAQA; plus A minimum of 8-10 years' experience at a senior managerial level in a Corporate environment; plus Possession of a valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: In-depth knowledge of the Public Services Regulations. In-depth knowledge of the Public Services

Act. Knowledge of the Public Finance Management Act. Knowledge on Human Resource Related White Papers. Knowledge on Human Resource related collective agreements and resolutions. Knowledge of Labour Relations Act and PERSAL. Knowledge on Job Evaluation and Organisation Development related policies. Knowledge on Occupational Health & Safety Act and Human Resource Development strategy. Knowledge on Information Technology strategy. Knowledge of the Republic of South Africa Constitution. Knowledge of Employee Performance and Management System. Knowledge of Basic Conditions of Employment Act. Knowledge of community development, public participation and community outreach. Knowledge of project management principles and service delivery framework. Knowledge of Human Rights. Computer literacy. Report writing skills. Well-developed verbal and written communication skills. Financial and risk management skills. Analytical, strategic direction and strong leadership skills. Project management, problem solving and good inter-personal relations skills. Presentation and change management skills. Self-disciplined and able to work under pressure with minimum supervision. Leadership qualities, project leadership and people management skills.

**DUTIES**

: Ensure the management and the provision of information technology and communication services for the Department: Provide IT strategy and enterprise architecture support services, business systems development, support and co-ordination services. Provide technical/operations support services management. Provide IT governance and security services. Provide effective and efficient media liaison, monitoring, public relations and research services. Provide effective internal and external communication support services. Ensure the management of security and corporate support services for the Department: Ensure and manage physical and information security services. Manage security screening investigations. Provide and manage Departmental Transport Services inclusive of both subsidized and pool vehicles. Provide registry records/registry and enterprise content management. Manage official accommodation which includes official housing, and office accommodation in line with legislative mandates. Ensure the management of professional legal services and strategic management: Manage litigations and administration of state land. Manage the drafting of the legal documents, contracts and agreements. Manage research on new legislations which impacts on the Departmental mandates. Manage and ensure compliance on access to information held by the Department. Facilitate strategic policy and planning, and ensure monitoring and evaluation of the Departmental performance. Manage and ensure the development empowerment programs, as well as organizational development. Ensure the management of Human Resource Management Services: Provide efficient human resource practices and administration services. Manage Departmental human resource development services. Promote harmonious employer-employee relations. Oversee the development and implementation of policies: Oversee the implementation of National, Provincial and Departmental frameworks. Oversee the implementation of policies according to agreed norms and standards. Monitor and evaluate compliance with implemented policies. Report on any discrepancies in regard of compliance to all relevant stakeholders. Review and amend policies as and when required based on input from stakeholders. Manage resources of the Branch: Manage human resources. Manage financial resources. Manage assets for the Branch. Provide training, advice and guidance to staff. Manage EPMDS.

**ENQUIRIES**  
**FOR ATTENTION**  
**NOTE**

: Mr BS Gumbi 033 – 355 8808  
 : Mr C McDougall  
 : It is the intention of this Department to consider equity targets when filling this position.

**DEPARTMENT OF PUBLIC WORKS**

**APPLICATIONS**

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

**FOR ATTENTION**  
**CLOSING DATE**

: Mrs. BG Mahlaba.  
 : 07 April 2017

## OTHER POST

- POST 13/60** : **LEGAL ADMINISTRATION OFFICER: MR3/ MR4 / MR5 REF NO: LAO/LS/2017**
- SALARY** : Salary MR 3 from R210 837 per annum  
Salary MR 4 from R254 709 per annum  
Salary MR 5 from R309 126 per annum
- CENTRE REQUIREMENTS** : Head Office, Pietermaritzburg  
A Grade 12 or equivalent plus a Bachelor of Laws (LLB) degree or equivalent.  
MR 3 At least 2 years' appropriate post-qualification legal experience and MR4 At least 5 years' appropriate post qualification legal experience. Experience preferably in commercial litigation, property law/conveyancing and contract drafting matters. Admission as an Attorney or an Advocate. Computer Literacy namely (Word processing, Spreadsheet, Presentation and email software programmes & a valid driver's licence. Recommendations: Good written and verbal communication skills, analytical and problem-solving skills, interpersonal skills & time-management skills
- DUTIES** : Key Performance Areas: Interpret, draft and edit a wide variety of legal documents such as contracts, guarantees etc in order to protect the interests of the Department. Providing litigation advisory services for the Department. Provide accurate and well-researched legal opinions and advice. Advising and dealing with general public service and policy issues, ensuring compliance with legislation and keeping abreast of legal developments and conducting research on the law. Developing and drafting of provincial legislation as required by the Department Assist with the development of Departmental policies
- ENQUIRIES** : Ms. A Khan Tel No: 033-355 5666
- NOTE** : NB!! Short-listed candidates may be subject to a competency test, which may determine further short-listing for the interview process

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF ROADS AND PUBLIC WORKS**

*The Provincial Administration Of The Northern Cape Is An Equal Opportunity, Affirmative Action Employer. Persons With Disabilities Are Encouraged To Apply.*

- APPLICATIONS** : Applications: Forward your applications to the Department of Roads and Public Works, P. O. Box 3132, Kimberley, 8300 or 9-11 Stokroos Street, Squirehill Park, Kimberley for Attention: Ms S. Van Heerden./Ms. T. Nyati/Mr. N. Ngoetjana/Mr. L. Pharasi.  
Applications may also be forwarded/hand delivered to the following addresses:  
Private Bag X 133, De Aar 7000, Hand Delivered: Cnr Station and Main Roads, John Dube Building, De Aar, Tel: 053 6311355.  
Private Bag X 8, Springbok 8420, Hand Delivered: NDM Building. No.8 Airport Road, Springbok, Tel: 027 7122170/75/79.  
Private Bag X 5024, Kimberley 8300, Hand Delivered: 45 Schmidtsdrift Road, Kimberley, Tel: 053 8619600.  
P.O Box 436, Upington 8800, Hand Delivered: 187 Rondon Street, Flora Park, Upington, Tel: 054 3324473.  
Private Bag X 148, Mothibistad 8474, Hand Delivered: T.M. Plhabane Road, Mothibistad, Kuruman, Tel: 053 7739400.
- CLOSING DATE** : 21 April 2017
- NOTE** : Applications must be submitted on forms Z.83 obtainable from any Public Service Department and should be accompanied by certified copies (dated not later than three (3) months) of qualifications. Correspondence will be limited to shortlisted candidates only.

**MANAGEMENT ECHELON**

- POST 13/61** : **CHIEF DIRECTOR: ROADS REF NO: DRPW/HCM 001/2017**
- SALARY** : R 1 068 564 per annum (all inclusive). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE** : Kimberley
- REQUIREMENTS** : The successful candidate should be in possession of an appropriate 3 year Bachelor degree in Civil Engineering (NQF level 7) with five years' experience at a senior managerial level. Applicants must have the ability to interact at both a strategic and operational level as well as the ability to conceptualize and drive strategic planning processes. Applicants should have extensive knowledge of legislation and policies governing Roads infrastructure issues. Knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Employment Equity, Skills Development and Labour Relations Act. Knowledge and understanding of the principles of Corporate Governance. Candidates should be proficient in Excel, PowerPoint and MSWord and possess a valid code EB driver's license. Registration as a professional in the civil engineering related fields will be an added advantage. Competencies: Strategic capability and Leadership, programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus.
- DUTIES** : Responsible for managing the Chief Directorate Roads which will involve the planning & design, maintenance and construction of roads infrastructure within the Province, the exercising of control over consultants, the administering of data and the maintenance management system, the coordination of engineering projects and determining of norms and standards for engineering services. Monitor and exercise control over the budget and expenditure for the Directorate and ensure effective utilization of financial resources, manage staff as well as providing strategic direction and support to the Chief Directorate
- ENQUIRIES** : Mr. S. K. Nogwili Tel. No: (053) 8392109
- NOTE** : All short listed 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. The competency assessment will be testing generic managerial competencies using the mandated Department of Public Service & Administration SMS competency assessment tools.

**POST 13/62** : **DIRECTOR: HEALTH INFRASTRUCTURE, MAINTENANCE & TECHNICAL PORTFOLIO SUPPORT REF NO: DRPW/HCM002/2017**

**SALARY** : R 898 743 per annum. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.

**CENTRE REQUIREMENTS** : Kimberley  
Applicants must be in possession of a B. Engineering/B. Tech degree qualification (NQF level 7) in construction with five years' experience at a middle/senior managerial level. In addition, the applicant should possess a qualification in project management. Appropriate qualification in Business Administration will serve as a further recommendation. Appropriate experience in some or all fields of Engineering i.e Architectural, Quantity Surveying, Construction Project Management, and proven ability to manage a diverse team of professional and technical personnel, as well as bring in projects on time and within budget, will be strongly recommended. Registration as a Professional in any of the Built Environment Councils will be an added advantage. A valid driver's license. Competencies: Must be dynamic and committed with a professional approach, management skills, strong communication skills with the ability to motivate and direct people and to communicate with communities, strategic and conceptual orientation, team orientated and results driven, interpersonal relations, creative and analytical, problem solving and conflict management, proven report writing skills. Understanding of and the ability to grasp and apply the Public Service Act, knowledge and understanding of the PFMA, Treasury Regulations, Employment Equity Act, Skills Development Act and Labour Relations Act and any applicable built and construction sector legislation

**DUTIES** : The successful candidate will be responsible to provide technical portfolio management services for health which will involve the following: Manage the User Department Infrastructure Development and Maintenance Portfolio and provide technical support to the Provincial User Department (Health Department), Provide support to prepare the IPMP and IPIP for the Provincial User Departments (Health), Allocate projects and finalise procurement schedules in line with User Department procurement plans, Develop and enforce standard designs and validate all building plans, Manage procurement for construction projects supported by departmental SCM, Manage implementation of projects including contract management in line with budgets, timeframes and quality standards, Prepare and present progress reports and cashflow projections to User Department and other relevant stakeholders, Manage framework contracts for day-to-day, routine and emergency maintenance based on needs and budgets indicated by User Department (Health), Manage staff and maintain good labour relations in the unit.

**ENQUIRIES** : Ms. O.J. Gill Tel. No: (053) 8392241

**NOTE** : All short listed 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. The competency assessment will be testing generic managerial competencies using the mandated Department of Public Service & Administration SMS competency assessment tools.

**POST 13/63** : **DIRECTOR: EPWP REF NO: DRPW/HCM003/2017**

**SALARY** : R 898 743 per annum (all-inclusive salary package). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.

**CENTRE REQUIREMENTS** : Kimberley  
Applicants must be in possession of a 3 year Bachelor's Degree or National Diploma, tertiary qualification (NQF level 7). A qualification in project management will be an added advantage, with five years' experience at a middle/senior managerial level. Proven ability to manage a diverse team of personnel, as well as bring in projects on time and within budget, will be strongly recommended. A valid driver licence. Competencies: Must be dynamic and committed with a professional approach, management skills, strong communication skills with the ability to motivate and direct people and to communicate with communities, strategic and conceptual orientation, team orientated and results driven, interpersonal relations, creative and analytical, problem solving and conflict management, proven report writing skills.

- Understanding of and the ability to grasp and apply the Public Service Act, knowledge and understanding of the PFMA, Treasury Regulations, Employment Equity Act, Skills Development Act and Labour Relations Act.
- DUTIES** : The successful candidate will be responsible to lead, support and coordinate all lead sector Departments, stakeholders or public bodies (municipalities and government departments) in the province towards the implementation of the EPWP across all sectors, according to EPWP norms and standards, for the purpose of creating work opportunities for unemployed persons using labour intensive measures, Monitor delivery of the set targets and assess impact of the EPWP, Promote the implementation of innovative and empowerment initiatives for stakeholders and beneficiaries, as per EPWP norms and standards, Promote community development programmes through the implementation of EPWP flagship programmes and social facilitation that contributes to creation of work opportunities, asset creation, and poverty alleviation.
- ENQUIRIES** : Ms. R. Grewan Tel. No: (053) 8392105
- NOTE** : All short listed 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. The competency assessment will be testing generic managerial competencies using the mandated Department of Public Service & Administration SMS competency assessment tools.
- POST 13/64** : **DISTRICT DIRECTOR REF NO: DRPW/HCM011/2017**
- SALARY** : R 898 743 per annum (all inclusive). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE** : Kimberley (Frances Baard District)
- Requirements** : B-Degree or National Diploma (NQF LEVEL 7) with five years' experience at a middle/senior managerial level; Knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Employment Equity, Skills Development and Labour Relations Acts; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Monitoring, Evaluation and Performance Management qualities; Change/Diversity management skills; A valid code EB driver's license.
- DUTIES** : Render management support to and co-ordinate all the activities of the District Office, To oversee the construction and maintenance of Roads in the District which will include, the construction and maintenance of Roads and the management of the workshops, The management of the Public Works function in the District which will include the implementation of new building construction (Capital Projects), the rendering of repair and renovations to existing state owned buildings, the provisioning of day-to-day maintenance of existing state owned buildings and rendering of property management services, To oversee and manage the institutional support service function which will include the management of Financial, Budgetary, Supply Chain Management, Human Capital Management and Corporate Service functions, The co-ordination and management of the Expanded Public Works Programme (EPWP), rendering of support to Public Bodies (municipalities & Government Departments within the District) on EPWP project initiatives ,Monitor and exercise control over the budget and expenditure for the District and ensure effective utilization of financial resources, management of staff.
- ENQUIRIES** : Ms. R. Grewan Tel. No: (053) 8392105

#### OTHER POSTS

- POST 13/65** : **DEPUTY DIRECTOR: LEDGERS & SALARIES REF NO: DRPW/HCM004/2017**
- SALARY** : R 612 822 per annum (all – inclusive)
- CENTRE** : Kimberley
- REQUIREMENTS** : Bachelor of Commerce degree/National Diploma (NQF level 7) qualification in Financial Management with five years financial management experience, extensive knowledge of the financial management legislative framework & related legislation, competencies in Strategic Capability and Leadership;

Programme and Project Management; Financial Management; Knowledge Management; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Monitoring, Evaluation and Performance Management qualities; Valid Code EB driver's license, computer literacy.

**DUTIES** : The successful candidate will be responsible for effective banking and cash flow management, manage the payment function at Head Office, monitor, clear and declare balances on the suspense accounts, submission of compliance reports to Provincial Treasury, the management of the salary administration function, collect revenue pertaining to government properties and submit reports to the management with regard to collection trends, ensure that effective reconciliations are done for all creditors and debtors accounts. It will also be expected of the candidate to prepare the AFS and IFS and coordinate the collection of disclosure notes. To resolve audit queries, prepare and monitor an audit action plan. The candidate must be responsible for the effective management of financial and human resources in the directorate and provide training and support to districts. It will be expected of the candidate to complete a practical exercise should he/she be shortlisted for the post.

**ENQUIRIES** : Mr. D van der Merwe Tel. No: (053) 839-2335/2219

**POST 13/66** : **DEPUTY DIRECTOR: PLANNING & INFORMATION (PROPERTY MANAGEMENT) REF NO: DRPW/HCM005/2017**

**SALARY** : R 612 822 per annum (all – inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Kimberley

**REQUIREMENTS** : Applicants must be in possession of a three-year tertiary qualification (Bachelor degree or national diploma) (NQF level 7) with 5 years' experience in the property / built environment, Additional training and courses in property management will be an advantage, Knowledge and understanding of the maintenance of buildings and facility management in general, Knowledge and understanding of GIAMA (Act 19 of 2007), Knowledge and understanding of the Occupational Health and Safety Act, Knowledge and understanding of National Treasury guidelines on infrastructure funding and Government procurement processes relating to procurement of immovable assets, Knowledge and understanding of the PFMA and Treasury Regulations, Basic space planning skills, Public finance management and budgeting, Knowledge of the Government Procurement Systems, Management and leadership skills, The ability to work under pressure, Computer literacy. Competencies: Sound analytical skills, Strong verbal and written communication skills, Managerial skills, Strategic planning skills, Spatial design skills, Good interpersonal skills, Strategic Capability and Leadership, Programme and Project Management, Financial Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Monitoring, Evaluation and Performance Management qualities, Change/Diversity management skills, A valid code EB driver's license, computer literacy

**DUTIES** : The management of the Facilities Management Unit, Facilitate the process of integrated development planning, Manage the compilation of conditional assessment reports, Determine the functional performance of immovable assets by conducting feasibility studies and property inspections, Develop developmental options for the conversion or re-use of immovable assets, Property life-cycle planning and the optimization of usage of government properties, Manage the safety and security of properties, Manage the beautification and branding of buildings, Monitor the maintenance needs of immovable assets, Management of service providers Monitor strategies and programmes to promote BBBEE and facilitate the participation of women and youth-owned enterprises in the property industry, Ensure the rendering of cost-effective and efficient cleaning, gardening and security services, Developing and managing strategies, formulating and co-ordinating inputs into the development of policies and procedures, Ensure implementation of policies, Liaise with various Departments and organs of state that are responsible for the management of immovable assets in the country.

**ENQUIRIES** : Mr. V. Molawa Tel No: (053) 8392116

<b><u>POST 13/67</u></b>	:	<b><u>DEPUTY DIRECTOR: PUBLIC WORKS &amp; EXPANDED PUBLIC WORKS PROGRAMME REF NO: DRPW/HCM022/2017</u></b>
<b><u>SALARY</u></b>	:	R 612 822 per annum (all – inclusive). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Springbok (Namakwa District) Competencies: A recognized Bachelor Degree/National Diploma or a tertiary qualification (NQF level 7) in one or more of the built environment disciplines (e.g. Architecture, Quantity Surveying), a minimum of three years junior management experience, a service orientated, pro-active and team orientated person with excellent negotiation, communication and analytical skills, Strategic Capability and Leadership; Programme and Project Management; Financial Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Monitoring, Evaluation and Performance Management qualities; Change/Diversity management skills; A valid code EB driver's license, computer literacy.
<b><u>DUTIES</u></b>	:	Support the Public Works Manager as key contact between Public Works and assigned client Departments in the management of the infrastructure portfolio, Provide inputs towards the compilation, operation and execution of annual business plans for the District, Rendering assistance to assigned client Departments in formulating their asset plans, rendering assistance to assigned client departments in formulating the accommodation requirements and budget appropriately, Providing inputs toward the compilation of annual building programs per assigned client department for Capital Works and planned maintenance projects including EPWP, Co-ordination and management of the Expanded Public Works Programme in the District ,Facilitation of District Forum meetings on EPWP implementation, Represent the Department on EPWP Regional/District Forums, Support Municipalities on EPWP initiatives, Provide regular reports (EPWP & Public Works) as required by the programs, Coaching and developing personnel reporting to him/her.
<b><u>ENQUIRIES</u></b>	:	Mr. H. Roberts Tel. No. (027) 7122170
<b><u>POST 13/68</u></b>	:	<b><u>ENGINEER: PLANNING (GRADE A – B) REF NO: DRPW/HCM006/2017</u></b>
<b><u>SALARY</u></b>	:	R 594 477 – 728 962 per annum (all inclusive). Remuneration package will be determined based on appropriate/recognizable experience in an area after registration with ECSA as a professional.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Kimberley Engineering degree (B Eng/ BSC (Eng) or relevant qualification, Three years post qualification engineering experience required, Valid driver's license, Compulsory registration with ECSA as a Professional Engineer. Competencies: Programme and project management, Engineering design and analysis knowledge, Research and development, Computer-aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Professional judgment, Networking.
<b><u>DUTIES</u></b>	:	Responsible for assessing and approving planning applications associated with both development applications and other activities concerning the road network in the Northern Cape Province. Ensure that all construction work undertaken within the statutory width or within a distance of 95 meters from the center line of any building restriction road or within the statutory boundary of any public road are designed in accordance with the relevant engineering specification, approved consent conditions, specifications/codes and safety standards. Consultation with the public, developers, consultants, government authorities, private contractors and internal staff to ensure responsible planning and management of the Roads Assets, identify and recommend changes to the specifications in the COTO design manual and associated technical specification that will result in efficiency improvements in roads and structure design and construction and operation and maintenance costs, identify and recommend changes to the specifications in the Public domain design manual and associated technical specification that will result in efficiency improvements in public domain design and construction and operations and maintenance costs. Assist with the development and maintenance of template conditions of consent, scope and project briefs for the use of assessment staff where there are development impacts on the road network, develop project briefs and scope of works for the use of developers when they are required to undertake public domain design and frontage activities as part of their

development consent, project briefs and scope documents are provided to developers within specified timeframes.

- ENQUIRIES** : Mr. I. Bulane Tel. No: (053) 839 2100
- POST 13/69** : **ENGINEER (GRADE A – B) REF NO: DRPW/HCM012/2017**
- SALARY** : R 594 477 – 728 962 per annum (all inclusive). Remuneration package will be determined based on appropriate/recognizable experience in an area after registration with ECSA as a professional.
- CENTRE REQUIREMENTS** : Kimberley (Frances Baard District)  
: Engineering degree (B Eng/ BSC (Eng) or relevant qualification, Three years post qualification engineering experience required, Valid driver's license, Compulsory registration with ECSA as a Professional Engineer. Competencies: Programme and project management, Engineering design and analysis knowledge, Research and development, Computer-aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Professional judgment, Networking.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety, 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, Ensure training and development of technicians, Oversee the Management of the Workshop in that region, Coaching and developing personnel reporting to him/her, Provide inputs towards the compilation, operation and execution of annual business plans for the District.
- ENQUIRIES** : Mr. J. Mphole Tel. No. (053) 8619600
- POST 13/70** : **ENGINEER (GRADE A – B) REF NO: DRPW/HCM016/2017**
- SALARY** : R 594 477 – 728 962 per annum (all inclusive). Remuneration package will be determined based on appropriate/recognizable experience in an area after registration with ECSA as a professional.
- CENTRE REQUIREMENTS** : De Aar (Pixley ka Seme District)  
: Engineering degree (B Eng/ BSC (Eng) or relevant qualification, Three years post qualification engineering experience required, Valid driver's license, Compulsory registration with ECSA as a Professional Engineer. Competencies: Programme and project management, Engineering design and analysis knowledge, Research and development, Computer-aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Professional judgment, Networking.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety, 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, Ensure training and development of technicians, Oversee the Management of the Workshop in that region, Coaching and developing personnel reporting to him/her, Provide inputs towards the compilation, operation and execution of annual business plans for the District.
- ENQUIRIES** : Mr. B.K Markman Tel. No. (053) 6311355
- POST 13/71** : **ENGINEER (GRADE A – B) REF NO: DRPW/HCM021/2017**
- SALARY** : R 594 477 – 728 962 per annum (all inclusive). Remuneration package will be determined based on appropriate/recognizable experience in an area after registration with ECSA as a professional.
- CENTRE REQUIREMENTS** : Springbok (Namakwa District)  
: Engineering degree (B Eng/ BSC (Eng) or relevant qualification, Three years post qualification engineering experience required, Valid driver's license, Compulsory registration with ECSA as a Professional Engineer. Competencies: Programme and project management, Engineering design and analysis knowledge, Research and development, Computer-aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Professional judgment, Networking.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety, 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, Ensure training and development of technicians, Oversee the

		Management of the Workshop in that region, Coaching and developing personnel reporting to him/her, Provide inputs towards the compilation, operation and execution of annual business plans for the District.
<b><u>ENQUIRIES</u></b>	:	Mr. H. Roberts Tel. No. (027) 7122170
<b><u>POST 13/72</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROVINCIAL CO-ORDINATION (EPWP) REF NO: DRPW/HCM009/2017</u></b>
<b><u>SALARY</u></b>	:	R 311 784 per annum
<b><u>CENTRE</u></b>	:	Kimberley (Head Office)
<b><u>REQUIREMENTS</u></b>	:	3 year Tertiary qualification (NQF level 7) plus 3-5 years relevant experience in community based programmes, Legislative and regulatory requirements pertaining to monitoring and evaluation of work opportunities in line with EPWP Ministerial Determination, Business and management principles involved in strategic planning, resource allocation, leadership technique and coordination of people and resources, Principles and processes for providing stakeholders, district offices and public bodies a support service including needs assessment, meeting quality standards for services and evaluation of satisfaction.
<b><u>DUTIES</u></b>	:	Coordinate and manage the implementation of projects under the Community Based Programme and the integrated Grant Fund Programme. Coordinate and consolidate all EPWP business plans submitted by all sector Departments, Stakeholders, Public Bodies and District Offices, Regularly monitor and evaluate the activities and output of the projects under EPWP Programs. Manage submission of feedback reports to Management, Oversee that all documents relating to projects are scanned and uploaded to EPWP IRD reporting system and EPWP IYM Reporting system. Input to strategic planning processes of the component and contribute to the Strategic Plan sessions of the Sub Directorate Provincial Co Ordination.
<b><u>ENQUIRIES</u></b>	:	Ms. A. Kula Tel. No: (053) 8392108
<b><u>POST 13/73</u></b>	:	<b><u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION (EPWP) REF NO: DRPW/HCM010/2017</u></b>
<b><u>SALARY</u></b>	:	R 311 784 per annum
<b><u>CENTRE</u></b>	:	Kimberley (Head Office)
<b><u>REQUIREMENTS</u></b>	:	3 year Tertiary qualification (NQF level 7) plus 3-5 years relevant experience in community based programme, Legislative and regulatory requirements pertaining to monitoring and evaluation of work opportunities in line with the EPWP Ministerial Determination, Business and Management principles involved in strategic planning, resource allocation, leadership technique and coordination of people and resources. Principles and processes for providing stakeholders, district offices and public bodies a support service, including needs assessment, meeting quality standards for services and evaluation of satisfaction. Legislative and regulatory requirements pertaining to coordination and monitoring of work opportunities in line with EPWP Ministerial Determination.
<b><u>DUTIES</u></b>	:	Receive EPWPRS forms from Reporting Bodies, Check what has been captured against physical documents to ensure correctness, completeness and compliance to EPWPRS requirements, Approve and authorize ones happy with quality, Create weekly report to feed into monthly report, Amend any errors by Data Capturers and alert Data Capturers of the error, Follow up on all new projects, Oversee that documents are scanned and uploaded to EPWP system, Liaise with capturers if a deadline is missed or cannot be achieved, Oversee that documents are scanned and uploaded to the EPWP system.
<b><u>ENQUIRIES</u></b>	:	Mr. T. Mokomela Tel. No: (053) 8392171
<b><u>NOTE</u></b>	:	All short listed 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. The competency assessment will be testing generic managerial competencies using the mandated Department of Public Service & Administration SMS competency assessment tools.

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

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

**CLOSING DATE** : 14 April 2017  
**NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

**MANAGEMENT ECHELON**

**POST 13/74** : **HEAD OF CLINICAL DEPARTMENT (MEDICAL) GRADE 1 (ANAESTHESIA): PROFESSOR AND SECOND CHAIR**  
Department Of Anaesthesia And Perioperative Medicine, University Of Cape Town

**SALARY** : R1 806 411 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

**CENTRE** : Groote Schuur Hospital and University of Cape Town, Observatory, Cape Town

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesia. Registration with a professional council: Registration with the HPCSA as a Medical Specialist (Anaesthesiologist). Experience: A minimum of 3 years' appropriate clinical experience as a Medical Specialist in Anaesthesia, after registration with the HPCSA as a Medical Specialist in Anaesthesia. Competencies (knowledge/skills): Wide clinical experience in Anaesthesia for all surgical disciplines and in Critical Care and have a strong record as a Team Player as well as considerable experience in Teaching/Training and Research. Some international clinical experience is preferable. A significant track record in the practice of Perioperative Medicine is desirable. Strong local-, national-, and preferably international track record in Teaching/Training. Strong national and preferably international reputation in Research, with significant publication record. Postgraduate qualification at PhD level will be advantageous. A strong track record of postgraduate degree supervision would also be advantageous. NRF rating would enhance the application. Previous success with National/International Grant Application. A record of participation in Perioperative Risk and Outcomes Research would be desirable. Comprehensive skill and experience in Leadership and Administration, as well as in Staff Management. Extensive managerial experience is recommended. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Deputise as Head of Department. Manage Departmental Human Resource requirements and comprehensive Administrative duties. Provide Leadership and undertake joint Clinical responsibility for Anaesthesia and Perioperative Medicine at Groote Schuur Hospital, Red Cross War Memorial Children's Hospital, Mowbray Maternity Hospital and New Somerset Hospital. Supervise and direct Local, National and International Collaboration and Outreach. Play a leadership role in Undergraduate- and Postgraduate Teaching. Co-ordinate and conduct Research. Build and maintain Departmental Team Spirit and Development.

**ENQUIRIES** : Prof JL Swanevelder, tel. no. (021) 404-5004  
**APPLICATIONS** : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

**FOR ATTENTION** : Ms C Dawood

**OTHER POSTS**

**POST 13/75** : **DEPUTY DIRECTOR: MEDICAL NATURAL SCIENTIST GRADE 1**

**SALARY** : R 716 706 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

<b><u>CENTRE REQUIREMENTS</u></b>	<p>: Groote Schuur Hospital, Observatory</p> <p>: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Biological Scientist. (MSc or PhD in Pharmacology or a related discipline). Registration with a professional council: Registration with the HPCSA as a Medical Biological Scientist (Pharmacology or related discipline). Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as a Medical Biological Scientist. Competencies (knowledge/skills): Good management skills and knowledge of principles of therapeutic drug monitoring. Thorough knowledge of application and principles of quality assurance and ISO 15189. Knowledge of pharmacokinetics and principles of assay development and validation. Experience in teaching and supervising postgraduate students. Three years' experience in pharmacology or similar laboratory will be an added advantage. Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payments of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status “</p>
<b><u>DUTIES</u></b>	<p>: Key result areas/outputs: Direct and manage the clinical pharmacology therapeutic drug monitoring laboratory. Maintain laboratory accreditation with SANAS. Develop and implement new drug assays for patient care. Teach and train staff and postgraduate students. Conduct and supervise research.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	<p>: Prof G Maartens, tel. no. (021) 406-6286 <a href="mailto:gary.maartens@uct.ac.za">gary.maartens@uct.ac.za</a></p> <p>: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.</p>
<b><u>FOR ATTENTION</u></b>	<p>: Ms N Mbilini</p>
<b><u>POST 13/76</u></b>	<p>: <b><u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (INFECTION PREVENTION AND CONTROL)</u></b></p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	<p>: R 367 815 (PN-A5) PER ANNUM</p> <p>: George hospital</p> <p>: Minimum educational qualification: Basic r425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African nursing council (SANC) as a professional nurse. (This dispensation is only applicable for posts of clinical programme coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: registration with the SANC as professional nurse and proof of current registration (i.e. annual licensing receipt of 2016/17). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as professional nurse with the SANC in general nursing. Inherent requirement of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written), in at least two of the three official languages of the Western Cape. Knowledge of provincial infection prevention and control measures and practices. Ability to analyse health systems information, skills and experience in the preparation of reports. Project management skills and computer literacy. Knowledge of the management of the operations of CSSD and infection prevention and control (NCS requirement). Note: Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.</p>
<b><u>DUTIES</u></b>	<p>: (key result areas/outputs): Ensure optimal and effective infection control practices according to national core standards and proven principles. Guide and train all staff members. Lead outbreak investigations and give relevant inputs and advice. Coordinate antibiotic stewardship program in the hospital. Conduct, audit and/or research the management of infection prevention and control. Advise on the control and management of Medical Waste. Develop and ensure implementation of clinical practice guidelines and Standard Operating Procedures (SOP's) in Infection Prevention Control (IPC) and participate in surveillance and auditing.</p>
<b><u>ENQUIRIES APPLICATIONS FOR ATTENTION</u></b>	<p>: Ms GE Sellars, tel. no. (044) 802-4356/7</p> <p>: Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.</p> <p>: Mr MZ Emandien</p>

**POST 13/77** : **PORTER**

**SALARY** : R 84 096 (Level 2) per annum

**CENTRE** : Paarl Hospital

**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Porter experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts and over weekends. Ability to perform tasks such as lifting of patients from/onto beds, trolleys and wheelchairs. Prepared to work in Theatre and Radiology Departments. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Safe transport of patients on trolleys and wheelchairs to and from different departments/wards and in and out of ambulances. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Check and replace gas cylinders in wards/treatment areas and assist with shifting of medical equipment. Take responsibility for the transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Respond to request from wards/departments and transport blood and blood products from Blood Bank to Paarl Hospital with GG transport.

**ENQUIRIES** : Ms GP Storm, tel. no. (021) 860-2844

**APPLICATIONS** : Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620.

**FOR ATTENTION** : Mr RM Petersen