



DATE OF ISSUE: 13 APRIL 2017

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

PUBLIC SERVICE VACANCY CIRCULAR NO 15 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.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
COMMUNICATIONS	A	03
DEFENCE	B	04 – 05
ENVIRONMENTAL AFFAIRS	C	06 – 07
GOVERNMENT AND COMMUNICATION SYSTEM (GCIS)	D	08 – 09
HIGHER EDUCATION AND TRAINING	E	10 – 17
HUMAN SETTLEMENTS	F	18 – 19
LABOUR	G	20 – 22
MUNICIPAL INFRASTRUCTURE SUPPORT AGENT (MISA)	H	23 – 24
PLANNING, MONITORING AND EVALUATION	I	25 – 26
PUBLIC WORKS	J	27 – 29
RURAL DEVELOPMENT AND LAND REFORM	K	30 – 33
SOCIAL DEVELOPMENT	L	34 – 35
TELECOMMUNICATION AND POSTAL SERVICES	M	36 – 37

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	N	38 – 39
GAUTENG	O	40 – 48
KWAZULU-NATAL	P	49
WESTERN CAPE	Q	50 - 69

DEPARTMENT OF COMMUNICATIONS

<u>APPLICATIONS</u>	:	The DG of the Department of Communications, Private Bag X812, Pretoria, 0001 or hand deliver to Tshedimoseiso House, 1035 Cnr Francis Baard & Festival Street, Hatfield, Pretoria
<u>FOR ATTENTION</u>	:	Mr A Khameli
<u>CLOSING DATE</u>	:	21 April 2017
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

OTHER POST

<u>POST 15/01</u>	:	<u>INTERNAL AUDITOR REF NO: IA/02/17</u> 12 Months Contract Directorate: Internal Audit and Risk Management
<u>SALARY</u>	:	R171 069 per annum excluding benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognized 3-year National Diploma or B Tech or Bachelor's degree in Internal Audit/Accounting. At least 2 years' experience in financial and systems audits (incl. data analytics) / regularity audits or performance audits within internal or external auditing environment. Knowledge and understanding of government policies and regulations i.e. PFMA, Treasury Regulations, Public Service Act and Regulations, Teammate). Skills: Good communication (written and verbal). Computer skills. Project management. Analytical skills. Excellent client relations and research skills. Ability to work in a team and under pressure. Interpersonal relations and flexibility.
<u>DUTIES</u>	:	Plan and execute audit projects allocated in line with the Internal Audit section's annual operational plan and in compliance with the IIA Professional Practice Framework. Conduct follow-up audits on previous audit projects to determine whether management has implemented commitments made since the last audit. Assist with the execution of ad-hoc audit requests.
<u>ENQUIRIES</u>	:	Ms B Motlhaleng, Tel no: (012) 473 0374/ Ms P Sehlangu Tel no: (012) 473 0438

DEPARTMENT OF DEFENCE

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

MANAGEMENT ECHELON

POST 15/02 : **CHIEF DIRECTOR: INTERNATIONAL AFFAIRS, REF NO: DIA/01/2017**
This post is advertised in the DOD, broader Public Service and Media.

SALARY CENTRE : R1 068 564 all-inclusive package per annum, Level 14
: Defence International Affairs Division, Defence Secretariat, Armscor Building, Pretoria.

REQUIREMENTS : An appropriate Bachelor Degree or equivalent NQF Level 7 qualification. Minimum of Five (5) years' experience at a Senior Management level. Experience in Strategic Management Processes and International Relations. Knowledge of DOD International Affairs and South African foreign policy. Extensive knowledge with regard to World Trends and Global Politics. Knowledge of Government Policies, Departmental Policy, Departmental Decisions and Activities, as well as on the Wider Intra-Departmental Activities in Government. Sound knowledge of Public Finance Legislation, Regulations and Financial Management, Technology, Information Systems.

DUTIES : The successful incumbent will amongst others be responsible for the following: Assist with the providing strategic direction to the International Defence Affairs Division by ensuring an efficient and effective Defence International Defence Affairs Policy and Strategic Business Plan. Ensure alignment of Defence International Affairs initiatives with the priorities of the Presidency, Minister of Defence and South Africa's Foreign Policy. Establish multilateral defence commitments. Establish and maintain liaison channels with multilateral organisations and facilitate the process to obtain approval for multilateral initiatives and agreements. Ensure adherence to International Legal policies and prescripts by analysing International Legal Instruments, Treaties, PACTS, MOU's, Protocols, SOFA's, SOMA's, TCC Agreements and Technical Arrangements. Provide specialist advice on international legislation. Take ownership of key planning, budgeting and forecasting processes.

ENQUIRIES APPLICATIONS : Mr E. Abotsi, Tel no: (012) 355 5964.
: Department of Defence, Chief Director HR Management, Private Bag X137, Pretoria 0001, or may be hand-delivered to Poyntons Building corner Church and Bosman, Pretoria where it can be placed in the wooden box 4 at Reception, for the attention of Mrs J Smit, Tel: 012 339 5605.

CLOSING DATE : 21 April 2017 (Applications received after the closing date and faxed copies will not be considered).

OTHER POST

POST 15/03 : **ASSISTANT DIRECTOR: DISCIPLINE, REF NO: DLSR/08/17**
This post is advertised in the DOD and broader Public Service.

SALARY : R311 784 per annum, Level 09
CENTRE : Armscor Building, Erasmuskloof, Pretoria.
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Law/Labour Law/Public Administration (NQF level 6) qualification. At least 5 years' working experience in human resources including labour relations of which a minimum of two (2) years must be at a supervisory level. Experience in the following is essential: Excellent language and communications skills (both verbal and written), Computer literate in MS Office suite including Word, Excel, PowerPoint and Outlook. Experience in compiling submissions to higher authority (essential). Experience in Human Resource Management and knowledge of the statutory framework in the Public Service (e.g. Public Service Act, Public Service Regulations, Labour Relations Legislation and Employment Equity Legislation). Analytical skills. Ability to interpret information and apply relevant prescripts. Personal Attributes: The person will have to demonstrate reliability, initiative, flexible and quality orientated. Must be able to work independently, strong on self-direction, self-starter with client focussed attitude. Ability to function efficiently under extreme pressure.

DUTIES : Manage and administer the processes of Discipline and Incapacity of Public Service Act Personnel (PSAP) in the DOD, according to the applicable prescripts. Advise management on misconduct/incapacity issues. Advise line managers regarding correct application of technical prescripts/correct actions. Provide a logistical support system during investigations. Evaluate and control reports of Chairpersons regarding imposition of punishment and make proposals to the applicable approving authority. Prepare and/or ensure adequate presentation of submissions to Appeal authority on appeals of PSAP in terms of the Disciplinary/Incapacity processes and on reinstatement of PSAP in the DOD. Operate a Personnel information system. Participate in the development of appropriate policies and procedures. Represent the Directorate at an applicable fora. Supervise and develop staff in own sub-section.

ENQUIRIES : Mr L.L. Mdhuli, Tel no: (012) 355 5796.
APPLICATIONS : Department of Defence, Directorate Labour & Service Relations, Private Bag X161, Pretoria or may be hand-delivered to the Department of Defence, Armscor Building, Corner Nossob and Boeing Streets, Erasmuskloof, Pretoria.

CLOSING DATE : 05 May 2017 (Applications received after the closing date and faxed copies will not be considered).

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

<u>CLOSING DATE</u>	:	24 April 2017
<u>NOTE</u>	:	Application must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Relaxation of qualification requirements may be considered for non-OSD posts. Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za . Click on vacancies and ensure you follow the correct link to the position of interest. All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience. The department reserves the right not to make an appointment. No e-mailed, faxed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS

<u>POST 15/04</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A: ENFORCEMENT REF NO: LACE 11/2017</u>
<u>SALARY</u>	:	R409 989 per annum (all inclusive total package of R554 633)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A recognized Diploma or Degree in Natural Science, Environmental Management or equivalent qualification, Experience and knowledge of institutional arrangements and legal regime pertaining to coastal management • Knowledge and understanding of the functioning of coastal ecosystems and impacts of human activity on those systems, Knowledge and understanding of criminal and administrative enforcement, Knowledge of Integrated Coastal Management Act and related regulations, their implementation and enforcement, Understanding of the environmental law and the environmental compliance and enforcement management system; Ability to link technical and legal aspects related to environmental compliance issues; Knowledge of government administration and financial procedures, Ability to develop and apply policies, Good communication skills (both verbal and report writing) with experience in stakeholder engagement, Sound organising and planning skills; Computer literacy; Analytical skills; Project management skills, Possession of a valid driver's license and the ability and willingness to travel and work long hours where necessary.
<u>DUTIES</u>	:	Undertaking administrative enforcement processes in response to detected non-compliance related to illegal developments, illegal coastal discharges, coastal access and pollution within oceans and coastal environment. Carrying out the function of Enforcement of Oceans & Coasts-related legislation in relation to driving in a coastal environment, illegal fishing activities within Marine Protected Areas, non-compliance by Boat Based Whale Watching and Shark Cage Diving Operators. Attend to tip-offs and complaints that require enforcement action. Initiate preliminary investigations in relation to criminal and administrative enforcement action. Liaise with line management and Legal Services and facilitate the prosecution of transgressors. Processing of NEM: ICM complaints utilizing the National Compliance and Enforcement Information System (NECEIS). Prepare and draft presentations in line with identified gaps in terms of enforcement of ICM Act and ORV regulations. Plan, coordinate and oversee the execution of Enforcement operations targeting identified priority sectors with relevant

enforcement stakeholders (Coastal Provinces, Agencies, DWS, SAPS, DMR). Prepare joint operations plans. Develop, maintain and improve collaborative relationships with key stakeholders relating to the enforcement of NEM: ICM, NEM: BA (marine species) and NEM: PAA (MPAs). Assist in coordinating joint compliance and enforcement interventions under Marine Protection and Governance LAB of Operation Phakisa.

ENQUIRIES : Mr M Dlulane Tel no: (021) 814 8055
APPLICATIONS : The Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000. OR Hand deliver to Department of Environmental Affairs, 14 Loop Street Cape Town.
FOR ATTENTION : Human Resources

POST 15/05 : **SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: COO01/2017**

SALARY : R262 272 per annum (Total package of R379 003 per annum/ conditions apply)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma in Occupational Health and Safety/ equivalent relevant qualification plus relevant experience OR Grade 12 plus extensive relevant experience. Knowledge of Occupational Health and Safety Acts, ISO standard, SAMTRAC, NOSA standard, COIDA and IOD, financial management, project management, administrative processes and procedures. Willingness to work irregular hours when required.

DUTIES : Coordinate, monitor, organize and plan inspection activities; Ensure and enforce implementation of Occupational Health and Safety Act and Regulations within the Department; Provide technical advice to the Department of Public Works; Liaise with the Department of Labour and other stakeholders for advice, assistance and information pertaining to OHS matters in the Department; Ensure workplaces are accessible to people with disabilities. Carry out building inspections according to building regulations, standards, directives and policies of the Department; Develop, coordinate and implement occupational health and safety education and training to enable preparedness for hazards and risks; Provide statistics regarding safety inspections, health and safety incidents.

ENQUIRIES : Ms CE Radebe Tel no: (012) 399 8522
APPLICATIONS : The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

FOR ATTENTION : Ms M. van Schalkwyk

POST 15/06 : **STATE ACCOUNTANT: SALARIES AND PAYROLL REF NO: CFO11/2016**

SALARY : R211 194 per annum (Total salary package of R 313 429 p.a / conditions apply)
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognized Bachelor's Degree/ National Diploma in Accounting/ Financial Management with relevant experience or Grade 12 with extensive relevant experience plus thorough knowledge of financial accounting. Exposure in the fields of salaries and tax will be an advantage. Good financial management skills, Planning and organizing skills, Problem solving skills, Good communication (written and verbal) skills. Candidate must have sound knowledge of the PERSAL system and Basic Accounting System (BAS). Skills in Public Service Finance, Numeracy, Computer literacy and Accuracy. Good knowledge of Treasury Regulations and Public Finance Management Act. Self-starter, able to work independently without compromising team results. Valid Code 08 driver's license.

DUTIES : Key Performance Areas: Administration of Salaries; Reconciliation of Tax, Reconciliation of salary related suspense account, clearing of persal exceptions, Capturing of BAS transactions and journals. Handling of all salary related queries

ENQUIRIES : Ms C Magagane Tel no: (012) 399 9104
APPLICATIONS : The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

FOR ATTENTION : Ms M Seketa

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)

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

- APPLICATIONS** : Applications can be directed to the DG of Government Communication and Information System, Private Bag X745, Pretoria, 0001, for attention Mr S Matshageng or hand deliver to 1035 Tshedimoseiso House, Francis Baard Street.
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 28 April 2017
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). "The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance". All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. (Criminal record, citizenship, credit record checks, qualification verification and employment verification).

OTHER POSTS

- POST 15/07** : **FREELANCE PHOTOGRAPHER**
Photographic Unit
- SALARY** : Per assignment allocated (benefits excluded)
- CENTRE** : Pretoria
- REQUIREMENTS** : The candidate should have an appropriate qualification (national diploma or equivalent) in photography as well as relevant experience.
- DUTIES** : Initiate, plan and execute GCIS and government photographic assignments on request. Assist with studio photography in the office and on location. Update photo library with new images. Send photographs to the media and GCIS clients. Scanning and digital manipulation of images. Be able to work under pressure and deadline oriented. The incumbent will be expected to work after hours and travel extensively.
- ENQUIRIES** : Ms Nkademeng Mosenohi Tel no: 012 473 0206; Ms Este Koorts Tel no: 012 473 0077
- NOTE** : Candidates will undergo a practical test in studio photography and Adobe Photoshop.
- POST 15/08** : **FREELANCE VOICE-OVER ARTISTS AND ACTORS FOR TV AND RADIO PRODUCTS**
Radio & Video Unit
- SALARY** : Per assignment allocated (benefits excluded)
- CENTRE** : Pretoria
- REQUIREMENTS** : The candidate should have an appropriate qualification (national diploma) or relevant experience in radio and television voice-over recording. Experience in acting on commercials, drama and public service announcements for radio and television. Must have presenting skills for TV and radio, be able to present radio

news bulletins. Be able to bring out the personality of a character through voice or on-camera acting. Ability to modify a voice to suit a particular character. Be able to take direction very well. Be able to understand the sentiments portrayed in every scene. Be able to work under pressure and deadline oriented.

- DUTIES** : Interpret scripts and record voice overs for government radio and video campaigns. Translate scripts to official South African languages. Express ideas and portray characters on television and radio during government campaign productions. Present radio phone-in programmes.
- ENQUIRIES** : Ms Nkadimeng Mosenohi Tel no: 012 473 0206; Ms Este Koorts Tel no: 012 473 0077
- NOTE** : Candidates will be required to submit portfolio of work or do audition.
- POST 15/09** : **FREELANCE COPYWRITER**
Radio unit
- SALARY** : Per assignment allocated (benefits excluded)
- CENTRE** : Pretoria
- REQUIREMENTS** : The Candidate should have an appropriate qualification National diploma or equivalent in journalism or relevant experience, be highly creative and imaginative, have good written and interpersonal skills, be able to work under pressure, have an eye for detail, and have an interest in government programs or content. Be able to write relevant and modern scripts, be able to write using excellent grammar. Be able to work under pressure and deadline oriented.
- DUTIES** : Research, generate ideas, create informative scripts around various government themes for radio and television. Write content that articulates government programs very well.
- ENQUIRIES** : Ms Nkadimeng Mosenohi Tel no: 012 473 0206; Ms Este Koorts Tel no: 012 473 0077
- NOTE** : Candidates will be required to submit portfolio of work.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

The College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the College through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

NOTE : interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted on z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive cv as well as certified copies of all qualifications, identity document (id) and drivers licence (where it is required). 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. Candidates whose appointment will promote representivity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

OTHER POSTS

POST 15/10 : **TVET INFORMATION AND COMMUNICATION TECHNOLOGY MANAGER ADMINISTRATION CENTRE, EAST LONDON**

SALARY : R389 145 per annum, Level 10 plus benefits) College Council Appointment
CENTRE : Buffalo City TVET College
REQUIREMENTS : M+3 Diploma or Degree in Information and Communication Technology (ICT); At least 5 to 10 years' experience in an enterprise IT environment, of which 4 years should be at management level; Extensive knowledge of Microsoft and Linux client and server environment, ideally with relevant qualifications; A minimum of 3 years experience on ITS; Extensive knowledge of 1st and 2nd level support (ticket system, desktop support, long term support); Knowledge in groupware implementation and administration (Management Information System/Intranet); A valid driver's licence is a pre-requisite. Competencies: Strategic and conceptual orientation; Management expertise and skills; Technical expertise; Innovative thinking; High quality consciousness; Coaching and developing people; Self-driven; Quick thinking; Diagnostic action research; financial management skills.

DUTIES : As Head Of The ICT Department, The Following Duties Fall Into The Key Performance Areas Operate computer hardware infrastructure; IT security management; Maintain records and statistics; Planning and budget management; Administer IT-Site infrastructure; Liaise with users with regards to general IT-related matters, Provide feedback and reports; Establish and administer new Help Desk System; Configuration Management; Accumulate and expand knowledge through training; Administer management information system; Administer Intranet; Network Controlling; General IT support; Must be prepared to take and implement instructions delegated by senior management.

APPLICATIONS : Buffalo City PublicTV ET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London. Enquiries at: 043 704 9237. Application forms are available on our website, www.bccollege.co.za .

CLOSING DATE : 25 April 2017 at 15:00

NOTE : Candidates who are suitably qualified for the above position should submit a letter of application, together with the official form (Z83), a comprehensive CV and relevant certified copies of ID, qualifications, previous experience and driver's license, together with at least three work-related references. The college reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. Short listed candidates will be invited for an interview. If you have not been contacted within 4weeks please consider your application as unsuccessful. The college reserves the right not to fill this position. Buffalo city TVET College is committed to employment equity with the intention to promote representivity within the institution.

<u>POST 15/11</u>	:	<u>INVITATION TO SERVE AT LETABA TVET COLLEGE AUDIT COMMITTEE (2 MEMBERS) REF NO: LET 003/2017</u>
<u>SALARY</u>	:	Successful applicants will be remunerated in accordance with the rates for Council and Audit Committee Members as determined by Department of Higher Education and Training as guided by Department of National Treasury. Appointments are for a period of (3) three years and will be underpinned by the Audit and Risk Committee Charter (Terms of Reference).
<u>CENTRE</u>	:	Letaba Technical and Vocational Education and Training (TVET) College, Central Office (Tzaneen)
<u>REQUIREMENTS</u>	:	Applicants should have extensive experience in Corporate Governance, Strong leadership and management skills, The Applicant should have proven analytical and good communication skills, technical and conceptual skills and a sound knowledge including, (a) in possession of a relevant post graduate qualification with at least 10+ years' experience in any of the following fields: Accounting/Auditing/Financial Management/Legal or Business/ Information Communication Technology, and Monitoring and Evaluation),(b) should be independent and knowledgeable of the status of their positions as members of the Audit Committee, (c) A member of a professional body. (d) Have experience of serving in Boards of Directors and/or similar committees. The following will be added advantages: Post graduate qualifications. Experience in or knowledge of the public sector. Highly specialised knowledge of internal controls and accounting practices. Major accounting and public sector reporting frameworks/models. Intensive knowledge and understanding of and exposure to legislation/policies (PFMA, GRAP, GAAP, Treasury Regulations and other relevant legislation and practice notes). Knowledge and understanding of ICT, including the roles of internal and external audit. Integrity, dedication, inquisitiveness within reasonableness of probing, an enquiring mind, analytical reasoning abilities, and a good understanding of the committee's position in the governance structure, thorough understanding of corporate governance principles.
<u>DUTIES</u>	:	To execute roles and responsibilities as outlined in chapter 3 of Treasury Regulations issued in terms of the PFMA and provide advice to the College Council of Letaba TVET College and Accounting Officer of the Letaba TVET College on matters relating to: Internal Audit and Internal Financial Controls; Risk Management; Accounting policies and frameworks; Legal and Information Communication Technology matters; review the Annual Financial Statement to provide the College Council with an authoritative and credible view of the financial position of the Letaba TVET College, its efficiency and effectiveness and its overall level of compliance with the relevant acts, legislation, policies and procedures; adequacy, reliability and accuracy of financial reporting and performance information; effective governance; respond to issues raised by the Auditor-General in the audit report; Carry out such investigations into the financial affairs of the College as may be requested by the College Council; perform such other functions as may be prescribed.
<u>ENQUIRIES</u>	:	Ms L Williams (015) 307 5440
<u>APPLICATIONS</u>	:	Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag x 4017 TZANEEN, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.
<u>CLOSING DATE</u>	:	5 May 2017 at 16h00
<u>NOTE</u>	:	Letaba TVET College hereby invites applications from suitably qualified and interested individuals to serve on the Audit Committee, established in terms of section 76(4) and 77 of the Public Finance Management Act (PFMA) read together with chapter 3 of Treasury Regulations for a minimum period of three (3) years with great emphasis on the prescripts of the CET Act 12 of 2006 as amended.
<u>POST 15/12</u>	:	<u>HEAD OF DEPARTMENT: ENGINEERING EDUCATOR & LEARNER SUPPORT</u>
<u>SALARY</u>	:	R342 753 per annum plus benefits) PERSAL Appointment
<u>CENTRE</u>	:	Buffalo City TVET College
<u>REQUIREMENTS</u>	:	An appropriate M+3 degree or diploma; a trade qualification or a minimum of 24 months relevant practical experience; a professional teachers qualification with a minimum of 5 years teaching experience; experience in management will be an added advantage; it is a requirement that all educators be registered with SACE; must be computer literate in MS Office (Word, Excel, PowerPoint and Outlook);

must be prepared to carry out certain maintenance work for the college utilising our students; must possess a code 8 driver's licence; assessor and / or moderator training will be an added advantage. COMPETENCIES: An understanding of the NSDIII objectives and Skills Accord; excellent management and organisational skills; excellent verbal and written communication skills; must be prepared to work, if and the need arises, at any of the college campuses; must be prepared to take and implement instructions delegated by supervisors/managers; must be able to work under pressure and adopt to changes in the TVET sector.

DUTIES : Key Performance Areas: The successful incumbent will be responsible for the monitoring and support of the following functions: Curriculum and assessments; offer academic and educational leadership; the setting and moderation of assessments; teaching and learning; educator and learner performance; procurement, distribution and retrieval of learning and teaching material; campus-based and cross-campus assessments; management and administration of general administration including examinations; part-time classes; report writing: weekly, monthly, quarterly, annually and for academic board; responsible for timetabling; policy development and implementation; responsible for the work based placement and exposure for educators and learners; manage absenteeism of lecturers and students; lecture minimum hours as per the educator workload in ELRC Collective Agreement 1 of 2013.

APPLICATIONS : Buffalo City PublicTV ET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London. Enquiries at: 043 704 9237. Application forms are available on our website, www.bccollege.co.za.

CLOSING DATE : 25 April 2017 at 15:00

NOTE : Candidates who are suitably qualified for the above position should submit a letter of application, together with the official form (Z83), a comprehensive CV and relevant certified copies of ID, qualifications, previous experience and driver's license, together with at least three work-related references. The college reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. Short listed candidates will be invited for an interview. If you have not been contacted within 4weeks please consider your application as unsuccessful. The college reserves the right not to fill this position. Buffalo city TVET College is committed to employment equity with the intention to promote representivity within the institution.

POST 15/13 : **COMPLIANCE OFFICER**

SALARY : R311 784 per annum plus benefits) PERSAL Appointment

CENTRE : Buffalo City TVET College

REQUIREMENTS : A degree in Administration, Commerce, Legal or Internal Auditing; A valid driver's licence; At least 5 to 10 years relevant work experience in quality management, financial management, internal auditing and policy formulation reviews; Advanced computer skills in Microsoft Word, Excel and Power point; Good working knowledge of the policies governing the TVET sector will be an added advantage; Willingness and ability to work long hours and under pressure; Having completed ISO training will be an added advantage. COMPETENCIES: Sound Interpersonal skills; advanced oral and written communication skills; Leaders skills; must be efficient and effective in meeting deadlines; Problem solving skills.

DUTIES : Key Performance Areas: Develop and implement a strategy for the compliance unit; Develop and implement policies and procedures necessary to ensure compliance with applicable legislation and regulation; Design and implement adequate controls in order to promote the college's adherence to relevant rules /laws and regulations; Monitor the compliance programme to ensure that internal controls and compliance to the legislative and regulatory framework, organisational policies and processes remain effective; Prepare compliance reports and manage resources.

APPLICATIONS : Buffalo City PublicTV ET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London. Enquiries at: 043 704 9237. Application forms are available on our website, www.bccollege.co.za .

CLOSING DATE : 25 April 2017 at 15:00

NOTE : Candidates who are suitably qualified for the above position should submit a letter of application, together with the official form (Z83), a comprehensive CV and relevant certified copies of ID, qualifications, previous experience and driver's

license, together with at least three work-related references. The college reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. Short listed candidates will be invited for an interview. If you have not been contacted within 4weeks please consider your application as unsuccessful. The college reserves the right not to fill this position. Buffalo city TVET College is committed to employment equity with the intention to promote representivity within the institution.

POST 15/14 : **PROJECT MANAGER (ASSISTANT DIRECTOR LEVEL 9) REF NO: LET 001/2017**

3 Years Contract

Re-advert people who applied are encouraged to re-apply

SALARY CENTRE

R311 784 pa (plus 37% in lieu benefits)

Letaba Technical and Vocational Education and Training (TVET) College, Central Office (Tzaneen), Central Office (Tzaneen)

REQUIREMENTS

An appropriate Bachelor Degree in Education Management or equivalent qualification, Development management qualification will be an added advantage. Five years relevant working experience in skills development of which two years must be on a supervisory level. Experience in Apprentice, Learnerships and Skills programmes. Good communication and Negotiations, Report writing and presentation Skills. Sound knowledge of The CEA Act, Skills Development Act, BCEA, LRA, OHSA. Must be Computer literate and have a valid driver's licence.

DUTIES

Plan, schedule, implement and conduct monitoring of projects. Ensure that the College is accredited with relevant SETAs; Develop and implement project implementation plans and cash flow, compile budgets and budget controls; Manage and implement College projects; Communicate and liaise with Service Providers rendering the projects according to budget and schedule; Administering the salary and invoice claims; Registration of students for trade testing; Ensure that the College adheres to all the relevant bodies policies such as QCTO, NAMB,SETAs etc.; Ensure that the College adheres to the terms and conditions stipulated by the funders; Coordinate and monitor the job placements for students into skills programmes; Monitoring the College Projects; Compile monthly reports and present to all levels of College Management.

ENQUIRIES APPLICATIONS

Mr P Mokhonazi (015 307 5440/3955)

Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag x 4017 TZANEEN, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.

CLOSING DATE

5 May 2017 at 16h00

POST 15/15

SKILLS DEVELOPMENT FACILITATOR ADMIN CENTRE

Candidates Who Have Previously Applied For This Position Need No To Re-Apply Re-Advertisement

SALARY CENTRE REQUIREMENTS

R266 272pa plus benefits) College Council Appointment

Buffalo City TVET College

A recognised 3 year degree/diploma in Training/ Human Resources or NQF6 qualification or relevant qualification; A minimum of 3 - 5 years' practical experience in Human Resources Development field, Applicants must possess the following attributes and competencies: in-depth knowledge of legislation framework that governs the public service; problem solving, planning and organising, interpersonal relations, project management, Able to plan and organise and take initiatives; Ability to work under pressure for extended periods of times; Good communication skills (verbal and written);computer literacy, Experience of TVET Sector/Public Service policies and legislation; SDF certificate; A Valid Code 08 drivers licence is a MUST. Competencies: Fluent communication skills (verbal and written) in English; Excellent interpersonal skills, problem solving and time management skills; Entrepreneurial and negotiation skills; Project Management Skills; Sound understanding of Financial Management Skills; Must be able to work under pressure, meet deadlines and be prepared to work odd hours.

DUTIES

Key Responsibilities: Assist in facilitating and co-ordinating training for employees in the College; Assist in implementing employee capacity development plan and supporting programmes; Liaise with training providers about the College's training

needs; Submit quarterly and annual reports to management; Monitoring the sourcing, scheduling and delivery of employee training interventions; Conduct training effectiveness studies twice annually; Assist in the implementation of Skills Development policy frameworks; Facilitate meetings of the skills development committee, moderation committee and Employment Equity Committee; Assist in conducting training needs analysis; Determine and advice management on annual skills priorities; Compile workplace skills plan (WSP) and annual training plan; Monitor and evaluate the internship Programme; Coordinate the screening, recruitment and placement of interns, including their rotation and regular feedback and reporting on skills transfer; Supervise the maintenance of internship database; Ensure timely performance Assessment of all employees; Ensure that all Personal Development Plans (PDP) are implemented; Ensure compliance with applicable legislation, rules, and regulations; Ensure implementation of Equity targets, assist in submitting EE Reports to DoL Maintenance of internship database; Perform any other duties assigned by the Principal of the college or his/her nominee.

APPLICATIONS

: Buffalo City PublicTV ET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London. Enquiries at: 043 704 9237. Application forms are available on our website, www.bccollege.co.za .

CLOSING DATE

: 25 April 2017 at 15:00

NOTE

: Candidates who are suitably qualified for the above position should submit a letter of application, together with the official form (Z83), a comprehensive CV and relevant certified copies of ID, qualifications, previous experience and driver's license, together with at least three work-related references. The college reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. Short listed candidates will be invited for an interview. If you have not been contacted within 4weeks please consider your application as unsuccessful. The college reserves the right not to fill this position. Buffalo City TVET College is committed to employment equity with the intention to promote representivity within the institution.

POST 15/16

: **LABOUR RELATIONS PRACTITIONER**
Re-Advertisement Candidates Who Have Previously Applied For This Position, Need No To Re-Apply

SALARY

: R262 272 per annum plus benefits) PERSAL Appointment

CENTRE

: Buffalo City TVET College, Admin Centre

REQUIREMENTS

: A recognised 3 year degree/diploma/NQF6 qualification in Labour Law / Labour Relations / Human Resources or equivalent qualification; At least 3 years' experience in Labour Relations and co-ordinating discipline and grievance processes; Experience of TVET sector / Public Service legislation; regulations and policies ;A Valid Code 08 driver's licence. COMPETENCIES: Understanding of workplace legislation; Good administrative, interpersonal and analytical skills; Advanced computer skills: MS Excel, MS Word and Power Point; Good communication skills in English (verbal and written); Report writing and presentation skills; Project management skills; A sound knowledge of legislation, regulations, resolutions, policies and procedures applicable to the college / sector; Ability to plan, organise and take initiative; Ability to work under pressure and with minimum supervision for extended periods of time; Maintain high level of confidentiality; Time management skills and willingness to work after hours as and when required.

DUTIES

: Key Responsibilities: Ensure compliance with applicable legislation, rules, and regulations; Maintain database and formulate monthly report and quarterly reports; Handling of misconduct cases within the College; Investigate misconduct cases within the College and monitor the implementation of sanctions and arbitration awards; Represent College during conciliation and arbitration; Facilitate the handling of grievances and the implementation of the disciplinary code and procedure; Implement labour relations communication strategy; Capturing of grievances, disciplinary cases and suspensions; Assist the employer on appropriate action in labour-related matters; Investigate all employee complaints and grievance cases; Assist line managers with disciplinary functions and enquiries; Promote, facilitate and contribute to sound labour relations at the college; Reporting on all labour relations matters; Assist with the develop and implementation of all relevant human resources policies and procedures; Diverse

		administration functions; Any other duties as assigned by the Principal of the college or his/her nominee.
<u>APPLICATIONS</u>	:	Buffalo City PublicTV ET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London. Enquiries at: 043 704 9237. Application forms are available on our website, www.bccollege.co.za .
<u>CLOSING DATE</u>	:	25 April 2017 at 15:00
<u>NOTE</u>	:	Candidates who are suitably qualified for the above position should submit a letter of application, together with the official form (Z83), a comprehensive CV and relevant certified copies of ID, qualifications, previous experience and driver's license, together with at least three work-related references. The college reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. Short listed candidates will be invited for an interview. If you have not been contacted within 4weeks please consider your application as unsuccessful. The college reserves the right not to fill this position. Buffalo city TVET College is committed to employment equity with the intention to promote representivity within the institution.
<u>POST 15/17</u>	:	<u>LECTURER: PUBLIC MANAGEMENT</u>
<u>SALARY</u>	:	R173 130 pa plus benefits)_PERSAL Appointment
<u>CENTRE</u>	:	Buffalo City TVET College, ST Mark's Campus
<u>REQUIREMENTS</u>	:	M+3 year Diploma/Degree in Public Management, Public Administration or Bachelor of Laws with relevant major subjects; Sound computer skills in MS Office; Teachers qualification; Experience in TVET sector will be an advantage; Good interpersonal skills and self-motivation; Willingness to spend additional time on subjects/personal development; All educators must be registered with SACE. Competencies: Advanced computer skills (Word, Excel, Power Point, Outlook and Internet); Positive attitude, with the ability and willingness to learn; Fluency in written and spoken English; Excellent interpersonal and communication skills; Good organizational, administration, planning and time management skills; Ability to work effectively under pressure and without immediate supervision; Willingness to work after hours as required.
<u>DUTIES</u>	:	Key Performance Areas: Teach Public Administration, Public Finance, Municipal Administration and Public Law; Integrated practical training through lesson planning according to the subject guidelines; Create an environment that is conducive to learning; Develop training material, techniques/ models for training needs; Develop relevant assessment material; Administration of student assessments; Assist with examination-related duties; Assist with additional academic support programmes; Attend relevant training workshops and apply where necessary; Keep up to date with the latest developments in field of study; Maintain discipline and safety of students at all times; Participate in and manage all other related teaching responsibilities; Capture student attendance on ITS.
<u>APPLICATIONS</u>	:	Buffalo City PublicTV ET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London. Enquiries at: 043 704 9237. Application forms are available on our website, www.bccollege.co.za .
<u>CLOSING DATE</u>	:	25 April 2017 at 15:00
<u>NOTE</u>	:	Candidates who are suitably qualified for the above position should submit a letter of application, together with the official form (Z83), a comprehensive CV and relevant certified copies of ID, qualifications, previous experience and driver's license, together with at least three work-related references. The college reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. Short listed candidates will be invited for an interview. If you have not been contacted within 4weeks please consider your application as unsuccessful. The college reserves the right not to fill this position. Buffalo city TVET College is committed to employment equity with the intention to promote representivity within the institution.
<u>POST 15/18</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCES /SECRETARY</u>
<u>SALARY</u>	:	R142 461 per annum
<u>CENTRE</u>	:	John Knox Bokwe Campus College Council Appointment

<u>REQUIREMENTS</u>	:	Grade 12 or NCV and a 3 year diploma / degree in Human Resources; Experience in human resources in the public service / TVET environment will be an added advantage; Advanced computer skills: MS Excel, Ms Word, Outlook and Power Point. COMPETENCIES: Good organisational, administration and planning skills; The ability to prioritise and co-ordinate work; Good report writing and typing skills, Human Resources skills; Knowledge of legislation, regulations, resolutions, policies and procedures applicable to the college; Fluency in written and spoken English; Sound interpersonal, problem solving and analytical skills; Ability to work under pressure and with minimum supervision; Willingness to work after hours as and when required; Time management skills; Ability to work with the students, lecturers and public.
<u>DUTIES</u>	:	HR duties: Control & keep records of all staff's leave; Assist with the control & keep records of all PMDS and IQMS; Monitor weekly register and ensure all staff sign before submitting to central office; Issuing salary advices to staff; Capturing of staff attendance; Follow-up on training requests of staff & keep records; Control, maintain and update HRMIS and files; Liaise with line management and college HR department at central office; Diverse administration and correspondence; Secretarial duties: Prepare agendas, venues & attendance lists for meetings; Take minutes at meetings; Distribute information from the office of the Campus Head; Prepare & distribute memorandums; Manage the diary of the Campus Head; Manage the telephone calls; Prepare correspondence; General secretarial duties; General administration duties: Filing; Receive and direct queries internally and externally, and redirect to relevant persons; any other duties as assigned by the Campus Head or his/her nominee.
<u>APPLICATIONS</u>	:	Buffalo City PublicTV ET College, HR Division, Private Bag X9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London. Enquiries at: 043 704 9237. Application forms are available on our website, www.bccollege.co.za .
<u>CLOSING DATE</u>	:	25 April 2017 at 15:00
<u>NOTE</u>	:	Candidates who are suitably qualified for the above position should submit a letter of application, together with the official form (Z83), a comprehensive CV and relevant certified copies of ID, qualifications, previous experience and driver's license, together with at least three work-related references. The college reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. Short listed candidates will be invited for an interview. If you have not been contacted within 4weeks please consider your application as unsuccessful. The college reserves the right not to fill this position. Buffalo city TVET College is committed to employment equity with the intention to promote representivity within the institution.
<u>POST 15/19</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: LET 004/2017</u> One Year Contract
<u>SALARY CENTRE</u>	:	R142 461 per annum (plus 37% in lieu benefits) Letaba Technical and Vocational Education and Training (TVET) College, Central Office (Tzaneen), Central Office (Tzaneen)
<u>REQUIREMENTS</u>	:	Matric or National Certificate Vocational coupled with at least one year relevant experience in supply chain management. Successful candidate must have proven knowledge of SCM and processes and procedures, Public Finance Management Act, Preferential Procurement Policy Framework Act, SCM Guide for Accounting Officers/ Authorities, Broad Base Black Economic Empowerment and Treasury regulations. Computer literacy. Good verbal and written communication skills. Supervisory and Numeracy skills, Pastel Evolution and Coltech knowledge will serve as an added advantage. A valid driver's license.
<u>DUTIES</u>	:	Assist end users with timeous development of the specifications/ terms of reference for sourcing of quotes and bids. Assist end users with compilation of Demand Management Plans and Procurement Plan. Assist to consolidate relevant reports and review demand management Plans. Procurement of goods, services and works within the college by means of quotations and bids. Maintenance of effective systems and procedures for the procurement of goods and services. Assist with the Compilation of bid documents. Advertisement of bids, opening of bid/tender box, registration of bid offers in bid registers, Coordination and attendance of briefing sessions. Prepare submissions and reports to Deputy Manager: Finance. Provision of support to End users, Bid Committees and

management. Coordination of bid related matters with end users. Ensure that internal control measures are adhered to. Ensure compliance with Policies and procedures of the college. Work closely with supervisors to ensure that the procurement of goods and services are valid, accurate and complete.

- ENQUIRIES APPLICATIONS** : Mr P Mokhonazi (015 307 5440/3955)
: Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.
- CLOSING DATE** : 05 May 2017 at 16h00
- POST 15/20** : **HOSTEL SUPERVISOR: MALE HOSTELS**
Re-Advertisement Candidates Who Have Previously Applied For This Position, Need No To Re-Apply
- SALARY** : Allowance of R2800 per month and subsidised single hostel accommodation 6 Months performance based college appointment Candidates from the Equity group of African Males are encouraged to apply
- CENTRE REQUIREMENTS** : Buffalo City TVET College
: M+3 qualification; A teaching qualification will be an added advantage; A minimum of two years' experience in a supervisory capacity; Supervisory experience in a hostel environment will be an added advantage; Computer literate in MS Word, Ms Excel, Ms Outlook and Ms PowerPoint (attach proof of relevant certificates); Must be prepared to reside in the relevant hostel at a subsidised rental (only single accommodation available). Competencies: Willingness to work long hours; Ability to work under pressure; Ability to handle students and manage disciplinary matters; must have sound verbal and written communication skills as well as report writing skills.
- DUTIES** : Key Performance Areas: Successful applicant will report to the Hostel Matron; Ensure the smooth running of operations, administration and management of hostel activities; Regular supervision of students study time; Ensure student discipline in the residence, according to relevant policy and procedures; Ensure the safety of students in the residence by enforcement of health and safety policy and procedures; Record and report all irregular behaviour by students in the residence; Report on the daily, weekly and monthly activities of hostel; Ensure that the residence is kept tidy and well maintained, and report any health hazards which will affect the well-being of students in the residences; Ensure that students residing at hostels are registered BC College students; Ensure that hostel rules and regulations are communicated to the students and adhered to; Ensure that no unauthorised persons are allowed on hostel premises; Ensure that visitors adhere to the scheduled visiting hours and have signed the visitors register; Any other duties that may be assigned by the Registrar: SSS.
- APPLICATIONS** : Buffalo City PublicTV ET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London. Enquiries at: 043 704 9237. Application forms are available on our website, www.bccollege.co.za .
- CLOSING DATE** : 25 April 2017 at 15:00
- NOTE** : Candidates who are suitably qualified for the above position should submit a letter of application, together with the official form (Z83), a comprehensive CV and relevant certified copies of ID, qualifications, previous experience and driver's license, together with at least three work-related references. The college reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. Short listed candidates will be invited for an interview. If you have not been contacted within 4weeks please consider your application as unsuccessful. The college reserves the right not to fill this position. Buffalo City TVET College is committed to employment equity with the intention to promote representivity within the institution.

DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : The Director-General, Department of Human Settlements, Private Bag X644, Pretoria, 0001 or Hand delivery 260 Justice Mohammed Street, Govan Mbeki House, Sunnyside, Pretoria, 0001.
- FOR ATTENTION** : Ms E Motsepe/Ms N Nortman
- CLOSING DATE** : 28 April 2017
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department Human Settlements. Applicants must note that further checks will be conducted once they are short listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. Applicants will be expected to subject themselves to a comprehensive assessment programme as part of the selection process. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detail CV, together with certified copies of qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful

OTHER POSTS

- POST 15/21** : **DEPUTY DIRECTOR: ENTITIES GOVERNANCE SUPPORT REF NO: DOHS/108/2017**
Three years contract
Chief Directorate: Regulatory Compliance Services
- SALARY** : R612 822 per annum (All inclusive of salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate recognized Degree in Law or Corporate Governance. Application should have 3 to 5 years management experience in Corporate Governance or Governance Support preferably within the public sector. Experience in entities governance oversight will be added advantage. A managerial qualification would be an added advantage. Application should have a good knowledge and understanding of Governance Oversight and Legislative Framework applicable to Public Sector Entities Governance (including but not limited to Public Service Act and Regulations, PFMA and Treasury Regulations and KING IV CODE). Performance Monitoring and evaluation experience with regard to board governance will be an added advantage. The applicants should have strategic capability and leadership and be able to work under pressure. Applicants must be computer literate and possess good communication skills.
- DUTIES** : The successful candidate will be responsible: To establish Human Settlements Entities Boards. The Development and monitoring of Shareholders Compacts/Mandates. To monitor Human Settlements Entities' Boards practices. The Administration and management of the Sub-Directorate.
- ENQUIRIES** : Mr J Sebola Tel no: (012) 444 9114
- POST 15/22** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: REGULATORY COMPLIANCE REF NO: DOHS/109/2017**
Three Years Contract
Chief Directorate: Regulatory Compliance Services
- SALARY** : R211 194 per annum + 37% In Lieu of Benefits
- CENTRE** : National Office Pretoria
- REQUIREMENTS** : An Applicants must be in possession of a senior certificate, augmented by 2 years relevant experience in office assistant and secretarial duties. A diploma in office management/administration or a secretarial qualification will be an added advantage, strong computer as well as typing skills; good interpersonal relations

skills; good communication (verbal and written) skills; excellent planning and organising skills; basic financial management skills; good telephone etiquette; in addition to the above, the candidate must be prepared to travel.

DUTIES

: The successful candidate will be required to manage all calls by screening incoming and outgoing calls and ensuring efficient flow of information within the Chief Directorate; maintenance of the Chief Directorate filing system; organising workshops and meetings; preparation of agendas, minutes and compilation of reports; recording and safe-keeping of incoming and outgoing mail; packaging of submissions and memoranda; tracking of submissions and documents; performance of word-processing and/or typing functions; Completion of transport and subsistence claims as well as assisting in the co-ordination of budgetary/financial issues; management of assets and ordering of stationery and equipment; diary management;

ENQUIRIES

: Ms ES Motsepe, Tel no: (012) 444 9119

DEPARTMENT OF LABOUR

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

CLOSING DATE : 03 May 2017 at 16:00

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as attachments of 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 DPSSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

POST 15/23 : **DEPUTY DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR 4/4/7/07**

SALARY : R726 276 per annum (All inclusive)

CENTRE : Provincial Office: Mpumalanga

REQUIREMENTS : Three (3) years relevant tertiary qualification in Social Science (Psychology, Public /Business Administration. Two (2) years management experience. Three (3) years functional experience in Public Employment/Public Administration/ Management Services. A valid driver's licence. Knowledge: ILO Conventions, Financial Management, Human Resources Management, Recruitment and Selection, Immigration Act, Employment Services Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, PFMA, Public Services Act. Skills: Planning and organizing, Communication, Computer Analytical, Presentation, Interpersonal Leadership, Networking, Report writing, Information management.

DUTIES : Manage work seeker registration within the Province. Manage employer services within the Province. Manage employment counselling within the Province. Manage operation, financial and personnel resources of the PES Business Unit. Manage, monitor and evaluate the implementation of policies, legislation, standards and regulations.

ENQUIRIES : Ms D Chiloane, Tel no: (013) 655 8701

APPLICATIONS : Chief Director Provincial Operations: Private Bag X7263, Emalahleni, 1053, or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

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

<u>POST 15/24</u>	:	<u>ASSISTANT DIRECTOR: COIDA 6 POSTS REF NO: HR 4/4/03/07</u>
<u>SALARY</u>	:	R311 784 per annum
<u>CENTRE</u>	:	Provincial Office: Braamfontein (1 post) Labour Centre: Kempton Park (1 post) Labour Centre: Krugersdorp (1 post) Labour Centre: Germiston (1 post) Labour Center: Soshanguve (1 post) Labour Center: Vereeniging (1 post)
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification degree/diploma in Public Management/ Administration / Social Science /OHS/Finance and HRM is required. A medical background will be an added advantage e.g Professional nurse. Five (5) to eight years supervisory experience in compensation of claims and medical claims processing environment. Valid drivers licence. Knowledge: Public Services, DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirement, Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, DoL and COIDA Act, regulations, policies and procedures, PFMA and Treasury Regulations, Relevant stakeholders, Customer Service(Batho Pele Principles), Fund Values, Fund IT Operating System, Required IT, DPSSA guidelines on COIDA. 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.
<u>DUTIES</u>	:	Provide oversight and control to claims processing and employer assessment processes as required in terms of segregation of duties. Manage the resolution of all COIDA enquiries. Manage the quality assurance on all COIDA claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COIDA activities. Assist in the management of the sub-directorate.
<u>ENQUIRIES</u>	:	Ms J D Nkambule / Ms P Mafata: Tel no: (011) 853 0478
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001Hand deliver at 77 Korte Street, Braamfontein.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Gauteng Province.
<u>POST 15/25</u>	:	<u>TEAM LEADER (INSPECTION SERVICES) REF NO: HR4/4/8/255</u>
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Labour Centre: Postmasburg
<u>REQUIREMENTS</u>	:	Three year relevant tertiary qualification in Labour Relations/Human Resource Management. Two (2) years experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, Unemployment Insurance Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organizing (Own and others), Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Presentation, Innovative, Analytical, Verbal and written communication.
<u>DUTIES</u>	:	Plan and independently conduct substantive occupational inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Diseases Act (COIDA), Occupational Health and Safety (OHS) and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Supervise the resources in the Sub- Section.

ENQUIRIES : Mr L Maeko, Tel no: (053) 3130641
APPLICATIONS : Chief Director: Human Resources Operations: Private Bag X5012, Kimberley, 8301 or hand delivered C/o Pniel & Compound Street, Kimberley
FOR ATTENTION : Sub-directorate: Human Resources Management, Kimberley.

POST 15/26 : **INSPECTOR: INSPECTION SERVICES 2 POSTS REF NO: HR4/4/9/228**

SALARY : R171 069 per annum
CENTRE : Labour Centre: Rustenburg
REQUIREMENTS : Three (3) year relevant tertiary qualification in Labour Relations / BCOM Law/ LLB. No experience required. Valid Driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity. Skills: Facilitation, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal, Problem solving, Interviewing, listening and observation, Analytical, Verbal and written communication.

DUTIES : Conduct inspections with the aim of ensuring compliance with all labour legislations. 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. Assist in conduct Advocacy Campaigns on Labour Legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES : Mr T Mokoena, Tel no: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735, or hand deliver at University Drive, Provident House, Mmabatho.
FOR ATTENTION : Sub-directorate: Human Resources Management, Mmabatho.

POST 15/27 : **SENIOR ADMIN CLERK: ACCOUNTS AND BOOKING REF NO: HR4/4/9/228**

SALARY : R142 461 per annum
CENTRE : Labour Centre: Rustenburg
REQUIREMENTS : Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) No experience required. Knowledge: Public Service Financial Management, Departmental policies and procedures, LRA & BCEA, Administrative procedures relating to an office, Filing and retrieval of documents, Public Service Regulations, PFMA Skills: Computer literacy, Presentation, Innovative, Analytical, Verbal and written communication.

DUTIES : Administer air travel, hotel accommodation and short term rentals. Handle the allocation, utilisation and booking services of cars in the Province. Acquire information on payment of fines. Provide and efficient and effective administration support for the unit.

ENQUIRIES : Mr D Mhlophe, Tel no: (053) 8381500
APPLICATIONS : Chief Director: Human Resources Operations: Private Bag X5012, Kimberley, 8301 or hand delivered C/o Pniel & Compound Street, Kimberley
FOR ATTENTION : Sub-directorate: Human Resources Management, Kimberley.

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT (MISA)

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations and maintenance.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to careers@tseleconsulting.co.za
- CLOSING DATE** : 21 April 2017
- NOTE** : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments. NOTE FOR ALL APPLICATIONS: 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, ID and certified copies of qualifications (certification should not be more than six (6) months). 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. 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. We thank you for the interest shown in MISA.

MANAGEMENT ECHELON

- POST 15/28** : **DEPUTY DIRECTOR-GENERAL: TECHNICAL SUPPORT SERVICES REF NO: MIS/DDG/001**
- SALARY** : The starting salary for posts of Deputy Director-General. An all-inclusive remuneration package of R1 299 501 per annum, Level 15. This inclusive remuneration package consists of a basic salary, contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : MISA Head Office, Centurion
: An appropriate Degree or equivalent qualification preferable in Finance, Engineering, Law, Public Administration, Built Environment or other related field with extensive work experience in the infrastructure procurement, delivery and contract management field at executive management level. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. Technical competencies: In depth knowledge and understanding of: Government and private sector Infrastructure development approaches, public private partnership and other alternative infrastructure delivery models, stakeholder management, infrastructure procurement and contract management, infrastructure financing.
- DUTIES** : The successful candidate will perform the following duties: Coordinate the provision of technical support and assistance to municipalities in conducting infrastructure assessment and analysis. Coordinate the provision of technical support and expertise to municipal infrastructure delivery, planning maintenance and land use management services with relevant stakeholders. Coordinate the development of technical skills to support the delivery of municipal infrastructure programmes. Manage the relationships with counterparts in DCOG, other national and provincial departments and entities engaged in infrastructure-related matters in municipalities. Coordinate the involvement in the work of the Presidential Infrastructure Coordinating Commission (PICC).
- ENQUIRIES** : Mr Phili Nkanyani Tel no: (011) 074 6822

POST 15/29 : **DEPUTY DIRECTOR-GENERAL: INFRASTRUCTURE DELIVERY MANAGEMENT SUPPORT REF NO: MIS/DDG/002**

SALARY : R1 299 501 per annum, Level 15

CENTRE : MISA Head Office, Centurion

REQUIREMENTS : An appropriate Degree or equivalent qualification preferable in Finance, Engineering, Law, Public Administration, Built Environment or other related field with extensive work experience in the infrastructure procurement, delivery and contract management field at executive management level. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. Technical competencies: In depth knowledge and understanding of: Government and private sector Infrastructure development approaches, public private partnership and other alternative infrastructure delivery models, stakeholder management, infrastructure procurement and contract management, infrastructure financing.

DUTIES : The successful candidate will perform the following duties: Coordinate the provision of technical support to municipalities, infrastructure procurement and contract management processes. Coordinate the development and implementation of national framework for contracting municipal infrastructure services. Facilitate processes to support innovation and private sector financing on infrastructure and Municipal Infrastructure Grant (MIG). Advice and support municipalities on capacity building for sustainable delivery of infrastructure. Ensure that infrastructure delivery meets norms and standards for the built environment.

ENQUIRIES : Mr Phili Nkanyani Tel no: (011) 074 6822

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation, Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. website: www.dpme.gov.za
- FOR ATTENTION** : Ms J Mchunu,
- CLOSING DATE** : 21 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 ECHELON

- POST 15/30** : **DIRECTOR-GENERAL: PLANNING, MONITORING AND EVALUATION REF NO: 009 / 2017**
- SALARY** : R1 689 750 to R1 903 506 per annum, all-inclusive salary package per annum (Level 16) and a monthly 10% non-pensionable allowance. 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** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF 7) and a post graduate qualification with a strong policy or development planning focus (NQF level 8) as recognised by SAQA. A Masters or Doctoral Degree (NQF level 9 or 10) and verifiable publishing track record will be an added advantage. Minimum of 8 to 10 years proven experience at senior managerial level (of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996). Demonstrable public sector leadership acumen. Experience in the areas of planning (short, medium and long term) and implementation, monitoring and support of programmes and priorities across all spheres of government and evaluation of Government Policies will serve as a strong recommendation. Willingness to travel on a regular basis. A valid driver's licence. 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, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Deep understanding of key policy imperatives of government, including relevant public sector governance prescripts. Thorough understanding of the National Development Plan (NDP). Ability to build trust amongst relevant stakeholders at a high level. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation skills. Conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills with credible experience in managing complex systems, policy and multiple sector processes. 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 Minister in the Presidency for Planning, Monitoring and Evaluation, the Director-General, as the Accounting Officer in terms of the PFMA, will be responsible to provide overall strategic leadership including supervising staff and direction to the Department in the delivery of its core mandate and priorities as set out by the Minister and Cabinet and perform the following key functions: Provide strategic support to the Minister and Commissioners on the execution of their mandates. Ensure that the strategic objectives and outputs of the Department are achieved. Ensure sound strategic, financial/budget and operational planning and judicious application of funds approved for the Department. Coordinate activities of the National Planning Commission (NPC) including the conceptualising and supervision of the implementation of the NPC Programmes. Ensure that the NPC receives adequate and high quality technical and logistical support. Manage various partnerships of the NPC. Ensure adequate communication of the work of the NPC and the planning Branch. Lead the process of defining and implementing actions necessary to institutionalise planning in government. Co-ordinate and manage the development of plans or delivery agreements for the strategic cross cutting priorities or outcomes of government; monitor the implementation of these plans. Ensure the development & maintenance of planning systems, tools and processes; assess departmental strategic plans and annual performance plans to ensure alignment with short and long term plans; monitor the performance of individual national and provincial government departments and municipalities; monitor service delivery, carry out evaluations and promote good planning and M&E practices in government. Manage the provision of corporate management as well as internal audit and risk management services in the Department. Build a competent, committed and performing team within the Department. 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 Mr Clement Madale, Tel no: (012) 312 0011

DEPARTMENT OF PUBLIC WORKS

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



- APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria
- FOR ATTENTION** : Ms N.P Mudau
- CLOSING DATE** : 05 May 2017, 16h00
- NOTE** : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

MANAGEMENT ECHELON

- POST 15/31** : **CHIEF DIRECTOR: SCM INFRASTRUCTURE FACILITIES AND PROPERTY MANAGEMENT REF NO: 2017/03**
36 months contract

- SALARY** : All inclusive salary package of R1 068 564 per annum
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification in Quantity Surveyor, Registered as a Quantity Surveyor. Preferences will be given to a candidate who has SCM experience and must have previous experience in property management and an advantage dealing with Facility Management. Five year of experience at a senior management level with extensive relevant experience in Supply Chain Management/property management. Skills: Strategic Management, Senior Management, Programme and Project Management, sound analytical and problem identification and solving, numeracy, relationship management, interpersonal and diplomacy, decision making, motivational, negotiation, advance verbal communication and report writing, computer literacy, ability to interact with clients and stakeholders in a professional and assertive manner, high ethical standard, ability to conduct business integrity in a fair and reasonable manner, ability to promote mutual trust and respect, innovative thinking, creative, solution orientated, ability to design ideas without direction, people orientate, hardworking, highly motivated, the ability to work effectively and efficiently under sustain pressure, the ability to meet tight deadline while delivering excellent results. The candidate will be required to work under pressure to deliver/meet tight deadlines. A valid driver's licence. Knowledge: relevant legislation, financial management, state budgetary systems, procurement and provisioning of directives, procedures and financial systems. In depth knowledge of the framework for Supply Chain Management (Regulations in terms of Public Finance Management Act), Framework for Minimum Training and deployment, code of conduct for Supply Chain Management Practitioners, Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act, Construction Industry Development Board Act and Prescript, State Information Technology Act, Public Services Act, Public Service Regulations and other relevant legislations.
- DUTIES** : Participate in the reform process of SCM Infrastructure, Property and Facilities Management, Drafting SCM lease policy, Drafting SCM Infrastructure policy, setting up the NBAC/NBEC and NBSC for Lease, Facility Management and Infrastructure, Writing of relevant circulars implemented. Ensure quality reports are submitted to the various committees. Manage the reporting requirements to ensure

that information is submitted timeously. Participate in Project Management (including IT). Keeping abreast with National Treasury SCM regulations and implement the changes accordingly. Attend Exco meetings when necessary. Prepare submission report on the divisions and other Adhoc reports for reporting purposes.

ENQUIRIES
NOTE

: Ms A Chowan, Tel no: (012) 492 3249
: All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance.

POST 15/32

: **CHIEF DIRECTOR: INFORMATION TECHNOLOGY REF NO: 2017/04**

SALARY
CENTRE

: All inclusive salary package of R1 068 564 per annum
: Head Office (Pretoria)

REQUIREMENTS

: A three year tertiary qualification in Computer Sciences and/or Information Technology. Five year of experience at a Senior management level with extensive relevant experience in Information Services management. Relevant management and/or supervisory experience. Training in management courses. Preparedness to travel. Skills: Leadership and management. Good customer relations. Advanced report-writing. Advanced communication. Language proficiency. Computer utilisation. Analytical thinking. Strategic planning. Conflict management. Sound analytical and problem identification and solving skills. Organising and planning. Policy formulation. Decision-making. Motivational. Numeracy. Advanced interpersonal and diplomacy skills. Knowledge: Information Technology policies and standards. GITO policies and objectives. Business process modelling. Contract management. Policy formulation. System development lifecycle. Information Technology infrastructure management policies. Information Technology audit and governance. Supply Chain Management. Computer systems analysis. The Public Finance Management Act. Public Service regulations. System management. Project management. Network strategy (LAN, WAN, etc.). Financial systems. Infrastructure project systems. Enterprise resource planning systems. Personal attributes: The ability to interact with clients and stakeholders in a professional and assertive manner. High ethical standards. The ability to conduct business with integrity and in a fair and reasonable manner. The ability to promote mutual trust and respect. Innovative. Creative. Solution orientated. The ability to design ideas without direction. People orientated. Hard-working. Highly motivated. The ability to work effectively and efficiently under sustained pressure. The ability to meet tight deadlines whilst delivering excellent results. Willingness to adapt work schedule in accordance with professional requirements.

DUTIES

: Provide management support in the development of effective ICT strategy and manage the implementation and maintenance thereof. Undertake research on Government information management directives and guidelines. Manage the introduction of the new ICT Enterprise resources plan. Provide professional advice on latest ICT management trends. Ensure that current ICT issues are strategically addressed. Ensure that the ICT strategy is in line with the Department's strategic objectives and mandate. Undertake continuous monitoring and evaluation of the ICT strategy. Ensure the inclusion of ICT quality, governance and risk management frameworks in the ICT strategy. Collate and present reports on the performance of the ICT strategy. Coordinate all ICT functions in support of the Department's strategic objectives. Manage the undertaking of an effective system analysis. Define and implement a systems architecture in line with the ICT strategy. Implement measures to improve the system maturity across the organisation. Ensure effective Web and Database administration. Manage the implementation and maintenance of an ICT network infrastructure. Manage the procurement and deployment of hardware infrastructure in alignment with business needs and priorities. Coordinate and manage all Information Services-related projects in support of the Department's strategic objectives. Ensure that ICT projects are executed in lines with defined plans and remain on track to meet stated benefits. Manage the identification of the Department's ICT needs. Manage the acquisition of identified needs. Oversee the provision of an effective ICT client support service and implement a continuous improvement plan. Ensure the implementation and maintenance of an effective ICT policy. Implement and maintain good corporate governance within the Department. Define measures required to achieve alignment with ICT governance requirements, including the King III Code of Conduct. Define and implement an ICT governance framework within the Department. Ensure that ICT monitoring and reporting are performed in line with

the defined Governance framework. Define and implement ICT policies in alignment with the ICT governance framework. Serve as the chairperson of any ICT governance forums that may be implemented within DPW. Ensure appropriate ICT representation at other governance forums where potential ICT impact is expected. Oversee the implementation and maintenance of ICT processes. Ensure that all control systems comply with all statutory frameworks established within the Department. Effectively manage budget inputs and allocations. Oversee the monitoring of expenditure against allocations and the Government policies. Ensure that all applications and use of ICT equipment are in line with the DPSA and GITO. Report any breach or failure to comply with any corporate governance guidelines and frameworks. Effectively manage the Information Technology component. Contribute strategic inputs to enhance the effective management of the Department. Develop and maintain conducive relationships with stakeholders, including other business units within DPW. Facilitate capacity building initiatives. Oversee timely resolution of audit queries. Manage all human resources allocated to the Directorate. Effectively engage with and manage any vendors or sub-contractors within the ICT environment. Ensure accurate financial accounts are kept and that financial procedures are being adhered to for proper, effective and efficient use of resources within the law as well, as provide such information required by the Minister, Parliament and Auditor-General to enable reporting and an internal audit of the accounts.

ENQUIRIES
NOTE

- : Ms TB Hlatshwayo, Tel no: (012) 406 1990
- : All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance.

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

<u>CLOSING DATE</u>	:	28 April 2017 at 16:00
<u>NOTE</u>	:	All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report with their qualification(s) at the time of application, if not the qualification will not be considered. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post below http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx . Please ensure that all required documents are uploaded with your application. Required documents to be uploaded with your application include form Z 83, obtainable from any Public Service department and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 6 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Failure to submit the requested documents electronically may result in your application not being considered. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. Applications will not be considered after the closing date.

MANAGEMENT ECHELON

<u>POST 15/33</u>	:	<u>DEPUTY LAND CLAIMS COMMISSIONER REF NO: 3/2/1/2017/052</u>
<u>SALARY</u>	:	R1 068 564 per annum, Level 14. (All inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE</u>	:	Branch Restitution Of Land Rights: National Office: Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or Advanced Diploma in Legal Studies (NQF 7). 5 years' experience in a senior managerial level. Knowledge of the following: Programme Management, Litigation and legal, Monitoring and evaluation, Strategic planning, Human resource management, Financial management, Supply chain management and Stakeholder relations. Ability to act as programme manager. Strong leadership and managerial qualities. A good track record of working with communities. Understanding of key priorities of government as well as comprehensive rural development programme (CRDP). Strong Research and analytical skills, Good written and verbal communication skills. Valid driver's license.
<u>DUTIES</u>	:	Advise the Minister of Rural Development and Land Reform, the Director-General of the Department of Rural Development and Land Reform and the Chief Land Claims Commissioner as and when required on matters pertaining to Restitution. Serve as a Deputy Head of the Commission on Restitution of Land Rights and act as Chief Land Claims Commissioner in her/his absence. Oversee and manage Restitution legal service, including drafting of legislation, broad communication with the Land Claims Court, communicate the impact of court cases on the organisation, provide legal opinions in respect of Restitution matters and oversee legal services in the Commission. Develop and coordinate Restitution policy, including drafting of standard operating procedures, ensuring alignment with government-wide policy objectives as well as ensuring interface with broader processes around land reform. Liaise and foster working relationships with relevant stakeholders, Parliamentary Committees, Government Departments, Statutory bodies, Public entities, Academic and Private sector institutions.
<u>APPLICATIONS</u>	:	Please note that for this post only will applications/nominations be accepted by post or hand delivery. Please forward your application, quoting the relevant reference number of the vacancy in the application to the Department of Rural Development and Land Reform, Private Bag X 833, Pretoria, 0001 or hand deliver it to 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff

Masemola and Paul Kruger Streets, Pretoria, for the attention of: Human Resource Management

NOTE : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. In terms of section 4(3) of the Restitution of Land Rights Act No. 22 of 1994, the Minister for Rural Development and Land Reform may appoint a Regional Land Claims Commissioner after inviting nominations from the general public

OTHER POSTS

POST 15/34 : **CHIEF FOOD SERVICE MANAGER REF NO: 3/2/1/2017/054**
Directorate: Social Organisational and Youth Development (Narysec)
(1 year contract)

SALARY : R365 843 per annum, Level 08
CENTRE : Free State (Thabanchu)
REQUIREMENTS : National Diploma/Degree in hospitality management. Three years management experience in a food service operation. Knowledge of standard kitchen equipment, utensils and measurements. Knowledge of sanitation practice related to handling and serving food. Knowledge of proper lifting techniques. Passion for cooking and health and well-being skills. Demonstrated ability as an effective teacher and manager skills. Excellent time management and self-management skills. Hardworking, dedicated and highly flexible skills. Strong communication skills and creative and innovative skills.

DUTIES : Providing nutritious and wholesome meals for the college. Work with local health unit to eliminate any areas of concern. Manage the day-to-day operations of the College. Liaise with food companies to ensure timely and accurate deliveries and manage kitchen budgets.

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>

POST 15/35 : **SENIOR FOOD SERVICE MANAGER REF NO: 3/2/1/2017/056**
Directorate: Social Organisational and Youth Development (Narysec)
(1 year contract)

SALARY : R294 594 per annum, Level 07
CENTRE : Free State (Thabanchu)
REQUIREMENTS : National Diploma/Degree in hospitality management. Three years of supervisory experience in a food service operation. Knowledge of standard kitchen equipment, utensils and measurements. Knowledge of sanitation practices related to handling and serving food. Knowledge of proper lifting techniques. Good people skills. Knowledge of the Public Finance Management Act (PFMA and Treasury Regulations. Ability to work under pressure as well as the willingness to work irregular hours. Computer literacy. Language skills and ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Excellent time management skills. Interpersonal skills and basic written communication skills.

DUTIES : Oversee the day-to-day operations of the college. Maintain required records including food production and inventory. Ensure program follows proper sanitation procedures. Respond to students and officials preferences and complaints and keep records of supplies and purchases.

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>

<u>POST 15/36</u>	:	<u>SECRETARY REF NO: 3/2/1/2017/057</u> Directorate: Forensic Investigations
<u>SALARY</u>	:	R183 558 per annum, Level 06
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent. 1-2 years experience in a secretarial environment. Advanced computer literacy (MS Word, MS Excel, Powerpoint, Groupwise. Good telephone etiquette. Sound organizational skills. Good people skills. Ability to work under pressure as well as willingness to work irregular hours. Language skills and ability to communicate well with people at different levels and from different background. Basic written communication skills. Ability to act with tact and discretion. Good presentation skills.
<u>DUTIES</u>	:	Render general secretarial and support services to the Director. Provide secretarial/receptionist support to the Director. Provide a clerical support services to the Director. Remain up to date with regard to prescripts/policies and procedures applicable to his/her work environment to ensure efficient and effective support to the Director.
<u>APPLICATIONS</u>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
<u>NOTE</u>	:	All race and gender groups and people with disabilities are encouraged to apply.
<u>POST 15/37</u>	:	<u>SENIOR LAUNDRY SUPERVISOR REF NO: 3/2/1/2017/055</u> Directorate: Social Organisational and Youth Development (Narysec) (1 year contract)
<u>SALARY</u>	:	R166 206 per annum, Level 04
<u>Centre</u>	:	Free State (Thabanchu)
<u>REQUIREMENTS</u>	:	Grade 12 certificate. 2 or more years in housekeeping/laundry environment. Knowledge in housekeeping practices and procedures. Knowledge of safe lifting and handling of equipment. Ability to use commercial laundry equipment. Sewing skills, excellent time management skills. Good interpersonal skills. Good standard of personal presentation. Thoroughness and attention to details. Ability to work under pressure as well as the willingness to work irregular hours. Computer literacy. High level of reliability and communication skills (written/verbal).
<u>DUTIES</u>	:	Ensure the laundry room is clean and tidy. Ensure all curtains and linen is cleaned regularly. Comply with college Health and Safety procedures. Report faults and failures of electrical appliances. Ensure safety and secure storage of laundry services.
<u>APPLICATIONS</u>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
<u>POST 15/38</u>	:	<u>FOREMAN GROUND REF NO: 3/2/1/2017/053</u> Directorate: Social Organisational And Youth Development (Narysec) (1 year contract)
<u>SALARY</u>	:	R140 251 per annum, Level 03
<u>CENTRE</u>	:	Free State (Thabanchu)
<u>REQUIREMENTS</u>	:	Grade 12. 5 years' experience grounds maintenance and furniture moving. Knowledge of planting, cultivating, pruning, spraying and trimming. Knowledge of ornamental shrubs and flowers and their use in landscaping. Ability to coordinate and direct the work of furniture movers and grounds crew. Ability to supervise the maintenance and repair of tractors, movers and equipment. Good people skills. Ability to work under pressure as well as the willingness to work irregular hours. Computer literacy. Language skills and ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Basic written communication skills. Good grooming and presentation. Driver's license.
<u>DUTIES</u>	:	Coordinates use of pesticides on college grounds. Administer maintenance of college grounds including lawns, athletic playing fields, paths, driveways and parking lots. Submit costs estimates to materials and labour necessary for contract jobs. Conduct quality checks of work done by contractors to meet specifications. Keep accurate records of work orders, inventory and expenditures. Coordinate moving and setting up furniture and equipment in the college.

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>

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post 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** : 05 May 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 post 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.
- Erratum:** Please take note 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 POST

- POST 15/39** : **ASSISTANT DIRECTOR: PROGRAMME AND POLICY EVALUATION REF NO: W1/2017**
Directorate: Programme and Policy Evaluation
- SALARY** : R311 784 per annum
- CENTRE** : Pretoria, HSRC Building
- REQUIREMENTS** : A relevant Postgraduate Degree in Social Sciences or equivalent qualification. A minimum of three years relevant experience in the research/monitoring/evaluation field. Knowledge of the Public Service Legislative Framework. Knowledge of the Social Development Sector programmes and Acts will be an added advantage. Knowledge and understanding of government policies. Practical application of qualitative and quantitative research and statistical software packages (STATA, SPSS and SAS). Knowledge of the design in the implementation of monitoring and evaluation systems. Competencies needed: Monitoring and evaluation skills. Planning and organising skills. Analytical and research skills. Communication

(written and verbal) skills. Problem-solving skills. Facilitation and presentation skills. Stakeholder and client liaison skills. Project administration skills. Policy analysis skills. Computer literacy. Report writing skills. Information and knowledge management skills. Resource management skills. Attributes: Systematic. Assertive. Consistent and accurate. Compliant. Pro-active and self-driven. Analytical and critical thinking skills. Ability to exercise confidentiality. Ability to work in a team and independently. Innovative and creative. Adaptability. Diplomatic. Cost consciousness. Honesty and integrity. Ability to work under pressure.

DUTIES

: Participate in the development and review of the evaluation plan for the social development sector. Design and facilitate the implementation of programme and policy evaluations for the social development sector. Produce and disseminate evaluation reports to relevant stakeholders. Oversee the execution of outsourced projects. Provide support to Social Development Sector evaluation initiatives. Facilitate stakeholder participation for evaluation projects.

ENQUIRIES

: Ms D Ababio Tel no: (012) 312 7614

NOTE

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

DEPARTMENT OF TELECOMMUNICATIONS AND POSTAL SERVICES

The Department is an equal opportunity department and the Department's intention is to promote equity through the filling of these posts.

- APPLICATIONS** : Kone Staffing Solutions has been retained to handle all responses for this advertisement. Please forward your application via post to P O Box 1132, Rivonia 2128 or hand deliver to 3 Autumn Road, Rivonia or fax to 086 609 1178 or email to: admin@konesolutions.co.za (quoting the relevant reference in the subject line). Enquiries for applications: Tumi Morake, tel. (011) 257-8061. Post enquiries can be directed to Ms T G Manzini at (012) 421 7005.
- CLOSING DATE** : 28 April 2017
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department and should be accompanied by a recently updated comprehensive CV and certified copies (not older than six (6) months) of all qualification(s), statement(s) of results and ID document/Passport. Applications received after the closing date will not be considered. Faxed or e-mailed applications will be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. All qualifications are subject to verification. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment using the mandated DPSA SMS competency assessment tools. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV's submitted will be destroyed after the three (3) months period. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

MANAGEMENT ECHELON

- POST 15/40** : **DEPUTY DIRECTOR-GENERAL: ICT POLICY AND STRATEGY REF NO: ICTPDDG**
- SALARY** : An all-inclusive package of R1 299 501 per annum
- CENTRE** : Pretoria, Hatfield
- REQUIREMENTS** : A relevant post graduate qualification at NQF level 8 as recognised by the South African Qualifications Authority (SAQA) and 8-10 years' experience at senior management level of which at least 5 years' experience must be related to the policy and strategy environment. **SKILLS AND COMPETENCIES:** Competencies: At an advanced level required in the following: A comprehensive understanding of the ICT sector and the dynamics of the new converged environment. A strong background in ICT Policy Development. Knowledge of information management and practices. Monitoring and evaluation methodologies. Government operations, policies and legislation. Data collection and analysis methods and understanding of policy legislation. Strategic management capabilities to lead the ICT Policy and Strategy Branch. Communications skills (both written and verbal).
- DUTIES** : The successful candidate will provide strategic management and leadership in the development of the Information and Communication Technology's (ICT) policy and regulatory framework including reviewing and monitoring implementation as well as its impact on the wellbeing of the citizens of South Africa. Establish methodologies for the delivery of informed and robust ICT policies and regulatory frameworks in support of an inclusive growth of the South African economy. Ensure that development of ICT policies and regulatory frameworks are etc. Perform generic management functions attached to the seniority of the post. Oversee underscored by credible quantitative and qualitative analysis. Establish methodologies for ICT policy and strategy implementation, monitoring and evaluation, and review in order to measure its impact on the wellbeing of the citizens of South Africa. Ensure an effective promotion and practice of good corporate governance and compliance in accordance to all relevant legislation,

		regulation, declarations, treaties, memorandum of understandings, the development and management of the strategic planning of the branch.
<u>ENQUIRIES</u>	:	Ms T G Manzini, Tel no: (012) 421 7005
<u>POST 15/41</u>	:	<u>DEPUTY DIRECTOR-GENERAL: INFORMATION SOCIETY DEVELOPMENT AND RESEARCH REF NO: ISADDDG</u>
<u>SALARY</u>	:	An all-inclusive package of R1 299 501 per annum
<u>CENTRE</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	A relevant post graduate qualification at NQF level 8 as recognised by the South African Qualifications Authority (SAQA) and 8-10 years' experience at senior management level of which at least 5 years' experience must have been as a Project Manager, preferably in the ICT arena. Fully conversant in applications and/or application development. Competencies: At an advanced level required in the following: Knowledge of information management and practices, monitoring, evaluation and research methodologies. Strategic capability and leadership. Programme and project management. Problem solving. Government operations, policies and legislation. Service delivery innovation. The ability to engage stakeholders. Customer focus. Understanding of Broadband and Government imperatives in this arena. Communications skills (both written and verbal). Business acumen.
<u>DUTIES</u>	:	The successful candidate will render strategic delivery Management services in support of creating an inclusive ICT information society, development and capacity in order to establish an advanced information-based society. He/she will: Conduct research, track and measure the progress of creating an information-based society and attainment of the National Development Programme (NDP). Provide strategic oversight and ensure the provision of professional and secretariat support to the ISAD coordination. Provide leadership on the development and implementation of innovation and responsive programmes in order to develop capacity in the usage of ICTs in the building of an information society. Deliver on Government's mandate in terms of the NDP and ensure the obligations in terms of outcome 12 are met. Ensure an effective promotion and practice of good corporate governance and compliance pertaining to all relevant legislation, regulation, treaties, memorandum of understandings, etc. Perform generic management functions attached to the seniority of the post. Oversee the development and rollout of the e-skills policy and strategy.
<u>ENQUIRIES</u>	:	Ms T G Manzini, Tel no: (012) 421 7005

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

Eastern Cape Department of Health 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.

- APPLICATIONS** : Posted to: Human resource Office Forensic Pathology Regional Office, CSSD building Komani Office Park, Komani Psychiatric Hospital Premises, Queenstown, 5319 or by post to The Regional Coordinator, Forensic Pathology Services, P.O Box 1024, Queenstown, 5320
- FOR ATTENTION** : Mr B Zantsi
- CLOSING DATE** : 05 May 2017
- NOTE** : 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.

OTHER POSTS

- POST 15/42** : **FORENSIC PATHOLOGY OFFICER GRADE I 4 POSTS REF NO: FPO/GR1/04/2017**
- SALARY CENTRE** : OSD POST – An all-inclusive salary package of R138 138 per annum
Queenstown Region (Queenstown Forensic Pathology Laboratory x Three (3) and Molteno Holding Facility x one (1)).
- REQUIREMENTS** : Senior Certificate [grade 12] or Equivalent qualification with appropriate medico legal experience. National Diploma or Bachelor's Degree or Appropriate medico legal experience will be an added advantage. Preparedness to work standby duties, work shifts and wear uniform. Valid driver's licence (minimum code 08) and preparedness to drive extensive distance (day/night) Commitment to Batho Pele principles. Ability to lift, transport, preserve and conduct post mortem to corpses at various stages of decomposition and conditions. Ability to interpret and apply policies with regard to Forensic Pathology Services. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Ability to achieve and maintain good interpersonal skills and working relations with staff and stakeholders.
- DUTIES** : Assist to ensure that all subcomponent responsibilities of the Department of Health are effective. Render an efficient support to the senior and superior personnel with regard to operational management of Forensic Pathology Services. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process and safekeeping of corpses document evidence, information, exhibits and property from incidents scenes. Assisting of the Medical Officer/Forensic Specialist in rendering an effective and efficient autopsy process in accordance with the set standards and guidelines including the dissection, evisceration and subsequent suturing of the corpses. Registration of corpses admitted to the Forensic Pathology Laboratory as well as identification and subsequent release to relatives/funeral parlours including completion of relevant

documents. Controlling reports and specimens during and after post mortem, including completion and administration of statements and documents. Cleaning and maintaining of dissection area and equipment after autopsy. Maintaining of laboratory hygiene at all times. Ensuring a caring and kind interaction with bereaved families. Ensure a proper waste and laundry management according to Occupational Health and Safety regulations. Giving of evidence in court when required.

ENQUIRIES

: Mr B Zantsi Tel no: (045) 858 8112 or 8076

**PROVINCIAL ADMINISTRATION: GAUTENG
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** : 03 May 2017
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. 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 15/43** : **AUDITOR: RISK AND COMPLIANCE AUDIT**
Directorate: Auditor Risk and Compliance Audit
- SALARY** : R281 418 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Relevant Bcom degree (NQF7) or National diploma, with 3 years audit experience.
- DUTIES** : Documents system description and prepare flowcharts. Prepare audit programmes. Execute audit programmes compile and reference audit working papers. Review working papers and referencing prepared by trainees and assistant auditors. Liaise with team leaders at the planning, execution and reporting phases of each internal review. Compile the audit findings and prepare draft audit report. On the job mentoring/coaching motivating and training of other team members. Contribute expertise and industry knowledge to ensure value is added to the client and GAS. Liaise and inform the supervisor regularly on the progress of the audit Comply with GAS admin requirements Maintain accurate time records.
- ENQUIRIES** : Ms Baleseng Sedibe, Tel no: (011) 227 9000

DEPARTMENT OF HEALTH

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

OTHER POSTS

- POST 15/44** : **CLINICAL MANAGER (MEDICAL) GR.1 REF NO: S/000496**
Directorate: Medical
- SALARY** : R981 093.-1 088 862 per annum (All inclusive package)
CENTRE : Bertha Gxowa Hospital (Germiston)
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 4 years appropriate experience In Clinical Management after registration with the HPCSA as Medical Practitioner.
- DUTIES** : Managing clinical services to the entire department in the hospital accordance with the departmental standards, including after hours, night duty and overtime as allocated by the CEO Training community service doctors as well as performance management and ongoing evaluation of quality services. Conduct clinical audits. Ensure compliance with National Core Standards requirements or any other requirements. Must be prepared to work under pressure.
- ENQUIRIES** : Dr.N.N. Mtshali-Hadebe, Tel no: (011) 089 8567
APPLICATIONS : Applications must be delivered to: Chief Executive Officer, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.
- CLOSING DATE** : 28 April 2017
- POST 15/45** : **DEPUTY DIRECTOR: COMMUNICABLE DISEASES, EPIDEMIC PREPAREDNESS RESPONSE AND SURVEILLANCE, REF NO: 000510**
Directorate: Public Health
- SALARY** : R612 822 per annum (All inclusive remuneration package)
CENTRE : Central Office
REQUIREMENTS : An appropriate Degree in Health Sciences (or equivalent qualification) plus 5 years credible relevant experience in communicable disease control and the expanded programme on immunisation. Academic and practical understanding of communicable disease control, surveillance and epidemic preparedness and response systematic approach. Must have worked in a management capacity in the public health field for more than 5 years. Willingness to travel long hours throughout the Province. A valid driver's licence. Competencies needed: Excellent communication (written, verbal, presentation and liaison skills. Skills in preparations for national campaigns, management of disease outbreaks and training of staff. Project management skills. Ability to function independently. Proficient in Microsoft office in particular word, and power point .Coordination and negotiations skills. Ability to solve problems. A high level of diligence and commitment in ensuring that all duties are performed within tight timeframes and the outputs are of the required quality. Knowledge of the Batho Pele Principles. An ability to supervise.
- DUTIES** : Manage, prevent and control the occurrence of emerging and re-emerging infectious diseases. Strengthen epidemic preparedness and response, conduct monitoring and evaluation in all districts. Prepare for and conduct campaigns for communicable disease control. Liaise with various directorates, governmental departments, private sector and non-governmental organisations.
- ENQUIRIES** : Ms. Innie Mokoena, Tel no: 082 4393 9833/(011) 355 3316
APPLICATIONS : The Recruitment and Selection Section, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, or hand-delivered to 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building, Johannesburg or apply online at www.gautengonline.gov.za
- CLOSING DATE** : 05 May 2017
NOTE : All shortlisted candidates will undergo a compulsory test to determine their report writing abilities.
- POST 15/46** : **DEPUTY DIRECTOR: PRIMARY HEALTH CARE RE-ENGINEERING (CHWS, WBOTS AND EPWP) PROVINCIAL COORDINATOR REF NO: 000505**
Directorate: District Health Service
- SALARY** : R612 822 per annum (All inclusive package)
CENTRE : Central Office
REQUIREMENTS : Degree or National Diploma in Health or Social Science. A minimum of 5 years' experience as Manager working in the DHS- (Primary Health Care Services). Extensive knowledge of Expanded Public Work Programme (EPWP), Community

Health Workers Programme (CHWP), and Ward based Outreach Teams (WBOT) and Training. Knowledge of the PFMA and the South African Qualification Authority (SAQA) Training Framework. Project Management, research, and analytical skills. A valid driver's licence, computer literacy and registration with a Professional Body will be an added advantage.

DUTIES : Key Performance Areas: Coordinate the implementation of the EPWP/ CHWP and WBOT in the Province. Lead the EPWP social sector and coordinate the Ward Based structures. Liaise with relevant stakeholders in the EPWP sector and WBOT. Manage and Supervise the EPWP and WBOT Coordinators in the five Districts. Coordinate the EPWP Training in line with SAQA framework and develop the EPWP participant's career exit strategy. Maintain the implementation of Sound Financial Management and effective communication in the EPWP social sector. Develop the EPWP annual business plan and allocate budget according to the EPWP key priorities.

ENQUIRIES : Mrs. F. Kgatoke, Tel no: (011) 355-3217
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified or apply online by visiting www.gautengonline.gov.za
CLOSING DATE : 05 May 2017

POST 15/47 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: 000433**
 Directorate: Tlamelong Clinic – Sub-district 1

SALARY : R465 939 per annum, plus benefits
CENTRE : Tshwane District Health Services
REQUIREMENTS : Basic R425 qualification, i.e. Diploma/Degree in nursing that allows registration with SANC as a professional nurse. Registration with SANC as a professional nurse and proof of registration. Must have a Post-basic qualification of a duration of one year in PHC, accredited with SANC. A Diploma/Degree in management or administration. A minimum of ten (10yrs) appropriate/recognizable working experience after registration with SANC as a professional nurse and a midwife. At least 5 years of the above-mentioned period must be appropriate/recognizable in administrative/management level. Strong leadership and supervisory skills. Sound knowledge of Public Service policies and guidelines including Code of conduct. Ability to work under pressure and meet deadlines.. Good written and verbal communication skills. Must possess conflict resolution skills. Ability to lead the PHC multidisciplinary team. The candidate must be computer literate (to be tested). A valid code 08 driver's license.

DUTIES : Provide optimal administrative, supervisory and operational direction to staff. Support the multidisciplinary team. Steer the implementation of the professional/legal framework and set standards Coordination of comprehensive, optimal and holistic nursing care services within the integrated PHC setting. Maintain ethical standards. Compile the annual business plan and operational plan. Effectively implement HR and Financial management policies and practices. Supervise and monitor the effective and efficient use of allocated resources. Adhere to National Core Standards prescripts. Support the efficient and effective achievement of the Ideal Clinic Realization Programme. Implement and support PHC Re-Engineering activities. Steer the development, implementation and monitoring of the Quality Improvement Plans (QIP), including those for patient adverse events. Attend to, and resolve complex issues challenging the PHC facility. Coordinate, support and monitor the effective and efficient data-management processes according to the DHIMS policy. Be available, as and when the need arises, including for emergency situations. Resolve conflicts as they arise. Apply effective staff discipline. Demonstrate innovation and pro-activity. Effectively liaise with internal partners and relevant external stakeholders to promote the multi-sectoral approach. Maintain professional growth and own self-development, and that of subordinates. Supervise and monitor staff performance in accordance with the Performance Management and Development System (PMDS). Coordinate and support training and research activities.

ENQUIRIES : Mrs. N.O Mataboge, Tel no: (012)451 9154
APPLICATIONS : Applications must be delivered to: The Fields Building, 427 Hilda Street, Corner Hilda & Burnett, Hatfield or post to P.O. Box 9514 Pretoria, 0001 or apply online at www.gautengonline.gov.za
CLOSING DATE : 28 April 2017

POST 15/48 : **OPERATIONAL MANAGER: NURSING SPECIALITY IN PAEDIATRIC AND HIGH CARE REF NO: 000494**
 Directorate: Nursing Administration

SALARY : R465 939 per annum (plus benefits)
CENTRE : Bertha Gxowa Hospital (Germiston)
REQUIREMENTS : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing: Child Nursing Science (Integrated Management of Childhood Illness certificate ,Management of Small and Sick New-born). Competencies/Knowledge/Skills: Leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies, guidelines and Paediatric Health Programmes.

DUTIES : Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Teach delegate, monitor and evaluate performance/appraise personnel. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Manage and monitor productivity and performance of employee's development. Manage licensing of staff with all the relevant professional bodies. Promote quality of nursing care as directed by the core standards. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facility. Provide comprehensive Neonatal and Paediatric ICU nursing care. Ensure effective and efficient coordination and integration of quality Health Care. Work as part of multi-disciplinary team on the supervisory level, to ensure good nursing care by the nursing team. Work effectively and amicably at the supervisory level, with the person of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Commissioning of the relevant units.

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

CLOSING DATE : 28 April 2017

POST 15/49 : **OPERATIONAL MANAGER: NURSING: PSYCHIATRY REF NO: 000495**
 Directorate: Nursing Psychiatry

SALARY : PNB 3 R465 939 or PN-A5 R367 815 per annum plus benefits
CENTRE : Bertha Gxowa 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, plus a post basic qualification with the duration of at least 1 year in Advance Psychiatric Nursing Science. PN-B3 A minimum of 9 years appropriate \ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council, in General Nursing. Diploma /degree in Nursing Management will be an added advantage. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate \ recognizable experience after obtaining the one year post basic qualification in Advance Psychiatric Nursing Science. PN-A5 A minimum of 9 years appropriate \ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council, in General Nursing. Diploma in Psychiatry Nursing Science. Diploma /degree in Nursing Management will be an added advantage. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate \ recognizable experience in a Psychiatric

	:	Ward. Post basic qualification will be an added advantage. Knowledge of Mental Health Care Act, PFMA and other Public Sector 46 Regulations and Legislative Framework. Strong leadership, good communications and sound interpersonal skills are necessary. Computer literate. Verified proof of experience.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care provided within set standards and a professional legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth\ethical standards and development of self and subordinates
<u>ENQUIRIES</u>	:	Mrs PZN Mofokeng Tel no: (011) 089 8540
<u>APPLICATIONS</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Bertha Gxowa Hospital, Angus Street Germiston or posted to Private Bag X1035, Germiston, 1400
<u>CLOSING DATE</u>	:	28 April 2017
<u>NOTE</u>	:	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.
<u>POST 15/50</u>	:	<u>ASSISTANT MANAGER: QUALITY ASSURANCE REF NO: 000492</u> Directory: Quality Assurance
<u>SALARY</u>	:	R465 939 per annum (plus benefits)
<u>CENTRE</u>	:	Bheki Mlangeni District Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with SANC in terms of Government Notice 425 Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 8 years appropriate experience in nursing after registration with SANC as professional Nurse. At least 3 years of the period referred to the above must be appropriate recognizable experience at management level. A valid driver's license. Computer Literacy. Person Profile: Strong interpersonal relations. Ability to interact with all management levels, external stakeholders and patients. Excellent verbal and written communication. Ability to locate and analyze data, Conflict and performance management. Project Management and Financial Management skills. Personal responsiveness, proactive, professionalism, accuracy, flexibility, initiative and cooperative.
<u>DUTIES</u>	:	Manage the clinical audits system. Ensure the effectiveness and sustainable implementation and management of the National Quality Assurance policies and procedures. Develop and co-ordinate the appointment and the activities of Quality Assurance Committee. Analyze the M&M report for the hospital and make recommendations to the CEO. Conduct Quality Assurance risk management process. Coordinate the reporting and investigation of serious adverse events in the hospital. Ensure compliance to National and Provincial Clinical guidelines including the Ministers 6 key quality priorities, train the employees in implementing National Quality Core Standards, and ensure that all employees are following the required national core standards, manage the programme of Customer Care in the hospital by putting in place the system for complaints management, client satisfaction surveys and providing information to the service users, marketing the services to the communities. Be part of the institutional Quality Assurance forum.
<u>ENQUIRIES</u>	:	Mrs. R.S Mabyana: Tel no: (011) 241-5792
<u>APPLICATIONS</u>	:	Applications must be filled on a Z83 accompanied by certified copies of certificates and ID documents. Applications may be submitted to Bheki Mlangeni District Hospital, P O Box 731, Jabulani, 1868 or apply online at: www.gautengonline.gov.za .
<u>CLOSING DATE</u>	:	28 April 2017
<u>POST 15/51</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (HAST) REF NO: 000497</u> Directorate: HIV/AIDS/STI&TB
<u>SALARY</u>	:	R367 815 per annum (Plus Benefits) – OSD Post
<u>CENTRE</u>	:	Tshwane District Health Services
<u>REQUIREMENTS</u>	:	Minimum Qualifications: Diploma/Degree in nursing that allows registration with SANC as a professional nurse. BA Degree in either nursing or any other health related qualifications. A minimum of 5 years' working experience within the HAST environment. Experience in co-coordinating, supporting and monitoring of the HAST programme within the sub-districts and at facility level. Knowledge and understanding of the HAST NdoH strategic documents. Knowledge and understanding of the HAST Performance Indicators. Advanced presentation and

facilitation skills. Advanced communication skills. Ability to function within an integrated diverse multi-sectoral team. A valid Code 8 driver's license. Advanced computer literacy. Ability to function under pressure.

DUTIES : Coordinate and support the implementation of the integrated Hast Programme at PHC facilities, Hospitals, Specialized institutions and Correctional services. Coordinate the implementation of Hast related National Policy Guidelines including the 90%-90%-90% strategies. Identify and support key populations including LGBTIs, Sex-workers and other identified vulnerable groups. Participate during development of the Annual Hast Business, Operational Plan and Annual Performance Plan documents. Support facilities towards regular monitoring and evaluation processes of the integrated Hast Programme. Liaise with all key partners supporting the integrated HAST Programme. Compile monthly, quarterly, and progress reports. Attend meetings and workshops. Support the HAST Deputy Director.

ENQUIRIES : Dr Jude Omeh, Tel no: (012) 451 9154

APPLICATIONS : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001, or apply online at: www.gautengonline.gov.za

CLOSING DATE : 28 April 2017

POST 15/52 : **ASSISTANT DIRECTOR: DISTRICT HEALTH SERVICES SUPPORT (PHC REENGINEERING (CHW/EPWP) TRAINING COORDINATOR) REF NO: 000506**
Directorate: District Health Service Support

SALARY : R311 784 per annum (Plus Benefits)

CENTRE : Central Office

REQUIREMENTS : Degree or National Diploma in Health or Social Science. Project Management, research, and analytical skills. Experience in the Health Sector. A minimum of five (5) years' experience in health services, transformation and change management. Proof of registration with a professional body will be an added advantage, computer literacy and driver's licence. Core management competencies: Planning and Organizing work to achieve objectives that meet service standards. Applying problem solving strategies as a manager in the public service. Managing own performance and development. Planning service delivery to meet client expectations and communicating as a manager in the public service.

DUTIES : Key Performance areas: Coordination of Community Health Workers (CHWs) and Expanded Public Works Programme (EPWP). Ensuring standardization of all training programmes in order to meet the minimum National standard. Develop annual training plans for the programme aligned to the departmental needs. Facilitation of Programme training and development. Liaise with expert subject matters and specialists in the department to develop the training programmes. Develop assessment tools and assess prospective learners on programmes to be attended. Coordinate the management of training information. Compile a comprehensive data base for all learners and training programmes. Ensure safe keeping of all physical and manual training records. Monitor and evaluate CHW/EPWP training programmes. Conduct skills audit and training needs analysis. Conduct an action research on the impact of the training for the beneficiaries. Develop partnerships and networks with relevant stakeholders. Support the activities of working closely with health programmes chief directorates and Human Resource Development and Employee wellness chief directorate in Central Office and Districts. Liaise with higher Education and Training Institutions through HRD directorate. Maintain liaison on training issues with HWSETA. Support activities that support procurement of accredited training providers and training that will enhance access to primary health care services. Support the process of liaison and coordination of specific health system components across the province including liaison with key stakeholders (Local Government, NGOs, Traditional Health practitioners etc.) Assist the Deputy Directors DHSS and EPWP with the trainings that support district health systems development with specific focus on PHC Reengineering, EPWP and implementation of NHI.

ENQUIRIES : Mrs. F. Kgatoke, Tel No: (011) 355-3217

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

CLOSING DATE : 05 May 2017

POST 15/53 : **ASSISTANT DIRECTOR: DISTRICT HEALTH SERVICES SUPPORT/PHC REENGINEERING & NHI SUPPORT REF NO: 000509**
Directorate: District Health Service Support

SALARY : R311 784 per annum (Plus Benefits)
CENTRE : Central Office
REQUIREMENTS : Degree or National Diploma in Health or Social Science. Project Management, research, and analytical skills. Experience in the Health Sector. A minimum of five (5) years' experience in health services, and transformation management. Computer literacy and valid driver's licence. Registration with a professional body will be an added advantage. Core management competencies: Planning and Organizing work to achieve objectives that meet service standards. Applying problem solving strategies as a manager in the public service. Managing own performance and development. Planning service delivery to meet client expectations and communicating as a manager in the public service.

DUTIES : Key Performance areas: Ensuring support of access to primary health care services. Strengthen comprehensive Primary Health Care (PHC) in the province. Support the process of liaison and coordination of specific health system components across the province including liaison with key stakeholders (Local Government, NGOs, Traditional Health practitioners etc.) Liaison with priority programmes, district health information and ensure sustainability through capacity building. Assist the Deputy Director DHSS with district health system development with specific focus on support of the health districts on reviews, PHC package, district health plans, Ideal clinic assessments and realisation supervision and best practice.

ENQUIRIES : Mrs. F. Kgatoke, Tel no: (011) 355-3217
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified or apply online by visiting www.gautengonline.gov.za 05 May 2017

CLOSING DATE : 05 May 2017

POST 15/54 : **ADMINISTRATIVE CLERK REF NO: TRH 01/2017**
Directorate: Human Resource Management

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

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

ENQUIRIES : Mr MG Polo, Tel no: (012) 354 6816
APPLICATIONS : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

CLOSING DATE : 21 April 2017
NOTE : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the

Employment Equity target of the department. People with disability are encouraged to apply.

- POST 15/55** : **NETWORK CONTROLLER REF NO: TRH 02/2017**
Directorate: Information Technology and Communications
- SALARY** : R142 461 per annum (plus benefits)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : National Diploma in information technology/National Diploma in Financial Information/National Diploma information (Communication Networks). Breaking barriers to public service, Health management information system, National department and World Bank. 3 years working experience in Health environment IT. Knowledge of IT solution in the Health Environment.
- DUTIES** : The successful candidate will be responsible for managing and constantly monitoring continuous functioning of LAN and WAN connectivity. Provide technical support and maintain desktop and other hardware for all users in the department. Perform network troubleshooting and support. Install computer hardware, software and configure network devices, internet and email accounts for all user in the department and support facilities. Provide support to END-USER devices and transversal system i.e. BAS, SAP, PERSAL and SRM.
- ENQUIRIES** : Mr E Kleynhans, Tel no: (012) 354 6034
APPLICATIONS : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
- CLOSING DATE** : 21 April 2017
NOTE : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- POST 15/56** : **ADMINISTRATION CLERK REF NO: 000500**
Directorate: Transport
- SALARY** : R142 461 per annum (plus benefits)
CENTRE : Masakhane Provincial Laundry and Cookfreeze Factory
REQUIREMENTS : Grade 10/12 or Equivalent. Drivers Licence EB compulsory. Ability to operate Computers. Words and Excel compulsory. Previous experience could be an advantage. Sound Human Relations, Communication, Planning and Organizing skills.
- DUTIES** : Supervision of Drivers. Plan vehicle use in line with service priorities. Arrange timeously services for vehicles. Renewal of petrol cards, before expiring date. Control of accident report if occur. Checking of road worthy of vehicles at least once a month. Liaise with relevant Officials at G-Fleet. Trip Authorizations forms to be completed by requesting a vehicle. Spot check on Drivers, if the proposed routes had been followed. Training of Drivers. Attending of meetings. General Admin duties e.g. Leave Applications, Evaluations of Performance quarterly of Drivers.
- ENQUIRIES** : Mr. Mosupyoe Tel no: (012)-5646300
APPLICATIONS : Applications can be posted to: Human Resource, Masakhane Prov. Laundry and Cookfreeze Factory, Private Bag X6, Rosslyn 0200 or apply on line at: www.gautengonline.gov.za.
- CLOSING DATE** : 28 April 2017
NOTE : Applications Received after closing date and time, will not be considered. Applicants are respectfully informed that correspondence will be limited to shortlisting candidates only, and successful applicants may be subjected to various tests of abovementioned skills. Internal applicants will be given first preference. Applications must be submitted on Z83 form, obtainable from any Public Service Department, or website, which must be completed in full. A certify copy of ID document CV, and Qualifications must be attached. The reference number must be quote. Failure to comply with these instructions will disqualify applications to be processed. Due to the large number of applications we envisage to receive, if you do not receive any response with-in 2 months, please accept that your application was unsuccessful.

POST 15/57 : **LAUNDRY WORKERS (25) REF NO: 000501**
Directorate: Laundry Services

SALARY : R84 096 per annum (plus benefits)

CENTRE : Masakhane Provincial Laundry

REQUIREMENTS : Minimum ABET. Grade 10/12 Good Communication and sound Human Relations skills. Previous experience of 2 years will be advantage.

DUTIES : Will be expected to work shifts. Sorting, Washing, Ironing, Packing and Transportation of Linen to and from Hospitals and Clinic's. Loading and off loading of Trucks. Clean keeping of the Laundry Environment by following standard procedures. Ensure that Laundry Equipment and adequate supplies are properly maintained. More detailed job descriptions will be provided.

ENQUIRIES : Mr. Shittabane, Tel no: (012)-564 6300

APPLICATIONS : Applications can be posted to: Masakhane Prov. Laundry and Cookfreeze Factory Private Bag X6, Rosslyn, 0200

CLOSING DATE : 28 April 2017

NOTE : Due to the large number of applications we envisage to receive, if you do not receive any response within 2 months, please accept that your application was unsuccessful. Applications must be submitted on Z83 form, obtainable from any Public Service Department, or website, which must be completed in full. A certify copy of ID document CV, and Qualifications must be attached. The reference number must be quote. Failure to comply with these instructions will disqualify applications to be processed

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
OFFICE OF THE PREMIER**

The Office of The Premier KZN is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representativity (race, gender and disability). This post has been identified to target females and people with disability in order to achieve the 50% and 2% targets respectively, in line with National Cabinet Directive.

- APPLICATIONS** : Applications must be forwarded to: The Acting Director-General, Office of The Premier, Private Bag X9037, Pietermaritzburg, 3200 or may be hand-delivered to the Office of the Premier at Invesco Centre, 1st Floor, 16 Chatterton Road, Pietermaritzburg, 3201
- FOR ATTENTION** : Ms PNF Mbatha, Tel. No. 033-328 1705
- CLOSING DATE** : 26 April 2017
- NOTE** : All applications must be submitted on the prescribed Z83 application obtainable from any Public Service department stating the reference number, and should be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications, RSA ID document and valid driver's licence (not copies of certified copies) as well as proof of registration (if applicable). Failure to attach the requested documentation will result in the application not being considered. Applications are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late, faxed or emailed applications will be accepted. The KZN Office of the Premier reserves the right not to make an appointment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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 as prescribed by the DPSA. Please note that due to the large number of applications anticipated, applications will not be acknowledged, communication will be limited to short listed candidates only. If you do not hear from us within 30 days of the closing date of this advertisement, please consider your application as unsuccessful. Failure to comply with the above instructions will result in the disqualification of your application.

MANAGEMENT ECHELON

- POST 15/58** : **DIRECTOR: SERVICE DELIVERY COMPLAINTS MANAGEMENT REF NO: 024120/04/17**
- SALARY** : R898 743 per annum
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : A Bachelor's degree in Public Relations Management (NQF level 7) as recognized by SAQA or equivalent relevant qualification coupled with a minimum of 5 years' relevant experience at middle management level in the customer care or public service field. Computer Literacy and a valid driver's license. KNOWLEDGE & SKILLS: Public Service Act. Public Service Regulations. Public Finance Management Act. Labour Relations Act. Employee Performance and Development System. Public Sector Reporting Procedure. Excellent communication skills. Public Relations. Problem solving. Analytical Thinking. Planning and coordination. Interpersonal skills. Time Management. Effective planning and organizational skills. Project management. Customer liaison skills. Relationship management. Call center skills.
- DUTIES** : Manage the citizen's complaints on poor service delivery. Monitor and maintain a good relationship between the Public Liaison network and the Public. Coordinate the development and implementation of policies. Manage the hotline services. Manage the resources of the Directorate.
- ENQUIRIES** : Mr CM Msomi Tel no: (033) 341 2747

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

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

APPLICATIONS : In order to take the first step towards your dream career in the Western Cape Government, you need to submit your application online via www.westerncape.gov.za/jobs

CLOSING DATE : 24 April 2017 @ 16:00
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

OTHER POSTS

POST 15/59 : **PROJECT MANAGER-(DEPUTY DIRECTOR: RURAL DEVELOPMENT) 2 POSTS REF NO: AGR 2017-21**

SALARY : All-inclusive salary package of R 612 822 per annum, Level 11
CENTRE : Department of Agriculture, (Stellenbosch) Western Cape
REQUIREMENTS : A completed appropriate recognised B-Degree as recognised by SAQA; Minimum of 3 years' management experience and 5 year's supervisory experience; A valid code B driver's licence. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment; Analytical ability, motivational ability, negotiation- and persuasion ability, ability to function on a conceptual level; Good understanding of the South African rural socio economic context; Good written and verbally proficient in at least two of the three official languages in the Western Cape; Advanced proficiency in MS Office (Word, Powerpoint, Excel); Must be willing to travel extensively.

DUTIES : Rural Development Coordination: To successfully coordinate the implementation of the national CRDP among stakeholders in the selected rural nodes in the Western Cape; Social Facilitation: Facilitate social cohesion and economic development in the selected rural development nodes in the Western Cape; Attain full compliance with financial and associated processes; Facilitate sound human resource practices.

ENQUIRIES : Ms A Xaba Tel no: (021) 808 5362

POST 15/60 : **STATE VETERINARIAN: EXPORT CONTROL REF NO: AGR 2017-29**

SALARY : All-inclusive salary package of R 612 822 per annum, Level 11
CENTRE : Department of Agriculture, (Stellenbosch) Western Cape
REQUIREMENTS : B.V.Sc. or BVMCh degree (or equivalent qualification); Registration with the South African Veterinary Council as a veterinarian; A minimum of 3 years' appropriate experience; A valid code B driver's licence. COMPETENCIES: Working experience of the following: Ability to work independently and in a team; Ability to work accurately and precisely; Ability to work under stress; Good professional conduct; Computer literacy (MS Word, MS Excel, MS Outlook); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Monitoring of the procedures and processes at the abattoir to ensure compliance with national and international requirements for export; Certification of exports of meat, meat products and animal products; Implementation of remedial and control actions if export requirements are not met; Assessment of hygiene management systems at the abattoir; Record keeping and reporting of activities and export data as required; Participation in provincial meat safety programmes; Auditing of other export establishments in the province..

ENQUIRIES : Dr M Wolhuter Tel no: (021) 808 7606

<u>POST 15/61</u>	:	<u>SENIOR AGRICULTURAL ADVISOR REF NO AGR 2017-31</u>
<u>SALARY</u>	:	R311 784 per annum, Level 09
<u>CENTRE</u>	:	Department of Agriculture, (Goodwood), Western Cape
<u>REQUIREMENTS</u>	:	BSc Agric degree or B Agric Management Honours (or equivalent qualification within agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body and can present proof; A minimum of 3 years' experience in agricultural extension; A valid code B driver's licence. RECOMMENDATION: Experience in agricultural management and agricultural production. Competencies: Working experience of the following: Ability to work independently and in a team; Ability to work accurately and precisely; Ability to work under stress; Good professional conduct; Computer literacy (MS Word, MS Excel, MS Outlook); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building and food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine needs and progress; Promote sustainable agricultural production systems; Write reports regarding; financial progress; Facilitate the development of organisational skills of the developing agricultural sector; •Facilitate relevant financial training as well as support to projects; Participate as a member of the project team by giving financial input for the compilation of business plans; General office administration; Conducting site visits to projects; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to Implementing Agencies and relevant Commodity Project Allocation Committees in the delivery and implementation of projects; Inputs to enterprise budgets and cash flow statements.
<u>ENQUIRIES</u>	:	Mr D Chitepo Tel no: (021) 808 5100
<u>POST 15/62</u>	:	<u>SENIOR AGRICULTURAL ADVISOR REF NO: AGR 2017-32</u>
<u>SALARY</u>	:	R311 784 per annum, Level 09
<u>CENTRE</u>	:	Department of Agriculture, (Laingsburg), Western Cape
<u>REQUIREMENTS</u>	:	An appropriate 4 year BSc Agric degree in Agricultural or equivalent qualification as recognised by SAQA; Registered with SACNASP or any other recognised professional body and can present proof; A minimum of 3 years' relevant experience; A valid code B driver's licence. Competencies: Knowledge of Livestock and Veld production principles at farm level; Knowledge of business plan and project development principles; Knowledge of project management practices; Excellent written and verbal communication and report writing skills; Sound organisational and leadership abilities; Computer literacy in Excel, Word, Power Point; Knowledge of production of small livestock and veld management in the specific area; Knowledge on drought management in the semi-arid region; Good written and verbal communication skills in Afrikaans and English; Good understanding of land reform programme; Sound organisational abilities
<u>DUTIES</u>	:	Responsible to advise in mainly small livestock and veld management principles to farmers; Responsible for Business Plan and project development as well as Project evaluation and monitoring; Responsible for Farm assessments and potential studies; Responsible for the management of developmental Projects; Responsible to promote sustainable production system; Responsible for training and development of farmers and colleagues.
<u>ENQUIRIES</u>	:	Mr F Mpona Tel no: (023) 415 3134
<u>POST 15/63</u>	:	<u>AGRICULTURAL ADVISOR, 2 POSTS REF NO: AGR 2017-33</u>
<u>SALARY</u>	:	R 262 272 per annum, Level 08
<u>CENTRE</u>	:	Department of Agriculture, (Ladismith and Oudtshoorn), Western Cape
<u>REQUIREMENTS</u>	:	An appropriate 4 year B.Agric degree (or equivalent qualification in Agriculture); Registered with SACNASP or any other recognised professional body and can present proof; A valid Code B driver's licence COMPETENCIES: Knowledge of production of crops and/or livestock produced in the specific Area; Knowledge of business plan and project development and implementation; Knowledge of

extension methodology; Excellent written and verbal communication and report writing skills; Sound organisational and leadership abilities; Computer literacy in Excel, Word, Power Point; Knowledge of production of crops and/or livestock produced in the specific area; Good written and verbal communication skills in two of the official languages of the Western Cape; Sound understanding of land reform programme; Knowledge of practical research.

DUTIES : Render general agricultural advice to external clients to ensure sustainable development; Provide technical support on Government funded projects (such as CASP, PLAS etc.) and also assist with planning, advice and after care; Promote sustainable production of Agricultural products; Involvement in research activities under guidance of seniors; Perform administrative and related functions; Provide technical advice to farmers and using of technology platform to collect data.

ENQUIRIES : Mr W Burger Tel no: (044) 803 3747

POST 15/64 : **AGRICULTURAL ECONOMIST: ENTERPRISE BUDGETS REF NO AGR 2017-18**

SALARY : R 262 272 per annum, Level 08

CENTRE : Department of Agriculture, (Stellenbosch), Western Cape

REQUIREMENTS : Completed NQF 8 qualification-Honours degree or equivalent qualification in Agricultural Economics/Management with Agricultural Economics and / or Economics, Finance, Financial management as major subjects; A valid code B driver's licence. RECOMMENDATION: Relevant work experience on enterprise budgets; Knowledge of economic and financial analytical techniques. COMPETENCIES: Knowledge of Western Cape Agricultural sector; Advanced computer literacy in MS Office (MS Word, MS Excel, MS Outlook, MS Power Point); Excellent communication (written and verbal skills) in at least two of the three official languages of the Western Cape; Negotiation and presentation skills; Excellent networking and report writing skills; Ability to draw enterprise budgets using excel spreadsheets.

DUTIES : Identification of needs for new enterprise budgets and for drawing up or facilitating the drawing up of these budgets and maintenance of a database of enterprise budgets ; Perform Agricultural Economic Studies, which include but not limited to viability studies, business plans, feasibility studies, cash flows and sensitivity analysis; Determining research priorities in conjunction with the Departmental Head; Identifying, developing and doing independent research in the field of production economics by making use of recognised scientific methods; Do ongoing literature reviews and remaining well-informed regarding local and international development in the field of production economics; Give advice to the top level management and communicate the research findings by means of technical and popular publications and presentations.

ENQUIRIES : Mr M Mjonono Tel no: (021) 808 5200

POST 15/65 : **GIS OPERATOR 5 YEAR CONTRACT REF NO AGR 2017-20**

SALARY : R 171 069 per annum, Level 06

CENTRE : Department of Agriculture, (Moorreesburg), Western Cape

REQUIREMENTS : Grade 12 Certificate with Geography as a passed subject and a relevant ArcGIS training certificate/diploma on advanced level; 2 years' experience in GIS; A valid Code B driver's licence. COMPETENCIES: Knowledge of GIS application in agriculture. Identifying of different agricultural activities and commodities; Competence in the basics of ArcGIS data capturing, structuring and cleaning using ESRI products; Computer skills; GPS and surveying skills; Good communication skills with clients and farm labourers; Ability to travel to rural sites to do data capturing work independently in the field; Knowledge of the handling and care of survey equipment; Knowledge of topographical surveys, and organising labourers during surveys; Good Written and verbal communication skills in at least 2 of the official languages of the Western Cape; Good background in the drawing of maps; Computer literacy.

DUTIES : Liaise with governmental & non-governmental institutions to ensure compatibility and quality i.r.o data products; Capture GPS data on-site; Capture data to central database according to norms and standards; Process and interpret ad-hoc requests from clients for data maps.

ENQUIRIES : Mr J Smit Tel no: (022) 433 2330

POST 15/66 : **AUXILIARY SERVICES OFFICER REF NO: AGR 2017-19**

SALARY : R119 154 per annum, Level 04.
CENTRE : Department of Agriculture, (Oudtshoorn), Western Cape
REQUIREMENTS : Basic literacy and numeracy (Abet level 4 - Grade 10); A minimum of 2 years' experience in hatchery practices and/or Ostrich handling; A valid code B drivers' licence. Competencies: Knowledge of the following: Management of a hatchery, Management of Ostrich breeder flock and a hatchery, Maintenance of research equipment / facilities; Scientific methodologies; Excellent communication skills; Proven skills in the handling and candling of ostrich eggs; Experience with data collection of research projects; Accurate recording of data on paper; Observant and meticulous while working; Must work outside official hours, weekends as well as public holidays.

DUTIES : Support the execution of research projects; Maintenance of research resources; Management of human resources; Administration; Technology transfer; Work on weekends and public holidays.

ENQUIRIES : Dr Z Brand (044) 203 9406
APPLICATIONS : Forward your manual application to, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands.

FOR ATTENTION : Theo/Sharon Steenkamp
NOTE : To apply, you may submit an online or manual application. If you submit a manual application, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. If you have not received a response within 3 months of the closing date, please consider your application as unsuccessful.

POST 15/67 : **TRADESMAN AID REF NO: AGR 2017-17**

SALARY : R84 096 per annum, Level 02
CENTRE : Department of Agriculture, (Stellenbosch), Western Cape
REQUIREMENTS : Basic Education and Training (literacy and numeracy ABET level 2); Two years' relevant experience. RECOMMENDATION: Valid code B driver's license will be an added advantage. COMPETENCIES: Competent in the use of tools and equipment and the maintenance of lighting; Communication skills; Team work; Self-management; Customer focus and responsiveness; Basic First Aid and be safety conscious

DUTIES : General electrical duties; Assist Artisan (Electrical) with electrical work; General Maintenance and cleaning.

ENQUIRIES : Mr A Warrington (021) 808 7789/083 641 0703
APPLICATIONS : Forward your manual application to, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands.

FOR ATTENTION : Theo/Sharon Steenkamp
NOTE : To apply, you may submit an online or manual application. If you submit a manual application, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. If you have not received a response within 3 months of the closing date, please consider your application as unsuccessful.

POST 15/68 : **GROUNDSMAN, 2 POSTS REF NO: AGR 2017-14**

SALARY : R84 096 per annum, Level 02
CENTRE : Department of Agriculture, (Stellenbosch), Western Cape
REQUIREMENTS : Basic Education (Abet Level 2). Competencies: Ability to work in a team and alone.

DUTIES : Cleaning of facilities; Disposal of waste facilities; Firefighting and prevention; Opening of springs and unblocking of drains; Loading and offloading; Cutting and pruning of lawns; Landscaping; Care for equipment e.g. cleaning, oiling, sharpening, etc.

ENQUIRIES : Mr W Van Zijl at (021) 808 7769
APPLICATIONS : Forward your manual application to, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands.

FOR ATTENTION : Theo/Sharon Steenkamp
NOTE : To apply, you may submit an online or manual application. If you submit a manual application, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. If you have not received a response within 3 months of the closing date, please consider your application as unsuccessful.

POST 15/69 : **FARM AID, POMOLOGY REF NO: AGR 2017-22**

SALARY : R84 096 per annum, Level 02
CENTRE : Department of Agriculture, (Stellenbosch), Western Cape
REQUIREMENTS : Basic Education (Abet Level 3). RECOMMENDATION: A valid code B Drivers licence; 2 years' experience in working with fruit. COMPETENCIES: Must be able to communicate in at least two of the official languages of the Western Cape.; Be able to work independently and in a team.

DUTIES : Perform routine activities in respect of crop production which includes irrigation of crops, soil cultivation and preparation, applying chemical crop protection, reaping, grading, weighing, packing and storage of farm produce, and tending of crops; Perform general routine activities which includes cleaning facilities, disposal of farm waste material, provision of water supply for farm buildings, care for equipment, firefighting and prevention, opening of springs, troughs and unblocking of drains, loading/offloading etc.; Perform routine activities in respect of infrastructure maintenance e.g. maintaining and building roads, fences, pipelines, etc.

ENQUIRIES : Mr E Moller Tel no: (021) 808 5456
APPLICATIONS : Forward your manual application to, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands.

FOR ATTENTION : Theo/Sharon Steenkamp
NOTE : To apply, you may submit an online or manual application. If you submit a manual application, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. If you have not received a response within 3 months of the closing date, please consider your application as unsuccessful.

POST 15/70 : **FARM AID, REF NO: AGR 2017-15**

SALARY : R 84 096 per annum, Level 02
CENTRE : Department of Agriculture, (George), Western Cape
REQUIREMENTS : Basic Education (Abet Level 3). RECOMMENDATION: A valid code B Drivers licence. Competencies: Ability to work well within a team; Ability to do physical work; Good communicating abilities; Ability to work well on his/her own; Be able to work independently and in a team.

DUTIES : Perform routine activities in respect of crop production which includes irrigation of crops, soil cultivation and preparation, applying chemical crop protection, reaping, grading, weighing, packing and storage of farm produce, and tending of crops; Perform general routine activities which includes cleaning facilities, disposal of farm waste material, provision of water supply for farm buildings, care for equipment, firefighting and prevention, opening of springs, troughs and unblocking

of drains, loading/offloading etc.; Perform routine activities in respect of infrastructure maintenance e.g. maintaining and building roads, fences, pipelines, etc.

- ENQUIRIES** : Mr H Gerber Tel no: (044) 803 3727/083642 7293
- APPLICATIONS** : Forward your manual application to, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands.
- FOR ATTENTION** : Theo/Sharon Steenkamp
- NOTE** : To apply, you may submit an online or manual application. If you submit a manual application, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. If you have not received a response within 3 months of the closing date, please consider your application as unsuccessful.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : To apply submit your application online via www.westerncape.gov.za/jobs
- CLOSING DATE** : 24 April 2017 @ 16:00
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

OTHER POSTS

- POST 15/71** : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: ENVIRONMENTAL IMPACT MANAGEMENT SERVICES REF NO: EADP 2017-14**
- SALARY** : R 332 853 per annum (Level OSD).
- CENTRE** : Department of Environmental Affairs and Development Planning, George Western Cape
- REQUIREMENTS** : A Honours Degree or equivalent qualification in Natural or Environmental Sciences; A valid (code B) driver's license. RECOMMENDATIONS: Computer literacy (MS -Office suite); Relevant experience in the review of EIA applications, Relevant knowledge and experience of Integrated Environmental Management, including applicable legislation and policies; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects, Knowledge of methodologies and techniques for environmental impact assessments, Knowledge of methodologies for the evaluation of environmental management plans, as well as environmental monitoring and auditing; Knowledge of the practical implementation of environmental policies, guidelines norms and standards, An in depth knowledge of environmental management systems, Knowledge of the practical implementation of environmental legislation, policies, norms and guidelines, Strong report writing skills as well as the ability to work with people, Sound interpersonal skills. COMPETENCIES: Knowledge of EIA process, Knowledge of Integrated Environmental Management; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province; Excellent report writing skills, Problem solving skills.
- DUTIES** : Maintain quality and productivity with regard to evaluation of applications in terms of the relevant environmental legislation; Implementation of the compliance monitoring and auditing strategy for environmental authorisations; Maintain quality and productivity with regard to provision of comment on assigned non-applications; Leadership in assigned projects.
- ENQUIRIES** : Mr D Swanepoel Tel no: (044) 805 8602

POST 15/72 : **PERSONAL ASSISTANT: SPATIAL PLANNING AND COASTAL IMPACT MANAGEMENT REF NO: EADP 2017-13**

SALARY : R 211 194 per annum (Level 7).
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape
REQUIREMENTS : A completed Grade 12/Senior Certificate. A completed qualification in a Secretarial/Office Administration related field; A minimum of 3-5 years' appropriate experience in rendering a support service to senior management. RECOMMENDATIONS: Experience in meeting coordination and minute taking; Proven computer literacy in MS Office, Knowledge of financial administration, Sound interpersonal communication skills (verbal and written) in at least 2 of the 3 official languages of the Western Cape. COMPETENCIES: Knowledge of MS Office, Knowledge of Financial administration, Excellent communication and organisational skills, Excellent report writing skills; Language skills and the ability to communicate well at all levels, Good telephone etiquette, Self-Management and motivation.
DUTIES : Provide a secretarial/reception support service to the Manager; Provide support to the manager during meetings; Administration of the Manager's budget and procurement; Analyse the relevant Public Service and departmental prescripts and policies and other documents and ensure that the application thereof is properly understood; Records Management.
ENQUIRIES : Mr K Munro Tel no: (021) 483 4796

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 15/73 : **PRIMARY HEALTH CARE MANAGER 2 POSTS**

SALARY : R 726 276 (Level 12) per annum (A portion of the package can be structured according to the individual's personal needs).
CENTRE : Post A: Theewaterskloof Sub-district, Post B: Swellendam/Cape Agulhas Sub-district, (Overberg District)
REQUIREMENTS : Minimum educational qualification: Appropriate health related qualification (i.e. National Diploma/Degree) that allows registration with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC)/South African Pharmacy Council (SAPC). Experience: Appropriate/recognisable experience in District Health Systems/Management/Services. Appropriate experience in PHC Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to attend to community needs after-hours. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Proficiency in at least two of the three official languages of the Western Cape (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge and understanding of the District Health System/and health implementation thereof. Basic knowledge and experience in office administration, financial and procurement administration. Note: No payment of any kind is required when applying for this post.
DUTIES : Key result areas/outputs: Overall management of the PHC component of the sub-district (Clinics, CDCs). Manage, co-ordinate, plan, monitor and evaluate facility based programmes as well as integration of these with HIV/AIDS, STI, TB programmes and Community Based Health Services in the Sub-districts. Manage Human Resource, Skills Development and Labour Relations. Financial and budget management. Liaise and co-operate with multisectoral team, management and community. Ensure that prescribed policies and procedures are implemented and adhered to, to ensure integrated and quality services are rendered.
ENQUIRIES : Post A: Dr MS Rambiyana, Tel no. (028) 212-1070, Post B: Dr JP Du Toit, Tel no: (028) 514 1142

APPLICATIONS FOR ATTENTION CLOSING DATE : The District Manager: Overberg District Office, Private Bag X07, George, 7230.
 : Ms A Brits
 : 28 April 2017

POST 15/74 : **QUANTITY SURVEYOR PRODUCTION GRADE A TO C**
 Directorate: Infrastructure Planning

SALARY : Grade A: R 512 244 per annum, Grade B: R 585 696 per annum, Grade C: R 666 657 per annum (A portion of the package can be structured according to the Individual's personal needs).

CENTRE REQUIREMENTS : Head Office, Cape Town
 : Minimum educational qualification: Degree in Quantity Survey or relevant qualification. Registration with a professional council: Registration as Professional Quantity Surveyor with the South African Council for the Quantity Surveying Profession (SACQSP). Appointment Experience: 3 years post qualification experience. Recognition of prior Experience: Grade A: 0-2 to 12 years appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Grade B: 14 to 24 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Grade C: At least 26 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally nationally. Competencies: knowledge/skills: Knowledge of Infrastructure delivery planning documents and strategic planning and policies including risk analysis and risk mitigation strategies. Understand how to prepare budgets, extract and interpret information from the Basic Accounting System (BAS) and related information systems. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office). Note: No payment of any kind is required when applying for this post.

DUTIES : key result areas/outputs: Develop, interpreted and customise cost, functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Schedule projects and provision of Cost Plans, interpretation and analysis of cash flows. Contribute towards the compilation of briefing documentation and specifications. Monitoring the implementation of Programs and projects of the implementing agent and the adherence to the Service level agreement including commissioning of buildings. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

ENQUIRIES APPLICATIONS FOR ATTENTION CLOSING DATE : Ms M van Leeuwen, Tel no: (021) 483 5084
 : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
 : Ms C Dawood
 : 28 April 2017

POST 15/75 : **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)**
 Chief Directorate: Metro District Health Services

SALARY CENTRE REQUIREMENTS : R 465 939 (PN-B3) per annum
 : Helderberg Hospital
 : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2017). Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work after-hours, shifts, public holidays and weekends to manage hospital. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Basic computer literacy (MS Word, Excel and Outlook). Knowledge and insight of relevant legislation and policy related to the nursing specialty within the public sector. Ability

to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making, conflict resolution and organisational skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Co-ordinate and render holistic and quality care in Emergency Centre, overnight ward. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards. Ensure quality patient care through the setting of standards, implementation and monitoring thereof. Provide effective support, leadership, direction and management of human and financial resources. Assist and manage training, personal development and participate in nursing research. Monitor and submit statistics monthly.

ENQUIRIES : Ms K Ruiters, Tel no: (021) 850-4780

APPLICATIONS : The Chief Executive Officer: Helderberg Hospital, Private Bag X2, Somerset West, 7129.

FOR ATTENTION : Ms B Klue

CLOSING DATE : 28 April 2017

POST 15/76 : **OPERATIONAL MANAGER NURSING (SPECIALTY: CRITICAL CARE)**
Chief Directorate: General Specialist and Emergency Services

SALARY : R 465 939 (PN-B3) per annum

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, night duty, weekends and public holidays to manage hospital. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of relevant legislation, hospital procedures and policies. Maintain ethical standards and promote growth and self-development. Note: Shortlisted candidates may be subject to a practical test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Critical Care Unit, in conjunction with team members, within a professional and legal framework. Ensure quality patient care through the setting of standards, implementation and monitoring thereof. Provide effective support, leadership, direction and management of human, physical and financial resources. Assist and manage training, personal development and participation in nursing research. Manage and support education, in-service training, orientation and practice development initiatives in the area. Implement and comply with information management according to AOP and nursing standards.

ENQUIRIES : Mr CJ Smit, Tel no: (023) 348-1137

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

FOR ATTENTION : Ms G Owies

CLOSING DATE : 28 April 2017

POST 15/77 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**

SALARY : R 465 939 (PN-B3) per annum

CENTRE : Beaufort West Community Day Centre, (Eden District Office)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allow registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year accredited with the SANC in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Registration with

a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and leadership skills. Strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource and financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Manage, control and act in facet of Health, Support, Security, Cleaning-Infection control and Ground services. Personnel matters, including supervision and performance management, finances and procuring as well as implanting of policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic health service on a short/medium/long term basis. Manage implementation of Ideal Clinic measures to achieve expected Ideal Clinic status. Organise a cost effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement. Collect, verify and submit accurate statistics timeously.

ENQUIRIES : Ms A Jooste, Tel no: (023) 414-3590
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 28 April 2017

POST 15/78 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING)**
 Directorate: Supply Chain Sourcing

SALARY : R311 784 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Relevant Procurement and or Health-related degree or diploma. Experience: Appropriate experience and understanding of medical equipment and consumables within a healthcare environment. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies: knowledge/skills: Sound management, report writing and analytical skills and ability to assimilate detailed information. Ability to work under pressure and pay attention to detail and meet deadlines. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills. Excellent written and verbal communication skills. Note: No payment of any kind is required when applying for this post.

DUTIES : key result areas/outputs: Provide an integrated demand, acquisition and contract management service of critical goods and service commodities within the Department of Health with a focus on: End-to-end management of the sourcing process, integrated demand, acquisition and contract management service of clinical goods and services commodities. Commodity-based lifecycle costing, conduct market research per commodity and research new medical technology and best practices. Supplier relationship and performance management. Internal and external stakeholder management. Human resource management. Note: No payment of any kind is required when applying for this post.

ENQUIRIES : Ms M Michaels, Tel no: (021) 483 0878
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms C Dawood
CLOSING DATE : 28 April 2017

POST 15/79 : **CASE MANAGER**
 (Chief Directorate: General Specialist and Emergency Services)

SALARY : R 262 272 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: A health related qualification registerable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate experience in Case

Management/Medical Aid Environment. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Basic knowledge of the Uniform Patient Fees Schedule Medical Aid Act 131 of 1998 (i.e. section on Prescribed Minimum Benefits), prescripts regarding RAF and hospital fees policies and procedures, as well as good knowledge of Medical Aid policies & procedures, ICD 10 Codes, EDI, managed health care standards and patient billing. Ability to work with Clinicom, Excel, Microsoft Word and Web Based Programmes (medical aids). Must have a complete and full understanding of nursing and medical matters with regard to treatment and hospitalisation required. Note: Note: A practical test may form part of the interview process. No payment of any kind is required when applying for this post. This post does not form part of any Occupational Specific Dispensation.

DUTIES : Key result areas/outputs: Assist with the management and implementation of Case Management policies, protocol and procedures in the hospital. Liaise with Medical Aid Schemes with regard to: authorisation, updates and optimal fund utilisation and provide quotation for procedures. Clinically audit accounts for proper discharge procedure followed and ensure that accounts reflect: correct ICD 10 codes, authorization numbers, services and procedures utilised. Assist Hospital Fees with the identification of prescribed minimum benefits. Compile statistical reports. Staff supervision and performance management.

ENQUIRIES : Ms GE Barnardt, Tel no: (023) 348-6458

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

FOR ATTENTION : Ms G Owies

CLOSING DATE : 05 May 2017

POST 15/80 : **COMMUNICATIONS OFFICER**

SALARY : R262 272 per annum

CENTRE : Directorate: Communications, Stationed at Overberg Districts Office, Caledon

REQUIREMENTS : Minimum educational qualification: A formal qualification (Degree/Diploma) in Communication, Journalism, or Public Relations. Inheritance of the job: Valid driver's licence. Experience: Appropriate experience in the relevant field. Competences (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Good time management skills. Excellent writing and editing skills in English, Afrikaans and or Xhosa. Comprehensive media management experience. Sound knowledge of how the media works. Computer literacy (MS Word, Excel, PowerPoint, Internet, e-mail and Drupal, i.e. Adobe In-design, Photoshop etc). Note: No payment of any kind is required when applying for this post.

DUTIES : key result areas/outputs: Implementation of communication plans, programmes and campaigns. Identification and utilisation of opportunities to enhance the reputation of Health. Western Cape among other external stakeholders, including the general public, the mass media, study groups, NGOs and CBOs, and international agencies. Brand management. Website Management (Drupal and Social Media Management). Project & Event Management. Internal Communications (Strategy and implementation).

ENQUIRIES : Ms E. Cupido, Tel no: (021) 483- 3563

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

FOR ATTENTION : Ms C Dawood

CLOSING DATE : 28 April 2017

POST 15/81 : **ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)**
Chief Directorate: General Specialist and Emergency Services

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

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate trade test certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Perform standby duties and overtime when needed. Must be physically able to perform the duties required. Skilled in drawing and design, as well as use of machinery applied to the carpentry

trade. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Knowledge of drawing, design manufacture and installation, as well as read and follows instruction manuals and written procedures. Ability to work independently and as part of a team. Note: Shortlisting candidates will be subject to a practical test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Operational management of maintenance and repair of installations. Installations, alterations and planning thereof. Asset and Human resource management. Management and administrative duties. Training and development of personnel.

ENQUIRIES : Mr E Westenberg, Tel no: 082 3742708
APPLICATIONS : Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.
FOR ATTENTION : Ms H Swart
CLOSING DATE : 05 May 2017

POST 15/82 : **ADMINISTRATION CLERK: WARDS**

SALARY : R 142 461 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a hospital environment. Inherent requirements of the job: Willingness to work in health environment where infectious diseases are treated. Willingness to work shifts on day/night duty, weekends and public holidays. Willingness to rotate in different departments within the Nursing Component. Competencies: knowledge/skills: Ability to read, speak and write in at least two of the three official languages of the Western Cape. Computer literacy (MS Excel and MS Word) (Please attach certified copies of training). Arithmetical and report writing abilities. Note: No payment of any kind is required when applying for this post.

DUTIES : key result areas/outputs: Professional, confidential, effective and efficient patient administration. Contribute to effective patient admission system by performing Clinicom, revenue generation, bed management and booking of patient transport functions. Order, monitor and control of stock and equipment, manually as well as electronic processing on LOGIS. Professional and loyal conduct and relations with all stakeholders and support of Nurse Management and additional relief of colleagues. Information management.

ENQUIRIES : Ms A Hamman, Tel no: (021) 860- 2696
APPLICATIONS : The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620
FOR ATTENTION : Mr RM Petersen
CLOSING DATE : 05 May 2017

POST 15/83 : **ADMINISTRATION CLERK: ADMISSIONS**
 Chief Directorate: General Specialist and Emergency Services

SALARY : R142 461 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Senior (or equivalent) certificate. Must be prepared to work 12 hour shifts, including Public Holidays, weekends and nightshift. Experience: Appropriate Medical Records experience in a hospital environment. Competencies knowledge/skills: Knowledge of Medical Records registry and archiving procedures. Knowledge and practical experience of Clinicom. Proficiency in at least two of the three official languages of the Western Cape. Ability to keep all information confidential in accurate numerical or alphabetical filing system while having the ability to work alone under pressure as well as in a team with minimum supervision. Note: No payment of any kind is required when applying for this post.

DUTIES : key result areas/outputs: Render an effective and efficient Medical Records service accurately and timeously file all patient folders/documents/X-Rays daily. Timeously retrieve folders/documents/X-Rays as requested. Maintain an effective filing system. Maintain and repair damaged folders / X-Ray envelopes. Responsible for effectively destroying folders according to prescribed policies. Responsible for effective administration duties within the Medical Records section such as handling both telephonic and personal enquiries, following up on D.O.A. and unknown patients' identity, (exclude birth and death register)

ENQUIRIES : Mr M Ramsay, Tel no: (021) 860-2590

APPLICATIONS : Cornelissen the Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620
FOR ATTENTION : Mr KN Cornelissen
CLOSING DATE : 05 May 2017

POST 15/84 : **STERILISATION OPERATOR: SUPERVISOR (CSSD AND GAS)**

SALARY : R142 461 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC/Grade 9 (Std 7)). Experience: Appropriate experience and knowledge of CSSD/Gas or a relevant field. Inherent requirement of the job: Ability and willingness to work shifts, including weekends and public holidays, as requested. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal, decision making and problem solving skills. Ability to manage others and to work in a co-operative way within a team context. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a computer test.

DUTIES : Key result areas/outputs: Effectively supervise and manage CSSD/Gas staff, (i.e. responsible for planning duty rosters, daily tasks, annual leave, performance evaluation, in-service training and assist in discipline and grievance handling). Quality assurance by means of effective infection prevention, control and risk management, implement relevant policies, protocols and procedures and ensure maintenance of a clean, safe and hygienic environment at all times. Stock control, which includes management, order, control of equipment, supplies, up-to-date inventory and loss control of equipment and theatre linen. Cost effective use of consumables. Develop and implement basic standard operating procedures. Assist with planning, organisation and monitoring of all activities within the CSSD/Gas. Liaise with internal and external stakeholders, including, surrounding Community Health Centres and Clinics.

ENQUIRIES : Mr S Lees Tel no: (021) 404-4049
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 28 April 2017

POST 15/85 : **HOUSEKEEPING SUPERVISOR**

SALARY : R119 154 per annum
CENTRE : Caledon Hospital, Theewaterskloof Sub-district, (Overberg District)
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). EXPERIENCE: Appropriate cleaner/housekeeping service experience in a health environment. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and in other departments. Competencies: knowledge/skills: Ability to read, speak and write in at least two of the three official languages of the Western Cape. Supervisory skills and optimal utilisation of sub-ordinates. Knowledge of Staff Performance Management System. Ability to perform routine structured tasks. Ability to operate machines/equipment in a cost effective manner. Willingness to undergo formal/informal in-service training and to train sub-ordinates. Knowledge of the principles of asepsis to prevent infection, infestation and cross infection. Note: No payment of any kind is required when applying for this post.

DUTIES : key result areas/outputs: Maintain a high standard of cleanliness and hygiene within the hospital. Supervise the provision of meals and beverages to patients. Responsible for effective communication, overall control and organising of housekeeping tasks in a Health Facility. Handle and remove domestic and medical waste. Control and issue linen stock as required.

ENQUIRIES : Ms N Fudu Tel no: (028) 212-1070
APPLICATIONS : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Ms A Brits
CLOSING DATE : 05 May 2017

POST 15/86 : **HOUSEKEEPING SUPERVISOR**

SALARY : R119 154 per annum
CENTRE : Clanwilliam Hospital (West Coast District)

REQUIREMENTS : Minimum educational qualification: General Educational and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in Supervising of services in a Health / Hospital environment. Inherent requirements of the job: Prepared to work shifts, including weekends and public holidays. Provide relief according to the needs of the service. Competencies knowledge/skills: Knowledge of the Disciplinary Code of Conduct. Proficiency in at least two of the three official languages of the Western Cape (verbal and written). Note: No payment of any kind is required when applying for this post.

DUTIES : key result areas/outputs: Responsible for overall control, organise, perform and co-ordinate task related to linen and hygiene services. Ensure effective ordering, control and use of stock and equipment. Organize and support effective functioning of the CSSD (Central Sterilization Unit). Ensure a safe environment. Co-ordinate the provision of effective training, appropriate to service delivery. Ensure compilation of reports and record-keeping.

ENQUIRIES : Ms T J Fredericks, Tel no: (027) 482 2166

APPLICATIONS : The Medical Services: Clanwilliam Hospital, Private Bag X113, Clanwilliam, 8135.

FOR ATTENTION : Ms R van den Berg.

CLOSING DATE : 05 May 2017

POST 15/87 : **LABORATORY ASSISTANT (GENERAL)**
(Chief Directorate: General Specialist and Emergency Services)

SALARY : R119 154 per annum

CENTRE : Forensic Pathology Services, University of Cape Town/Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate experience in a pathology laboratory and/or pathology mortuary. Inherent requirements of the job: A valid driver's (code B/EB) licence. Competencies: knowledge/skills: Fluency in at least two of the three official languages of the Western Cape. Above average proven computer and software literacy. The ability to work in a hazardous environment, perform heavy manual tasks and the ability to work under pressure. Good interpersonal relations. Note: No payment of any kind is required when applying for this post.

DUTIES : key result areas/outputs: Perform routine cleaning services in the Histology laboratory, including glassware, work surfaces, and other laboratory duties. Responsible for the handling of medico-legal histology specimen/delivery of other specimens to respective laboratories. Handling of laboratory hazardous waste/disposal. Perform administrative and driving duties, and assist with moving of equipment/furniture. Ability to understand and apply the correct Standard Operating Procedures.

ENQUIRIES : Ms M Perrins, Tel no: (021) 447-1496/7

APPLICATIONS : The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.

FOR ATTENTION : Mr B Wepener

CLOSING DATE : 05 May 2017

POST 15/88 : **TELECOM OPERATOR**

SALARY : R 119 154 per annum

CENTRE : Hermanus Hospital, (Overberg District)

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) or Grade 9 (Std. 7). Experience: Appropriate experience in operating an electronic switchboard. Competencies (knowledge/skills): The ability to operate switchboard and intercom equipment. Technical competencies. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills. Note: No payment of any kind is required when applying for this post.

DUTIES : key result areas/outputs: Effective telecommunication and support service to the institution. Handle all internal and external calls and general enquiries. Make announcements over the Public Address System. Print and distribute monthly telephone accounts and control payments. Effectively and efficiently assist patients and visitors. Provide clerical and administrative support to the supervisor.

ENQUIRIES : Ms C Langley, Tel no: (028) 313-5200

APPLICATIONS : The District Manager: Overberg District Office, Private Bag X07, George, 7230.

FOR ATTENTION : Ms A Brits

CLOSING DATE : 05 May 2017

POST 15/89 : **PLASTER OF PARIS ASSISTANT**
(Chief Directorate: Metro District Health Services)

SALARY : R119 154 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9/Std 7. Experience: Appropriate experience in the application and removal of plaster of paris. Inherent requirements of the job: Work scheduled working hours as per agreement. Willingness to work overtime when required. Competencies (knowledge/skills): Ability to work with patients and multi-disciplinary team. Good interpersonal, communication, writing skills and time management. Ability to function as part of a team or work independently. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Render an effective support service to medical and nursing staff in the application and removal of plaster of paris. Effective and economical utilisation of resources. Render an effective support service to the orthopaedic clinic.

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

FOR ATTENTION : Ms C Johnson
CLOSING DATE : 05 May 2017

POST 15/90 : **SECURITY OFFICER**
(Chief Directorate: General Specialist and Emergency Services)

SALARY : R100 545 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7). Registration with a professional council: Registration with the Private Security Regulatory Authority of South Africa in terms of the Private Security Industry Regulations Act (Act 56 of 2001) PSIRA. Experience: Code EB/B Driver's license. Inherent requirements of the job: Willingness to work night shifts, public holidays, weekends, and overtime. Must have no criminal record. Code EB/B Driver's license. Competencies: knowledge/skills: Ability to function independently in challenging situations. Must be self-disciplined, self-motivated and have the ability to work under pressure. Good communication, listening, report-writing, conflict and group handling skills. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Access/egress control of all wards on the establishment. Assist personnel with handling aggressive/difficult patients. Escort patients on/off hospital premises, where required. Deliver a supportive security service with the aim to prevent injuries, abscondment of patients, litigation and adverse incidents. Effective application of service delivery and efficient support. Control/monitor surveillance cameras to identify and prevent any unlawful entry, suspicious, dangerous objects and adverse incidents. Monitor and report on the compliance with SLA by the outsourced security service provider.

ENQUIRIES : Mr N De Wet, Tel no: (021) 940-4415
APPLICATIONS : The Chief Executive Officer: Hospital Services, Stikland Hospital, Private Bag X13, Bellville, 7535.

FOR ATTENTION : Mr CR Solomon
CLOSING DATE : 05 May 2017

POST 15/91 : **MESSENGER**
(Chief Directorate: General Specialist and Emergency Services)

SALARY : R84 096 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Ability to pick up heavy bags filled with post/goods. 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. Sound interpersonal skills. Ability to work in a team. Ability to maintain a high standard of confidentiality. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Daily collect and deliver all post within and outside of the hospital. Sort post in registry. Collect blood samples from wards. Collect and

deliver prescriptions and medication to and from the pharmacy. Collect and deliver files, documents and forms to and from various sections. Perform other general tasks as required.

ENQUIRIES : Mr Z Mtshatsheni, Tel no: (021) 940-4427
APPLICATIONS : The Chief Executive Officer: Stikland Hospital, Private bag X13, Bellville 7530.
FOR ATTENTION : Mr C Solomons
CLOSING DATE : 05 May 2017

POST 15/92 : **PORTER**
(Chief Directorate: Metro District Health Services)

SALARY : R 84 096 per annum
CENTRE : Mitchells Plain District Hospital.
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work shifts, overtime and ability to report for duty at 6:45 (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. 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: Transport corpses from ward to bereavement room. Take blood specimens to laboratories. Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Assist with loading of patients in/out of ambulances/vehicles. Assist with the transfer of patients to beds/trolleys and vice versa. Responsible for cleaning of wheelchairs and trolleys.

ENQUIRIES : Mr J Roberts, Tel no: (021) 377-4327
APPLICATIONS : The Chief Executive Officer: Mitchells Plain District Hospital, Private Bag X9, Mitchells Plain, 7800.
FOR ATTENTION : Ms C Johnson
CLOSING DATE : 05 May 2017

DEPARTMENT OF HUMANSETTLEMENTS

APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs
CLOSING DATE : 24 April 2017 @ 16:00
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

OTHER POST

POST 15/93 : **DEPUTY DIRECTOR: INFORMATION MANAGEMENT REF NO: HS 2017-7**

SALARY : All-inclusive salary package of R 612 822 per annum, Level 11
CENTRE : Department Human Settlements, Western Cape
REQUIREMENTS : A completed National Diploma or equivalent qualification in Information Science, Public Management or ICT governance; A minimum of 3 years' relevant managerial experience in an information management support service working environment; A valid driver's license. Recommendations: Excellent working knowledge with experience in/of the following: Relevant public service legislation, prescripts, policies, regulations, guidelines, collective agreements, etc.; the development of knowledge and information management systems; Data and information management; Modern systems of governance and administration; Portfolio, programme and project management; Financial and administrative systems and reporting procedures; Transversal staff performance management system. Competencies: Excellent computer literacy skills (MS Office packages) and other relevant software packages; Strong leadership and managerial skills; Excellent analytical thinking skills; Excellent planning, organising and record keeping skills; Excellent problem solving as well as dispute resolution skills; Conflict management skills; Excellent project management skills; Excellent research skills; Ability to show initiative, an innovative thinker and be dedicated; Must be flexible, decisive, persuasive, impartial and consistent; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province.

DUTIES : Establish and manage an electronic departmental information system which includes links to project management and municipal performance database; Provide accurate and timeous departmental information to enable effective and efficient information sharing within the department; Compile reports and updates on departmental performance as required by departmental processes; Coordinate departmental IT systems; People and Operational management.

ENQUIRIES : Mr RWA Hazel Tel no: (021) 483 5616

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

CLOSING DATE : 24 April 2017 @ 16:00

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

OTHER POSTS

POST 15/94 : **ACCOUNTS CLERK: BANKING REF NO: LG 2017-06**

SALARY : R 142 461 per annum, Level 05

CENTRE : Department of Local Government, Western Cape

REQUIREMENTS : Grade 12 with Accounting as passed subject; 1 year's relevant experience in financial accounting. RECOMMENDATIONS: Public sector experience. Competencies: Knowledge of accounting practices, financial policies, norms and standards; Knowledge of BAS; Knowledge of Nedbank Internet Business; Knowledge of financial norms and standards; Knowledge of clearing of ledger accounts; Knowledge of cashier and petty cash procedures; Writing skills and communication; Calculation skills

DUTIES : Clearing of PMG and related ledger accounts; Maintain banking function and entities; Cashier function; Petty Cash function; Assist with reporting such as IYM and bank reconciliation; Liaison with external service providers for example suppliers, e.g. bank.

ENQUIRIES : Ms H Saul Tel no: (021) 483 2184

OFFICE OF THE PREMIER

APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

CLOSING DATE : 24 April 2017 @ 16:00

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

OTHER POSTS

POST 15/95 : **BUSINESS ANALYST: ICT PLANNING AND DEVELOPMENT REF NO: DOTP 2017-23**

SALARY : All-inclusive salary package of R612 822 per annum, Level 11

CENTRE : Department of the Premier, Western Cape

REQUIREMENTS : A completed B-degree in Information Technology or equivalent qualification; A minimum of 2-5 years' experience in Business Analysis, including Business Case development; A valid driver's license. RECOMMENDATIONS: Excellent communication (verbal and writing skills); User liaison and good inter-personal skills; Problem solving and analytical skills; Facilitation skills; Sound organising and planning skills. COMPETENCIES: Knowledge of business requirements specification development; Knowledge of business case development; Excellent presentation and facilitation skills; Knowledge of process modelling tools and techniques; Skills in conflict and people management.

DUTIES : Development of Business Requirements Specification; Business Case development; Presentations and Workshop facilitation; Business Process

Modelling and Mapping; Development of Functional designs; Link between business and developers; Compiling test plans and do systems testing.
Ms N Benjamin Tel no: (021) 483 2116

ENQUIRIES

POST 15/96

ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: DOTP 2017-22

SALARY

CENTRE

REQUIREMENTS

R 311 784 per annum (Level 9).
Department of the Premier, Western Cape
A completed National Diploma or equivalent qualification in Accounting or Financial Management; A minimum of 3 years' relevant experience in a financial accounting environment; A valid driver's license. RECOMMENDATIONS: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices regarding financial matters, especially the PFMA, government finances and government systems; GRAP (General Recognised Accounting Practices) and ability to interpret and apply applicable legislation, guidelines, standards, procedures and best practices. COMPETENCIES: Advanced computer literacy in MS Office with high emphasis on Excel; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Conversant in at least two of the three official languages of the Western Cape; Ability to work under pressure; Problem solving and analytical skills in respect of financial accounting; Report writing and formulation; The ability to work independently.

DUTIES

Ensure overall assessment and research relating to IFS/AFS template and analysis of the relevant/most updated Accounting Standards, Accounting Manual for Departments and ad-hoc guidelines and directives as issued by National and Provincial Treasury; Ensure training/guidance/advice is provided to Line-functionaries and other supporting staff in terms of accounting issues and assist with implementation/compliance in respect of IFS/AFS Disclosure Notes inputs; Ensure compliance in terms of compilation and submission of audit file and monthly/quarterly financial reports – accurate and apt; Ensure consolidation of un-audited IFS/AFS and audited AFS and ensure accurate and timeous submission thereof; Human Resource Mentoring/ management/ coaching; and Project Planning/management – accurate and fully committed to predetermined timelines and objectives.

ENQUIRIES

Mr LJ Petersen Tel no: (021) 483 5758

PROVINCIAL TREASURY

APPLICATIONS

CLOSING DATE

NOTE

To apply submit your application online via www.westerncape.gov.za/jobs
24 April 2017 @ 16:00
Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

OTHER POSTS

POST 15/97

LOCAL GOVERNMENT REVENUE ANALYST: LOCAL GOVERNMENT REVENUE AND EXPENDITURE REF NO: PT 2017-7

SALARY

CENTRE

REQUIREMENTS

R 311 784 per annum, Level 09
Provincial Treasury, Western Cape
A completed National Diploma or equivalent qualification in Accounting / Internal Auditing / Finance or Economics; A minimum of 6 years' experience in a finance department; A valid driver's license; Must be willing to travel locally on a regular basis. RECOMMENDATIONS: Have a strong financial background specifically in Local Government; Knowledge of budget process and procedures; Knowledge of financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial); Experience in budget analysis and co-ordination; Experience in finance department in Public Sector would be an advantage. COMPETENCIES: Ability to work under pressure and meet deadlines; Attention to detail and good interpretation of numbers; Excellent communication skills; Good reporting skills; Strategic planning skills.

DUTIES

Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess MFMA implementation against framework; Provide Technical assistance and

research to Municipalities; Facilitate training and other support to Municipalities; Assist with the arrangement of Municipal IGR Functions; Conduct and facilitate municipal visits.

ENQUIRIES : Mr ZZS Zonyane Tel no: (021) 483 6121

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs
CLOSING DATE : 24 April 2017 @ 16:00
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

OTHER POSTS

POST 15/98 : **DEPUTY DIRECTOR: TRAFFIC LAW COMPLIANCE REF NO: TPW 2017-53**

SALARY : All-inclusive salary package of R 612 822 per annum, Level 11
CENTRE : Department of Transport and Public Works, Western Cape
REQUIREMENTS : A completed B-Degree (or equivalent) qualification; A minimum of 3 years' management experience; A minimum of 3 years Road Traffic Legislation and related legislation. RECOMMENDATIONS: Experience in Client Service orientation; Project Management; Budget and Financial management; Human Resource Management; A valid Code B (08) driving licence and willingness to regularly travel away from the office. COMPETENCIES: Extensive experience and knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (eNaTIS); Public Finance Management Act, 1999 (Act 1 of 1999); Analytical thinking, service orientation and Relationship Management skills; Problem Solving and decision making; Good written and verbal communication skills in at least two of the three official languages of the Western Cape; Planning, organising and research skills

DUTIES : Rural Development Coordination: To successfully coordinate the implementation of the national CRDP among stakeholders in the selected rural nodes in the Western Cape; Social Facilitation: Facilitate social cohesion and economic development in the selected rural development nodes in the Western Cape; Attain full compliance with financial and associated processes; Facilitate sound human resource practices.

ENQUIRIES : Mr MJ Gallant Tel no: (021) 483 2058

POST 15/99 : **ASSISTANT DIRECTOR: TRANSPORT POLICIES AND STRATEGIES REF NO: TPW 2017-56**

SALARY : R 311 784 per annum, Level 09.
CENTRE : Department of Transport and Public Works, Western Cape
REQUIREMENTS : A completed National Diploma (or equivalent qualification); A minimum of 3 years' appropriate experience; A valid Code B driver's licence. COMPETENCIES: Knowledge of the following: National and Provincial strategies and policies on transport; Provincial Strategic Plan; Provincial Strategic Goals; Provincial Land Transport Framework; Integrated Transport Plans and Integrated Development Plans; Research and Policy Formation; Demonstrate the ability to engage in both independent research and as part of a team; Ability to access research sources; Good written and verbal communication skills in at least two of the official languages of the Western Cape; Ability to perform under pressure

DUTIES : Do research that inform programme development profiles; Develop programmes that informs project interventions that promote District Transport development; Participate in planning of District Transport Programmes and Projects; Provide technical expertise in the submission of inputs to operational policies that impact on the implementation of the District Transport Programme; Provide support to the management of the directorate in terms of administrative activities that support the effective operations of the directorate; Assist in Transport Policy Formation

ENQUIRIES : Mr Y Ndungane Tel no: (021) 483 6300

POST 15/100 : **ADMINISTRATION CLERK, TRAFFIC LAW ADMINISTRATION REF NO: TPW 2017-47**

SALARY : R 142 461 per annum, Level 05
CENTRE : Department of Transport and Public Works, Western Cape
REQUIREMENTS : Grade 12 (Senior certificate or equivalent qualification. RECOMMENDATIONS: A minimum of 6 months appropriate administrative experience and National Traffic Information System (eNaTIS) experience; Client service orientation; Secretariat skills; A valid Code B (08) driving licence and willingness to regularly travel away from the office COMPETENCIES: Good understanding of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (eNaTIS); Good written and verbal communication skills in at least two of the three official languages of the Western Cape; Client service orientation; Proven computer literacy (MS Office and MS Outlook).

DUTIES : Render secretarial and administrative support to the Assistant Director and Compliance Monitoring unit: Make travel arrangements; Distribute meeting agendas and minutes, routine correspondences and reports; Document and information management; Compile and updating of databases/ spreadsheets with information of Compliance Monitoring Unit performance

ENQUIRIES : Mr CC Majiedt Tel no: (021) 483 4204

POST 15/101 : **ADMINISTRATION CLERK - GENERAL OFFICE SUPPORT REF NO: TPW 2017-55**

SALARY : R142 461 per annum, Level 05
CENTRE : Department of Transport and Public Works, Oudtshoorn Western Cape
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid driver's licence; Appropriate experience in a Training environment. RECOMMENDATIONS: A minimum of 1-year appropriate administrative experience; A relevant Training Certificate/ Course/ Qualification in Training Management/ Human Resource Management. COMPETENCIES: Good understanding of the following: Policies and procedures with regards to training and human resource matters; Working knowledge of skills development and training; Supply Chain Management; Skills programmes, learnerships, ABET learning programmes, Recognition of prior learning; Proven computer literacy (Word, Excel and Outlook); Good written and verbal communication skills in at least two of the three official languages of the Western Cape; Self-motivated and conflict resolution skills.

DUTIES : Undertake skills development and co-ordinate training; Provide secretariat functions; Co-ordinate learnerships, skills programmes, ABET learning programmes and bursary applications; Obtain quotations for courses; Provide administrative assistance in the day to day planning, organising and coordination of technical and administrative courses; Maintenance of electronic database and manual filing system.

ENQUIRIES : Ms A Matthews Tel no: (044) 272 6071