



DATE OF ISSUE: 21 APRIL 2017

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

PUBLIC SERVICE VACANCY CIRCULAR NO 16 OF 2017

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

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 department 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 department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 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.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. 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.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

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DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity, affirmative action employer. It is our intention to promote representivity including race, gender and disability through the filling of these positions. To further the objective of representivity within the Department, males, females and people with disabilities are encouraged to apply

- APPLICATIONS** : 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001 or Private Bag X644, Pretoria, 0001
- FOR ATTENTION** : Ms N Nortman
- CLOSING DATE** : 05 May 2017
- NOTE** : All applicants will be subjected to security clearance processes in accordance with the requirements of the Minimum Information Security Standard, qualification verification and other assessment processes. Should the outcome of these processes not meet the required prescripts, your appointment will NOT be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. Applicants must be prepared to perform sessional duty in Cape Town and work long and irregular hours. 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 of 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. 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 detailed CV, together with certified copies of qualification certificates and your ID/Passport. All copies must be certified in the past 12 months. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment.

OTHER POSTS

- POST 16/01** : **FINANCIAL STATEMENTS SPECIALIST REF NO: DOHS/112/2017**
(3 month contract position)
Branch: DDG: CFO's Office
- SALARY CENTRE REQUIREMENTS** : R612 822 per annum (All-inclusive salary package)
: Pretoria
: Applicants must be in possession of a recognised degree in Auditing/Accounting and at least 3 years relevant experience in preparations and review of financial statements. A CIA or CA will be an added advantage. Proven extensive experience and exposure in Government and financial reporting practices, management accounting, audit processes and procedures, management reporting and writing as well as business processes. The incumbent's knowledge and experience should include: Expertise and experience in Accounting, Auditing, Financial Management and Management Accounting, Performance Management, Human Resource Management, Risk Management and Information Technology Management. Familiarity with all legislation applicable to Public Sector practices and reporting requirements (PFMA, Treasury Regulations, guidelines and directives, Financial reporting prescripts, Corporate Governance and Principles of reporting, and Service Delivery principles). Understanding of the Departmental Internal Controls. Understanding the roles and responsibilities of internal- and external audit. Knowledge of GRAP and GAAP. The incumbent's skills should include: Planning and organizing, Problem solving, Interpersonal and diplomacy, Ability to gather

- relevant Information. Ability to work within specific timeframes and under pressure, Report writing, Analytical thinking, Results Orientated, Managing Technical / Procedural Adherence, Attention to detail, Ability to communicate at all levels (written, verbal and presentation), as well as to act independently and objectively in the interest of the institution.
- DUTIES** : The duties of the incumbent will include, but not limited to: High level review of the Annual Financial Statements compiled by the Department, in respect of accuracy, completeness and reliability. Direct correspondence with and reporting to the relevant senior management in relation to the Annual Financial Statements.
- ENQUIRIES NOTE** : Mr J Sebola Tel no: (012) 444 9114
: Representivity: Females and People with Disability are encouraged to apply.
- POST 16/02** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: OPERATIONAL POLICY FRAMEWORKS REF NO: DOH/110/2017**
(3 year employment contract)
Branch: HS Delivery Frameworks
- SALARY CENTRE REQUIREMENTS** : R289 355.78 per annum (R211 194 plus 37% in lieu of benefits)
: Pretoria
: PA diploma and proven work experience as a PA (Min 2 years).Extensive experience in taking minutes, or performing secretariat functions and report writing. Ms Office suite - Advanced level skills in word for windows, Microsoft power point, intermediate level Microsoft Excel. Knowledge of office management systems and procedures. English proficiency. IT literacy. Driver's license. Skills and attributes: Business wear and professional. Dynamic. Flexible. Ability to take initiative, ability to multi task and prioritise daily work load. Tactical, accuracy and pay attention to detail. Self-motivated, calm, and maintain confidentiality. Good written, spoken communication skills and excellent interpersonal skills. Outstanding organisational and time management skills. Up to date with latest office gadgets and applications Be prepared to work 9 to work and overtime during peak times and when deadlines are close.
- DUTIES** : Diary management –liaise with manager to discuss emerging priorities, make appointments, arrange parking, ensure that meeting packs for all the managers meetings are prepared in advance for manager. Liaise with clients competently - Act as a point of contact between internal and external clients , meet and greet visitors, answer calls , screen and direct phone calls and handle enquiries. Manage correspondence - read, monitor and respond to email from the manager, deal with incoming mail and correspondence, distribute correspondence, prepare correspondence on behalf of the manager and delegating work on behalf of manager when requested. Logistics management - Organising travel, making travel arrangements, preparing travel itineraries, planning and organising meetings, book venues, planning and organising events, draft communications on behalf of the manager, Sourcing, ordering stationery and office equipment. Secretariat - Taking notes at meetings, crafting action points and writing minutes, preparing papers for meetings, taking dictation, attending meetings, typing documents. Managing and reviewing filing and office systems- filing, data management and tracking submissions, organising and maintain office systems. Office management – Package documents to enable processing of invoices and shifting of funds and preparing budgets, assist to research concepts, format report s, briefing notes consolidate weekly, monthly, etc. Office based but may travel to go to meetings and other events.
- ENQUIRIES NOTE** : Ms N Nortman Tel no: (012)444 9115
: Representivity: Male and People with Disabilities are encouraged to apply.
- POST 16/03** : **SECRETARY TO THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DOH/111/2017**
(3 year employment contract)
Branch: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R195 171.57 per annum (R142 461 plus 37% in lieu of benefits)
: Pretoria
: Snr Certificate (or equivalent qualifications). Advanced typing skills, any typing qualification or training will be advantageous. Events organisation and management skills and proven experience. Knowledge of government budgeting processes. Demonstrable familiarity with the PFMA. Computer Literacy (MS Word, MS Excell, MS Project and Ms PowerPoint) and Well developed communication, inter-personal and report writing skills.

DUTIES

: Answering the telephone, making telephone calls, organising the office and general administrative duties. Receiving visitors and clients. Keeping the Director's diary. Making arrangements for journeys and accommodation. Managing correspondence. Establishing and maintaining a filing system. Ensure that documents adhere to set norms and standards. Managing the financial and administration procedures of the office. Reporting on deviations from the budget, co-control and cost analysis programmes. Ensuring that all in-came and expenditure are timeously and correctly declared. Ensure that all information needed for internal control is obtained; and the implementation of proper office management, control as well as other administrative systems.

ENQUIRIES

: Ms N Nortman Tel no: (012) 444 9115

NOTE

: Representivity: Male and People with Disabilities are encouraged to apply.

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

CLOSING DATE : 05 May 2017
NOTE : Applications should be submitted on a Z83 obtained from any Public Service Department accompanied by a comprehensive CV, certified copies of Qualifications and ID. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with short listed candidates only. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment to undertake a pre-entry practical exercise as part of the interview process. The Independent Police Investigative Directorate reserves the right not to make an appointment. His/her character should be beyond reproach. Faxed and late applications will not be considered.

MANAGEMENT ECHELON

POST 16/04 : **PROVINCIAL HEAD 2 POSTS**

SALARY : R1 068 564 per annum (All-Inclusive package which includes a basic salary (60% of package) and a flexible portion that may be structured in terms of applicable guidelines. The successful candidate will be required to sign a performance agreement and an employment contract)

CENTRE : Western Cape: Ref No: Q9/2017/19
North West: Ref No: Q9/2017/20

REQUIREMENTS : A Relevant NQF Level 7 Undergraduate in Law or an equivalent qualification, as recognized by SAQA, coupled with 5 years' experience at senior management level. Knowledge and understanding of the PFMA and all relevant legislation and regulations that govern the Public Service. Thorough knowledge and understanding of criminal law, criminal procedure and law of evidence is essential. Project management and patent knowledge of investigative systems and procedures, human rights and government's broad transformation objectives and initiatives are essential. Experience in financial, human resource and asset management. Ability to work under pressure. A valid driver's licence is essential. Skills and Competencies: Strategic capability and leadership. Analytical thinking, problem solving and decision making skills. Innovative and creative. Project management at strategic level. People development and empowerment. Communication (verbal and written) skills. Client orientation and customer focus. Results-driven.

DUTIES : Key Performance Areas: Appointment and performance management of staff. Facilitate investigations of cases and to perform any other function incidental to such investigations. Control and monitor active cases. Refer matters investigated by the Provincial Office under the Independent Police Investigative Directorate to the National or relevant prosecuting authority for criminal prosecution. Report to the Executive Director on matters investigated. Refer disciplinary matters to the Provincial Commissioner. Facilitate cooperation between the Provincial Head and the Provincial Civilian Secretariat of Police and SAPS. Keep proper financial records and prepare financial statements. Monitor and review service delivery against strategic objectives. Participation in the Management Committee. Maintain discipline and sound labour relations. Ensure compliance with administrative guidelines issued by the Executive Director. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan.

ENQUIRIES : Mr M Sesoko Tel no: (012) 399 0047
APPLICATIONS : Independent Police Investigative Directorate, Private Bag X941, Pretoria, 0001 or 114 City Forum Building, Madiba Street

FOR ATTENTION : Ms P Hlalele
NOTE : Equity Requirements: only African Males, African Females and Coloured Females are invited to apply for the under-mentioned vacancies

POST 16/05 : **DIRECTOR: INVESTIGATIONS AND PROTECTION (NATIONAL SPECIALISED INVESTIGATIVE TEAM) REF NO: Q9/2017/21**

SALARY : R898 743 per annum (All-Inclusive package which includes a basic salary (70% of package) and a flexible portion that may be structured in terms of applicable guidelines. 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 generic managerial competency assessment. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office Pretoria
: Relevant undergraduate NQF Level 7 or equivalent qualification in law or law enforcement as recognised by SAQA, a minimum of ten (10) years' experience in the Criminal Justice System is required of which at least five (5) years should have been on a middle/senior management level. At least five (5) years criminal investigation experience relating to specialised investigations (surveillance and covert information gathering, forensic investigations, cybercrime investigations, witness protection) will serve as an added advantage. Experience and training in Special Weapons and Tactics (including hand to hand combat) will be a strong recommendation. Thorough knowledge and understanding of criminal law and Criminal Procedure Act and other applicable legislation, knowledge of human rights and government's broad transformation objectives and initiatives are essential, Project Management and knowledge of investigative system and procedures, a valid driver's license is essential and training in advanced driving skill would be an added advantage. Ability to work under pressure. Should have undergone firearm competency training and should be willing to carry an official firearm if needed/required/requested. Should be available on short notice to perform duties, should be willing to travel on short notice. Skills and Competencies: Financial skills, Interpersonal skills, Good Communication skills, Report writing Skills, Facilitation Skills, Negotiation Skills, Highly skilled in Investigation and Firearm usage.

DUTIES : Manage investigations of subordinates as well as, where required lead the investigation especially where: Investigation of cases of a specialized nature where normal investigative measures and techniques are insufficient, Investigation of cases associated with high profile / media related cases, Investigation of cases of corruption involving the police where the corruption amount exceeds R 5 million. Investigation of cases involving major crime syndicates, Reviewing and signing off on all recommendations to the National Prosecuting Authority and SAPS, where criminal, departmental recommendations are warranted and ensure that the case is brought before a court of law. Coordination of activities ensuring the safety of witnesses where the safety of the witnesses are in doubt due to the nature of the investigation (suspect being a high profile person/ crime syndicate related/ value associated with the corruption might mean that attempts might be made on witnesses lives). Co-ordination of witness protection where and when needed. Engaging stakeholders on a National Level 15 on all cases investigated by the component.

ENQUIRIES APPLICATIONS : Mr M Sesoko Tel no: (012) 399 0047
: Independent Police Investigative Directorate, Private Bag X941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba Street, Pretoria Central
FOR ATTENTION NOTE : Ms D Mashapa
: Equity requirements: only African males, African females and coloured females are invited to apply for the under-mentioned vacancies

POST 16/06 : **DEPUTY PROVINCIAL HEAD 2 POSTS**

SALARY : R898 743 per annum (Salary level 13) (All inclusive package which includes a basic salary (70/75% of package) and a flexible portion that may be structured in terms of applicable guidelines.

CENTRE : Ref No: Q9/2017/22 Centre: (Johannesburg) Gauteng Office
: Ref No: Q9/2017/23 Centre: (Kimberly) Northern Cape

REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Law/Investigations or Policing as recognized by SAQA, coupled with 5 years of experience at middle/senior managerial level. Knowledge and understanding of the PFMA and all relevant legislation and regulations that govern the Public Service. Thorough knowledge and understanding of criminal law, criminal procedure and law of evidence is essential, Project management, and patent knowledge of investigative systems

and procedures, human rights and government's broad transformation objectives and initiatives are essential. , Ability to work under pressure. A valid driver's license is essential. Skills and Competencies Strategic capability and leadership. Analytical thinking, problem solving and decision making skills: Innovative and creative. Project management at strategic level. People development and empowerment. Communication (verbal and written) skills. Client orientation and customer focus. Results-driven

- DUTIES** : Key Performance Areas: Develop good working relations with key stakeholders, Manage resource, both human and physical including budget. Manage investigations in the province related to investigation. Manage information and data integrity in Province, Ensure the Province meets the strategic objective on investigation and information management, Approve completion and closure of cases after quality investigations, Conduct high profile investigations, and Ensure compliance with administrative guidelines issued by the Executive Director.
- ENQUIRIES APPLICATIONS** : Mr M Sesoko Tel no: (012) 399 0047
- Independent Police Investigative Directorate, Private Bag X25, Johannesburg, 2000 or Hand delivered 20th Floor Marble Tower Building 208 – 212 Jeppe Street Johannesburg
- FOR ATTENTION** : Ms M Tshabalala, Gauteng Office post
Mr T Mathe, Northern Cape Office
- NOTE** : Equity requirements: only African males, African females and Coloured females are invited to apply for the under-mentioned vacancies.

OTHER POSTS

- POST 16/07** : **DEPUTY DIRECTOR: AUXILIARY SERVICES REF NO: Q9/2017/24**
- SALARY** : R657 558 per annum, Level 11. All inclusive package which includes a basic salary (70/75% of package) and a flexible portion that may be structured in terms of applicable guidelines. The successful candidate will be required to sign a performance agreement and employment contract.
- CENTRE REQUIREMENTS** : National Office Pretoria.
A relevant NQF Level 6 undergraduate qualification in Public Management or equivalent qualification as recognised by SAQA. Relevant four years' experience in Auxiliary Services at Assistant Director Level (in government) or equivalent management and salary level (in private sector). Understanding of policy and administrative processes and procedures of Government. Sound understanding of the National Archives Act, GIAMA and Transport Policies. Ability to work under pressure. A valid driver's license and computer literacy are essential.
- DUTIES** : Control and management of all units within Auxiliary Services. Maintenance of office accommodation. Determine operational plan and workflow for the component in line with the operational plan of the Chief Directorate. Ensure maintenance and effectiveness of systems: such as Electronic Log-sheet system and filing system. Manage registry functions and client services functions. Manage and control the budget within the component. Manage contracts of cleaning services, chauffer services, Hygiene Services and fleet services. Liaise with Department of Public Works and Provinces in office accommodation matters. Manage and supervise staff within auxiliary services. Develop and implement the UAMP in line with GIAMA. Develop, implement and review all Auxiliary services polices.
- ENQUIRIES APPLICATIONS** : Mr VD Sibanyoni: Tel no: (012) 399 0000
- Independent Police Investigative Directorate, Private Bag X941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba Street, Pretoria Central
- FOR ATTENTION** : Ms D Mashapa
- NOTE** : Equity Requirements: Only African Males, African Females, Coloured Females, Indian Females and White Females are invited to apply for the under-mentioned vacancies.

- POST 16/08** : **DEPUTY DIRECTOR: INVESTIGATIONS AND PROTECTION (NATIONAL SPECIALIZED INVESTIGATION TEAM) REF NO: Q9/2017/25**
- SALARY** : R657 558 per annum, Level 11. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria.
Relevant NQF 6 Undergraduate or equivalent qualification in law or law enforcement as recognized by SAQA , a minimum of four (4) years' experience in the Criminal Justice System is required of which at least three (3) years should have been in a supervisory position. Criminal investigation experience relating to

specialised investigations (corruption, racketeering and money laundering, surveillance and covert information gathering, forensic investigations, cybercrime investigations, witness protection) will serve as an added advantage. Experience and training in Special Weapons and Tactics will be a strong recommendation. Thorough knowledge and understanding of criminal law and Criminal Procedure Act and other applicable legislation, knowledge of human rights and government's broad transformation objectives and initiatives are essential, Project Management and knowledge of investigative system and procedures, a valid driver's license is essential, ability to work under pressure. Should have undergone firearm competency training and should be willing to carry an official firearm if needed/required/requested. Should be available on short notice to perform duties, should be willing to travel on short notice. Sound knowledge in compliance practices and prescripts. Strong supervisory responsibilities and duties. Familiarity with criminal investigation processes.

DUTIES : Undertake and supervise specialized investigations (investigative projects) that might require the official to be away from office for extended periods. Make criminal recommendations to the Director of Public Prosecution and SAPS/MPS based on the outcome of investigation. Be responsible for the general supervision of all subordinates involved in specialized investigations.

ENQUIRES APPLICATIONS : Mr M Sesoko Tel no: (012) 399 0000

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

Ms D Mashapa

Equity requirements: only African males, African females, Coloured females, Indian females and white females are invited to apply for the under-mentioned vacancies.

POST 16/09 : **PRINCIPAL INVESTIGATOR REF NO: Q9/2017/26**

SALARY : R334 545 per annum, Level 9. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Bloemfontein (Free State Office)

A minimum of Grade 12 and five (5) years' proven experience in criminal investigations are required for consideration to this position. Previous supervisory experience is essential. A degree/diploma in law or policing will serve as an added advantage. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. The successful candidate must possess a valid Code 8 driver's license and be able to drive the motor vehicle in that class, be computer literate and be able to work under pressure. Be competent and fit to handle a firearm or must be willing to undergo such a test. Willing to perform standby and overtime duties. Skills and competencies: Analytical thinking, problem solving and decision making skills. Competent in interviewing, report writing as well as verbal and written communication skills. Client orientation and customer focus. Results-driven.

DUTIES : Key performance Areas: Supervise Senior Investigators by providing guidance on the investigation of complaints in line with the IPID's legislative imperative and Standard Operating Procedure. Receive, register and allocate cases. Attend crime scenes and post mortems. Collect, safeguard and process exhibits at the crime scene. Conduct interviews with suspects and witnesses and obtaining affidavits. Advise the victims or their next of kin and other relevant stakeholders regarding progress of the investigation. Stakeholder management. Conduct investigations of cases of alleged criminality and misconduct against members of the police as stipulated in Section 28 of the IPID Act. Conduct searches, seizures and collection of evidence etc. Compile investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation report at the conclusion of each investigation. Update electronically the status of each case on the database. investigations of complaints of alleged criminality and misconduct against members of the police; conduct searches, seizures and collection of evidence etc; compiling investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.

ENQUIRIES APPLICATIONS : Mr M Matlakeng Tel no: (051) 406 6800

Independent Police Investigative Directorate, Private Bag X20708, Bloemfontein 9301 or hand delivered at 15 Cnr Andrew & Wesburger Streets Ground Floor Standard Bank Building Bloemfontein

FOR ATTENTION NOTE : Ms N Thekisho
 : Equity requirements: only Coloured Males and White Males as well as Coloured Females, Indian Females and White Females are invited to apply.

POST 16/10 : **SENIOR INVESTIGATOR REF NO: Q9/2017/28**

SALARY : R281 418 per annum the successful candidate will be required to sign a performance agreement and an employment contract

CENTRE REQUIREMENTS : Eastern Cape: Mthatha Satellite Office
 : A grade 12 Certificate with three (3) years proven experience in criminal investigations or equivalent of NQF level 4 qualifications, and should at least have three (3) years proven experience in criminal investigations. A diploma/degree (NQF level 5/6), in low/policing will serve as an added advantage Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration . A valid unendorsed code 08 driver's licence is essential and ability to drive the motor vehicle in that class, Computer literate and able to work under pressure, Competent and fit to handle firearm or must be willing to undergo such a test, willing to perform standby and overtime duties. Skills and Competencies: Analytical thinking, problem solving and decision making skills, Competent in interviewing, report writing as well as verbal and written communication skills. Client orientation and customer focus, Results and project driven.

DUTIES : His/her duties entail amongst others, Supervise investigators, Receive, register and allocate cases, Attend crime scenes and post mortems, Collect, safeguard and process exhibits at the crime scene, Conduct interviews with suspects and witnesses and obtain affidavits, Advise the victims of their next of kin and other relevant stakeholders regarding progress of the investigation. Stakeholders management, Conduct investigations of cases of alleged criminality and misconduct against members of the police as stipulated in Section 28 of the IPID Act, Conduct searches, seizures and collection of evidence etc. Compile investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation. Update electronically the status of each case on the database.

ENQUIRIES APPLICATIONS : Mr SC Mshumpela Tel no: (043) 707 7212
 : Independent Police Investigative Directorate, Private Bag X9085, East London, 5200 or hand deliver to Waverly Office Park No.3 – 33 Phillip Frame Road Chislehurst East London, 5200

FOR ATTENTION NOTE : Ms N Mtyida Tel no: (043) 707 7214
 : Equity requirements: only coloured males and white males as well as Coloured Females, Indian Females and White Females are invited to apply.

POST 16/11 : **INVESTIGATOR REF NO: Q9/2017/27**

SALARY : R226 610 per annum, the successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : George District Office (Southern Cape)
 : A minimum of Grade 12 a minimum of grade 12 or relevant diploma/degree in Law or Policing. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration, A valid Code 08 driver's licence and the ability to drive a motor vehicle in that class, Computer literacy, The ability to work under pressure, Competent in interviewing, report writing as well as verbal and written communication, Competent and fit to handle a firearm or willing to undergo such a test, Willingness to be on standby and perform overtime duties, Analytical thinking, problem-solving and decision making skills, Client orientation and customer focus, Results-driven.

DUTIES : Key Performance Areas: Receive, register and allocate cases, Attend crime scenes and post-mortems, Collect, safeguard and process exhibits at the crime scene, Conduct interviews with suspects and witnesses and obtaining affidavits, Advise the next of kin or victims and other relevant stakeholders regarding progress of investigations, Manage stakeholders, Conduct investigations of cases of alleged criminality and misconduct against members of the police, as stipulated in Section 28 of the IPID Act, Conduct searches, seizures and collection of evidence, and etcetera, Compile investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action, Draft and type investigation reports at the conclusion of each investigation, Update electronically the status of each case on the database.

ENQUIRIES
APPLICATIONS

: Mr GJ Trussell Tel no: (021) 941 4800
: Independent Police Investigative Directorate, Private Bag X43, Bellville, 7535 or
hand deliver @ Fintrust Building, First floor, Corner of Petrusa & Mazzur Streets,
Bellville, 7530.

FOR ATTENTION
NOTE

: Ms N Matintela
: Equity requirements: only Coloured males and White males as well as Coloured
females, Indian females and White females are invited to apply.

DEPARTMENT OF LABOUR

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

CLOSING DATE : 08 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 DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

MANAGEMENT ECHELON

POST 16/12 : **SENIOR MANAGER: MEDICAL SERVICES REF NO: HR 5/1/2/3/118**

SALARY : R1 263 669 per annum (OSD)
CENTRE : Provincial Office: Eastern Cape
REQUIREMENTS : An MBCHB Degree. A Diploma in Occupational Health will be an added advantage. Ten (10) years relevant experience. Registration with the South African Medical and Dental Council. Valid driver's licence. Knowledge: COIDA, Social Security Systems, Public Services, DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, DoL and Fund regulations, Policies and procedures, Customer Service(Batho Pele Principles), Fund Values, Fund IT Operating System, DPSA guidelines on COIDA, Technical knowledge. Legislative Requirements: COIDA Act, Regulations and Prescripts, Public Service Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, Promotion of Access to Information Act, PAJA, Constitution Act 108 of 1996 (amended), Road Accident Fund (RAF), Unemployment Insurance Act (UIA), General Knowledge of the Public Regulations, LRA, EE, Act, SDA and BCEA, Recognition of Customary Marriage Act. Skills: Relevant Technical Proficiency, Business writing, Required IT, Fund IT Operating System, 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 and Customer Focus, Communication, Work Ethics and self management, Risk Management and Corporate Governance, Environmental Awareness.

DUTIES : Manage the medical occupational programme for compensation benefits processing. Develop and manage support networks. Provide the medical occupation support to stakeholder. Provide strategic direction. Manage finances

and assets. Manage projects and programmes. Manage human resource in accordance with the relevant prescripts.

ENQUIRIES : Mr V Mafata Tel no: (012) 319 9495

APPLICATIONS : Acting Chief Director: Corporate Support: Private Bag X955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.

FOR ATTENTION : Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund

OTHER POSTS

POST 16/13 : **ASSISTANT DIRECTOR: BOARD AND CORPORATE REF NO: HR 5/1/2/3/119**

SALARY : R311 784 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A National Diploma/Degree in Public Administration/Office Administration/Business Administration/Commercial law. Three (3) to (5) five years experience in secretariat services/ executive management administration/ corporate governance environment. Knowledge: Department of Labour and Compensation Fund objectives and business functions, Public Services, policies and procedures, Batho Pele Principles, Secretariat procedure and processes, King 3 Report, DoL Policies. Legislative Requirements: COIDA Act, Public Service Regulations and Public service Act, Promotion of Access to Information Act, LRA, EE Act, SDA & BCEA, PFMA. Skills: Client orientation and customer focus, Good co-ordination, Good organisational and administrative, Good interpersonal and stakeholder liaison, Decision making, Self-management, Communication (verbal and written), Report writing, Minutes writing, Computer literacy.

DUTIES : Assist in the Co-ordination of secretariat services prior for board committee and sub-committees meetings. Provide support and ensure compliance during proceedings. Assist in the Co-ordination of administrative support to the Board, sub-committees. Mange staff.

ENQUIRIES : Mr W Mogashoa, Tel no: (012) 319 9475

APPLICATIONS : Acting Chief Director: Corporate Support: Private Bag X955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.

FOR ATTENTION : Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund.

POST 16/14 : **CONTINUOUS BUSINESS PROCESS IMPROVEMENT SPECIALIST REF NO: HR 5/1/2/3/120**

SALARY : R311 784 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A National Diploma or B Tech Degree in Industrial Engineering. Three years working experience in Business process re-engineering environment. Knowledge: Industrial engineering practices, Continuous improvement tools, LEAN methodology, Quality management, Business Process Re-engineering, Continuous improvement techniques, Public Service, DoL and Compensation Fund regulations, policies and procedures, Relevant stakeholders, Customer Service (Batho Pele Principles), Fund IT Operating Systems, Technical knowledge, The industrial classification system, ISO9001, Project Management, Risk Management and Fund Governance, External Environmental Awareness, Legislative requirements: COIDA Act, Public Service Regulations, Public Service Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, Promotion of Access to Information Act, Constitution Act 108 of 1996 (amended), Unemployment Insurance Act (UIA), LRA, EE Act, SDA and BCEA, IS09001. Skills: Business Writing, IT Operating System, Decision making, Applied Strategic Management, Applied technology, Budgeting and Financial Management, Communication and Information Management, Customer Focus and Responsiveness, People and Performance Management, People Management, Inter-personal, Problem solving, Project or programme management, Team leadership, Change Management.

DUTIES : Manage Business Process in the Fund. Map existing and future Fund processes and systems. Facilitate the implementation of improvement processes and systems. Implement the operational plan of the sub-directorate.

ENQUIRIES : Ms N Stuurman, Tel no: (012) 313 6360

APPLICATIONS : Acting Chief Director: Corporate Support: Private Bag X955, Pretoria, 0001 Or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.

FOR ATTENTION : Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund.

POST 16/15 : **ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN AND CHANGE MANAGEMENT REF NO: HR 5/1/2/3/121**

SALARY CENTRE REQUIREMENTS : R311 784 per annum
: Compensation Fund, Pretoria

: A National Diploma in Management Services or Production Management or Operations Management or Industrial Engineering. Job evaluation analysis certificate and Driver's licence are required. 3-5 years in an organisational design, job evaluation and change management areas on a supervisory level. Travelling and working additional working hours will be required. Technical Knowledge: Organisational Design Principles and Processes, Job evaluation processes and system, Work-study techniques, Change Management processes and techniques, External Environmental Awareness, Customer Service (Batho Pele Principles), COIDA. Legislative Requirements: Constitution, Public Service Regulations, Public service Act, PFMA, National Treasury Regulations, DPSA mandates and prescripts Skills: Work-study Investigation, Time study, Strong Analytical, Facts Findings, Business Writing, Required IT, Data and records management, Role profiling, Job evaluation/ Job worth, Organisational Design, Change Management.

DUTIES : Develop and Maintain Organisational Structure of the Fund. Facilitate the development of job descriptions/ profiles for the Fund. Conduct Job Evaluation as per approved Job Evaluation system. Coordinate the implementation of Change Management Initiatives. Implement the operational plan of the sub-directorate

ENQUIRIES APPLICATIONS : MZ Makua, Tel no: (012) 400 8522
: Acting Chief Director: Corporate Support: Private Bag X955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.

FOR ATTENTION : Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund.

POST 16/16 : **ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: HR 5/1/2/3/122**

SALARY CENTRE REQUIREMENTS : R311 784 per annum
: Compensation Fund, Pretoria

: A B Com Degree/National Diploma (majoring in Internal Auditing) or an equivalent qualification. Certified Internal Auditor (CIA) or studying towards CIA will be an added advantage. A completed article contract with an audit firm will be an added advantage. Three to Five years experience in performance audit, which one to two years should be on a supervisory position. Knowledge: Public Service, Department of Labour and Compensation Fund business strategies and goals, Directorate/Sub Directorate goals and performance requirements, Compensation Fund Services. Compensation Fund Value Chain and business processes, Public Service, Department of Labour and Fund regulations, policies and procedures, Relevant stakeholder, Customer Service (Batho Pele Principles), Fund values, Required IT knowledge, Fund IT Operating Systems, Technical knowledge, Department of Public Service and Administration (DPSA) guidelines on COIDA. Skills: Required Technical Proficiency, Business Writing, Required IT, IT Operating Systems, Decision Making, Self Management, Applied Strategic Management, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Customer Focus and Responsiveness, People and Performance Management, Developing others, Diversity Management, Impact and Influence, Managing inter-personal conflict and resolving problems, Networking and Building bonds, Planning and Organising, Problem Solving, Project or Programme Management, Team leadership, Risk Management and Fund Governance, Change Management, External Environment Awareness.

DUTIES : Conduct and execute performance audits functions within the Directorate. Provide input in monitoring the Funds compliance with all relevant regulations and legislation. Assist in the management of the Sub-Directorate. Manage performance according to Performance Development Management System (PMDS).

ENQUIRIES APPLICATIONS : Mr S Zwane, Tel no: (012) 319 9294
: Acting Chief Director: Corporate Support: Private Bag X955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.

FOR ATTENTION : Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund.

POST 16/17 : **SENIOR PRACTITIONER: CONTINUOUS BUSINESS PROCESS IMPROVEMENT AND QUALITY MANAGEMENT SYSTEM 2 POSTS REF NO: HR 5/1/2/3/123**

SALARY : R262 272 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A Three Year tertiary qualification or an equivalent NQF 6 qualification in Industrial Engineering, Operations Management or Production Management. One to two years functional experience in a Process Improvement environment. Knowledge: Lean methodology, Work Study, Business Process Management, Continuous Improvement methodologies, Basic Project Management. Legislative requirements: COIDA, Regulations and Policies, Public Service Act, Public Service Regulations, Labour Relations Act. Skills: Required Technical proficiency, Business Writing, Required IT, Decision making, Self-Management, Diversity Management, Assertive, Managing inter-personal conflict and resolving problems, Problem solving, Project or programme management, Leadership, External Environmental Awareness.

DUTIES : Coordinate the development business process improvement. Conduct Business process management evaluation in the Fund. Assist in the development and implementation of Standard operating process and work measurement systems. Conduct Business improvement projects.

ENQUIRIES : Ms N Stuurman, Tel no: (012) 313 6360
APPLICATIONS : Acting Chief Director: Corporate Support: Private Bag X955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.

FOR ATTENTION : Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund.

POST 16/18 : **SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER 3 POSTS REF NO: HR 5/1/2/3/124**

SALARY : R262 272 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A National Diploma / B Degree in Management Services or Production Management or Operations Management or Public Management (or Administration) / Business Management (or Administration) / Human Resource Management plus Applied Organisational Development Programme or Management Services Certificate. Three years' experience in Organisational Design, job evaluation and change management, Job evaluation analysis certificate and Driver's license are required. Knowledge: Organisational Design Principles and Processes, Job evaluation processes and system, Work-study techniques, Change Management processes and techniques, External Environmental Awareness, Customer Service (Batho Pele Principles), Job description Guideline, Technical Knowledge, COIDA. Legislative Framework: Public service Act, Public service Regulations, PFMA and National Treasury Regulations, DPSA OD and JE mandates and prescripts. Skills: Work study Investigation, Time study, Strong Analytical, Facts Findings, Business Writing, Required IT, Data and records management, Role profiling, Job evaluation / Job worth, Organisational Design, Change Management.

DUTIES : Conduct job analysis and job evaluations. Render a support with regard to provision of secretariat services for various committees. Compile job descriptions. Undertake organisation and post establishment investigations. Undertake investigation to optimize work procedures and methods.

ENQUIRIES : MZ Makua, Tel no: (012) 400 8522
APPLICATIONS : Acting Chief Director: Corporate Support: Private Bag X955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.

FOR ATTENTION : Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund.

POST 16/19 : **OHS INSPECTOR: INSPECTION SERVICES 3 POSTS**

SALARY : R262 272 per annum
CENTRE : Labour Centre: Kimberly - Ref No: HR4/4/8/247 (2 posts)
Labour Centre: Upington- Ref No: HR4/4/10/118 (1 post)
REQUIREMENTS : Three (3) year relevant tertiary qualification Labour Relations/Human Resources Management for BCEA or Electrical/Mechanical Engineering/Environmental Health/Analytical Chemistry/Chemical Engineering/Civil & Construction Engineering for OHS. Two (2) years functional experience in Inspection and

		Enforcement Services (BCEA)/OHS. 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, Employment Equity Act, Immigration Act. Skills: Facilitation Planning and organising, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem Solving, Interviewing 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.
<u>ENQUIRIES</u>	:	Mr J Mphahlele, Tel no: (053) 838 1580 Ms M Mojapelo, Tel no: (054) 331 1098
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Operations: Private Bag X5012, Kimberley, 8301 or hand delivered C/o Pniel & Compound Street, Kimberley
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Kimberley.
<u>POST 16/20</u>	:	<u>SENIOR UIF OPERATIONS OFFICER: BS REF NO: HR 4/4/1/64</u>
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Provincial Office: East London
<u>REQUIREMENTS</u>	:	Three year tertiary qualification with Accounting and Mathematics as major subjects or equivalent. Two (2) years relevant experience. Knowledge: Public Service Act, Public Service Regulations, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Departmental Policies and procedures, Batho Pele Principles, Customer Care. Skills: Communication (verbal & written), Listening, Customer Relations, Computer literacy, Decision Making.
<u>DUTIES</u>	:	Monitor and oversee the assessment of all the UI Claims on the relevant systems in line with the standard operating Procedure (SOP). Monitor and authorise the execution of payments approved claims as per the set time frames. Monitor and investigate discrepancies. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Supervise resources in the section.
<u>ENQUIRIES</u>	:	Ms Z Soldaat, Tel no: (043) 701 3333
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9005 East London 5201, Physical address No.3 Hill street East London 5201.
<u>FOR ATTENTION</u>	:	Human Resources Operations, East London
<u>POST 16/21</u>	:	<u>INSPECTOR: INSPECTION SERVICES REF NO: HR 4/4/4/04/01</u>
<u>SALARY</u>	:	R211 194 per annum
<u>CENTRE</u>	:	Labour Centre: Kempton park
<u>REQUIREMENTS</u>	:	Three year relevant tertiary qualification in Labour Relations /Human Resource Management. One (1) year functional experience in Inspection and enforcement Services. Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, listening and observation.
<u>DUTIES</u>	:	Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of Labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspections

regularly to monitor compliance with labour legislation. Conduct advocacy campaign on Basic Conditions of Employment Act (BCEA) legislation. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.

ENQUIRIES APPLICATIONS : Ms F Tshabalala, Tel no: (011) 975 9301

FOR ATTENTION : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001
Hand deliever at 77 Korte Street, Braamfontein.

POST 16/22 : **INSPECTOR: INSPECTION SERVICES REF NO: HR4/4/03/12**

SALARY CENTRE REQUIREMENTS : R171 069 per annum
: Labour Centre: Johannesburg
: 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 APPLICATIONS : Ms E Mpumlwana, Tel no: (011) 853 0300

FOR ATTENTION : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001
Hand deliever at 77 Korte Street, Braamfontein.

POST 16/23 : **CLAIMS PROCESSOR REF NO: HR4/4/7/08**

SALARY CENTRE REQUIREMENTS : R171 069 per annum
: Labour Centre: Mbombela
: Grade 12 certificate/three year tertiary qualification degree/diploma in Public Management/Administration/Social Sciences/OHS/Finance/HRM is required. 1-2 years' experience on compensation and medical claims processing. Knowledge: DoL and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Human anatomy/Biology, Medical terminology, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, Required IT knowledge, IT Operating Systems, Risk Awareness, COIDA Act, Regulations and Policies, DPISA guidelines on COIDA, COIDA tariffs, Technical knowledge . Skills: Required Technical Proficiency, Business writing, Required IT, Fund IT Operating Systems, Data capturing, Data and records management, Telephone and etiquette.

DUTIES : Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing. Render administrative duties.

ENQUIRIES APPLICATIONS : Ms LL Shawe, Tel no: (013) 753 2844/5

FOR ATTENTION : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hands deliver at Department of Labour, Cnr Hofmeyer street and Beatty avenue
Sub-directorate: Human Resource Management, Emalahleni

NATIONAL SCHOOL OF GOVERNMENT

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



- APPLICATIONS FOR ATTENTION** : Principal: National School of Government, Private Bag X759, Pretoria, 0001
 : Mr Mpho Mugodo, HR Unit , National School of Government by hand at ZK Matthews Building, 70 Meintjes Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted. Enquiries: In connection with the applications kindly contact Mr. Mpho Mugodo, (012) 441-6017.
- CLOSING DATE NOTE** : 05 May 2017 @ 16h00
 : Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short listed candidates will be required to submit certified copies of their identity document and qualifications before the interviews. During the interview the shortlisted candidates will be required to write a technical exercise test that is relevant to the post. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.
- OTHER POST**
- POST 16/24** : **SENIOR HR PRACTITIONER REF NO: NSG 04/2017**
 Branch: Corporate Management
- SALARY CENTRE REQUIREMENTS** : R281 418 per annum, Level 08
 : Pretoria.
 : A relevant Degree/National diploma in Human Resource Management/Human Resource Development or equivalent relevant qualification. 3-5 years administrative experience in Human Resource Transaction Management. Knowledge• Good knowledge of applicable legislation and prescripts. Ability to function independently without constant supervision. Ability to maintain high levels of confidentiality. Good understanding of HR Systems. Competencies/Skills: Good office management skills (document tracking, storage and retrieval systems). Interpersonal proficiency. Language proficiency (verbal and writing). Good time management skills. Strong communication and client relations skills. Complex problem solving skill. Personal Attributes: Demonstrated ability to function efficiently under extreme pressure. Reliable. Flexible, Initiative, Quality orientated and client focused.
- DUTIES** : Administrative support in recruitment and selection processes. Administer/handle matters pertaining to HR provisioning (recruitment) and utilization (appointments). Capture Z83 application forms of advertised positions and keep accurate records. Render HRM support function to Branches regarding the filling of vacancies, i.e. assisting with logistics arrangements for advertisements, conducting of shortlists, arranging of interviews as well as rendering Secretariat services during interviews. Compile the shortlisting and the interview submissions for junior positions. Administer the pre-screening vetting with SSA (criminal and credit checks), SAQA (qualifications), reference checks and security clearance. Administration of conditions of service (payroll administration, appointments, transfers, terminations, housing scheme (GEHS), State guarantees, leave administration and all HR transactions on PERSAL system. Assist MMS and SMS members to structure their salary packages upon appointment, salary increase before closure of PERSAL for salary run. Responsible for administration, implementation and provide advice on Resettlement, Medical Aid, PILIR, injury on duty, Remuneration matters, etc. Provide administration support on Pension Forms. Ensure continuous updating of staff establishment records and abolishment of all unfunded posts on PERSAL.

Provide accurate statistics on all HRM interventions in compliance with HR prescripts, satisfying audit requirements, HR Oversight report and HR Plan. Provide HRM information function (PERSAL, VULUNDLELA, etc.) and provide accurate HRM information for statutory reports. Maintains HR records/HR registry according to prescripts and to meet archives and audit requirements. Disseminate information critical to the advancement of the sub -directorate

ENQUIRIES

:

Ms L Raseroka, Tel no: (012) 441 6019

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** : 12 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 posts may direct their enquiries to the person as indicated. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms E Steenkamp. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer / promotion/ appointment will promote representivity will receive preference.

OTHER POST

- POST 16/25** : **PRINCIPAL LIBRARIAN REF NO: X1/A/2017**
Directorate: Information and Knowledge Management
- SALARY** : R281 418 per annum
- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : Bachelor's Degree/Diploma in Library Science or equivalent qualification with 1 to 2 years' experience in the field of Library and Information Management. Scientific knowledge of information and Library Science or Information Management. Technical knowledge of Cataloguing and Classification. Competencies: General office administration skills. Planning and organising skills. Communication (verbal, written and liaison) skills. Computer literacy. Understanding of policies and procedure guidelines. Research skills. Attributes: Ability to work independently. Ability to work under pressure. Ability to work in a team and independently. Self-starter. Confidence.
- DUTIES** : Render an information support service to the Department. Manage and organise the Department's library. Establish an effective information service on social development issues. Classify books, journals reports, magazines and newspapers. Facilitate interlibrary lending and literature searches by using the Sabinet System. Research and overall collection development. Renew and order magazines, journals and newspaper.
- ENQUIRIES** : Ms D Mathebula, Tel no: (012) 312 7175

NOTE

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

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001
- FOR ATTENTION** : Mr E Masindi
- NOTE** : In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship/permanent residence if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

MANAGEMENT ECHELON

- POST 16/26** : **CHIEF DIRECTOR: COMMUNICATIONS REF NO: NDT 02/2017**
- SALARY** : R1 068 564 per annum (all-inclusive remuneration package consisting 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 a framework)
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised B-degree (NQF7) in Communications or a related field, plus proven strategic management and leadership skills; minimum of 5 years Senior Management experience in internal and corporate communications, public participation, speech writing and editing; media liaison and development of media plans; Good understanding of and/or exposure to the Government Communications System; Proven experience in policy development and implementation and an understanding of the work of Government and various stakeholders; Human Resource Management Skills, including the supervision of senior staff; Effective communication (report-writing and presentation skills) and stakeholder liaison skills; Experience in writing and editing government publications e.g. newsletters and magazines; Experience of developing and reporting on strategic frameworks; Project management and financial management skills; Knowledge of the Public Finance Management Act and Treasury Regulations; Computer Literacy; A valid driver's license and willingness to travel.
- DUTIES** : The successful candidate will be reporting to the Deputy Director General: Corporate Management and will be responsible for the following key functions; Providing leadership and strategic direction to the Chief Directorate: Ensuring the development and management of an effective media engagement strategy; Driving the implementation of the Branding and Corporate Strategy of the Department and events Management; Ensure the provision of effective Information Communication Technology services to the Department; Managing Outreach Programme and Communications Cluster; Provide high-level media liaison support to the Minister, Deputy Minister, Director General and the Department in General; Ensure effective management of all internal and external communication initiatives of the Department, including the production of publications such as annual reports and internal newsletters; Act as the spokesperson for the Department.
- ENQUIRIES** : Mr T Koena, Tel no: (012) 444 6154
- CLOSING DATE** : 05 May 2017 at 16:30 (E-mailed, faxed and late applications will not be considered)
- NOTE** : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, some of the interviewed candidates will be subjected to a 2 days competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure.

POST 16/27 : **DIRECTOR: TOURISM DESTINATION PLANNING REF NO: NDT 03/2017**

SALARY : R898 743 per annum (all-inclusive remuneration package consisting 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 a framework)

CENTRE REQUIREMENTS : Pretoria
A SAQA recognised B-degree (NQF7) in Tourism/Development Planning/Town & Regional Planning or similar, a postgraduate degree would be advantageous; at least 5 years middle/senior management experience, Knowledge of tourism/economic development and management. *Required skills:* Management of research projects; Tourism Planning; Project and Programme Management; Stakeholder Management; Strategic planning; Financial Management; Human Resource Management; Research skills.

DUTIES : Provide overall strategic management and leadership to the Directorate: Destination Planning performing the following duties: Establish strategic direction of the component to ensure alignment with departmental strategic objectives; Monitor and ensure the implementation of the strategic and business plans; Oversee the development of Operational Plans to give strategic direction to business components/ units; Align individual performance to the strategic business objectives; Implement and report on strategic frameworks in the area of functional responsibility; Monitor the attainability & sustainability of performance standards as per departmental objectives; Compile management reports in a prescribed format; Analyse tourism market demand trends to inform supply development and positioning; Conduct benchmarking of destination offerings/potential projects; Development and monitoring of progressive implementation of a pipeline of prioritized tourism infrastructure and tourism products; Produce destination lifecycle assessments; Coordinate the development of product and visitor surveys; Monitor/track performance of tourism supply development/s; Create a spatial mapping system of all tourism information; Manage collection of spatial information from other entities; Populate, maintain and update all tourism and related spatial information; Provide support to provinces and municipalities on spatial mapping outputs/services; Map all proposed tourism development zones, potential/development projects, tourism routes; Manage the creation and maintenance of a tourism supply and infrastructure database; Ensure that the preparations of the budget are in line with strategic plans & department objectives; Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure; Ensure that spending is maximized in line with strategic objective; Manage Human Resources; Monitor and report on the utilisation of equipment; Co-ordinate memorandum of understanding, service level agreements and expenditure review.

ENQUIRIES : Mr T Koena, Tel no: (012) 444 6154

CLOSING DATE : 12 May 2017 at 16:30 (E mailed, faxed and late applications will not be considered)

NOTE : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job, some of the interviewed candidates will be subjected to a 2 days competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure.

POST 16/28 : **DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: NDT 04/2017**

SALARY : R898 743 per annum (all-inclusive remuneration package consisting 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 a framework)

CENTRE REQUIREMENTS : Pretoria
A SAQA recognised B-degree (NQF7) in Computer Sciences/Systems or related field; minimum of 5 years middle/senior Management experience, experience in strategy and policy development environment. Extensive experience in the field of software development, knowledge and information management. Experience in software development (C#, .net, MS SharePoint) and quality assurance of content for various information dissemination platforms. Strong technical skills in database development (MS Access, SQL, Oracle etc.) and management is essential. Working knowledge of Electronic Communication Act, Geographical Information Systems (GIS), web technology and mobile technology. Proven strategic management, Stakeholder Management, Project Management, Human Resource Management, Communication and leadership skills.

DUTIES

: Lead the development and implementation of Knowledge Management policies & frameworks in support of National Tourism Sector Strategy implementation; Provide overall strategic management and leadership to the design and development of knowledge management systems; Develop and implement the knowledge management strategy and plans. Develop strategies for the knowledge management systems updates and maintenance; Ensure that the information and knowledge systems used by the department are constantly updated and implemented using best practices; Identify and collaborate with stakeholders for the development and management of the knowledge management systems and databases; Lead stakeholder relations management activities and ensure their alignment to other departmental initiatives; Lead the development, maintenance and quality assurance of the national tourism databases; Lead the information collection on various tourism sub-sectors; Manage the development of digital systems for collecting first-hand information; Lead the development and implementation of collaboration, information sharing, expertise mapping, decision support and search tools; Lead the collection and consolidation of knowledge from various sources to inform policy, planning, decision-making and departmental programmes; Ensure content is up to date and maintained continuously for all knowledge management systems.

ENQUIRIES

: Mr T Koena, Tel no: (012) 444 6154

CLOSING DATE

: 12 May 2017 at 16:30 (E mailed, faxed and late applications will not be considered)

NOTE

: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, some of the interviewed candidates will be subjected to a 2 days competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure.

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

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

- APPLICATIONS** : Hand Delivery: Room 1039, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho. Post to: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605
- CLOSING DATE FOR ATTENTION** : Tuesday, 08 May 2017
- NOTE** : Mnikelo Mbangi
- : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Office of The Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POST

- POST 16/29** : **ADMINISTRATOR: PROVINCIAL BROADBAND 2 POSTS REF NO: OTP/01/04/2017**
(One year Contract)
- SALARY** : All inclusive package of R211 194 per annum, Level 07. Annual progression up to a maximum salary of R248 781 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE REQUIREMENTS** : Bhisho
- : Grade 12 or equivalent qualification. 1 -2 years' experience in an administration environment. Proficiency in the MS Office Package (Word, PowerPoint, Excel and Outlook). Knowledge and application of Batho Pele Principles. Proven ability to resolve problems independently. Proven ability to work under taxing circumstances. Well-developed interpersonal communication (both verbal and written) skills.
- DUTIES** : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function), Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing register of the component. Provide supply chain clerical support services within the Component: Liaise with internal and external stakeholders in relation to procurement of goods and services, Obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery. Keep and maintain the asset register of the component. Provide Personnel Administration clerical support services within the component: Maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component, Arrange travelling and accommodation, Provide financial administration support services in

ENQUIRIES

the component: Capture and update expenditure in component, Check correctness of subsistence and travel claims of officials and submit to manager for approval, Handle telephone accounts and petty cash for the component.
: Mr M Mbangi Tel no: (040) 609 6424/6290/48

**PROVINCIAL ADMINISTRATION: GAUTENG
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.

MANAGEMENT ECHELON

POST 16/30 : **DENTAL SPECIALIST GRADE 1/2/3 REF NO: 000482**
Re-Advert: NB: Please note that this is re-advert. The post was advertised with closing date of 24 February 2017. All interested individuals must apply inclusive of those that applied before. Upload your Certified Documents if you apply online.
Directorate: MAX FAC & Oral Surgery

SALARY : R924 378- R1 226 595 per annum (inclusive package) + excluding commuted overtime.

CENTRE : Wits Oral Health Centre

REQUIREMENTS : Registration with HPCSA as a Dental Specialist in Maxillofacial and Oral Surgery. Preferably working in Public Sector.

DUTIES : Implementation, monitoring and evaluation of academic dental services on the Oral Health Teaching platform. Supervisory and administrative role with regards to teaching and training of both undergraduate and postgraduate students. Responsible for quality assurance of teaching/training and clinical governance. Carry out own and supervise research. Participate in any other activity as directed by the Head of Department.

ENQUIRIES : Ms. J. Tema, Tel no: (011) 488 4850

APPLICATIONS : Applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered at Wits Oral Health Centre c/o Charlotte Maxeke JHB Academic Hospital, area 385, Block 3 (Orange block), HR Office Room 09 & 10, Parktown, Johannesburg.

CLOSING DATE : 12 May 2017

NOTE : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

OTHER POSTS

POST 16/31 : **DENTIST GRADE 1/2/3) REF NO: 000481**
Re-Advert: NB. Please note that this is re-advert. The post was advertised with closing date of 24 February 2017. All interested individuals must apply inclusive of those that applied before. Upload your Certified Documents if you apply online.
Directorate: Department of Maxillo Facial and Oral Surgery (MFOS)

SALARY : R666 186- 910 716 per annum (plus benefits)

CENTRE : Wits Oral Health Centre

REQUIREMENTS : Registration with HPCSA as Dentist in category independent practice. Minimum of five years experience as a Dentist in a Public Sector environment. MSc and/or postgraduate qualification as an added advantage.

DUTIES : Dentist will be responsible for clinical services, teaching, research and participation in all departmental activities and related administration.

ENQUIRIES : Ms. J Tema Tel no: (011) 488 4850

APPLICATIONS : Applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered at Wits Oral Health Centre c/o Charlotte Maxeke JHB Academic Hospital, area 385, Block 3 (Orange block), HR Office Room 09 & 10, Parktown, Johannesburg or apply online at www.gautengonline.gov.za.

CLOSING DATE : 12 May 2017

<u>NOTE</u>	:	Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of necessary documents will be disqualified.
<u>POST 16/32</u>	:	<u>DENTIST GRADE 1/2/3 REF NO: 000480</u> Re-Advert: Please note that this is re-advert. The post was advertised with closing date of 3 March 2017. All interested individuals must apply inclusive of those that applied before. Upload your Certified Documents if you apply online. Directorate: Department of General Dental Practice.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R666 186- 910 716 per annum (plus benefits) Wits Oral Health Centre Registration with HPCSA as Dentist in category independent practice. Minimum of five years experience as a Dentist in a Public Sector environment. MSc and/or postgraduate qualification as an added advantage.
<u>DUTIES</u>	:	Dentist will be responsible for clinical services, teaching, research and participation in all departmental activities and related administration.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. J Tema Tel no: (011) 488 4850 Applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered at Wits Oral Health Centre c/o Charlotte Maxeke JHB Academic Hospital, area 385, Block 3 (Orange block), HR Office Room 09 & 10, Parktown, Johannesburg or apply online at www.gautengonline.gov.za .
<u>CLOSING DATE NOTE</u>	:	12 May 2017 Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of necessary documents will be disqualified.
<u>POST 16/33</u>	:	<u>OPERATIONAL MANAGER NURSING: SPECIALTY UNIT PNB3 ACCIDENT AND EMERGENCY UNIT REF NO: 000515</u> Directorate: Health
<u>SALARY CENTRE REQUIREMENTS</u>	:	R465 939–R524 415 per annum (plus benefits) Pholosong Hospital A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred above should be appropriate/ recognized experience after obtaining the 1 year post basic diploma in trauma. A post basic nursing qualification with a duration of at least 1 accredited with the SANC.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework, Manage effective the utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services, Maintain professional growth/ ethical standards. Must have strong leadership skills, good verbal and written communication and conflict management skills, good interpersonal relationship and ability to work under pressure. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate an in depth understanding of nursing legislation and related legal and nursing ethical practices and how this impacts on service delivery.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms KF Mabuza Tel no: (011) 812 5000 Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be Posted to Private Bag X4, Brakpan, 1550 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE NOTE</u>	:	05 May 2017 The institution reserves the right not to fill the post.
<u>POST 16/34</u>	:	<u>OPERATIONAL MANAGER NURSING: SPECIALTY UNIT PNB3 NEONATAL & PEADIATRIC DEPARTMENT REF NO: 000516</u> Directorate: Health
<u>SALARY CENTRE REQUIREMENTS</u>	:	R465 939 – R 524 415 per annum (plus benefits) Pholosong Hospital A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period

- referred above should be appropriate/ recognized experience after obtaining the 1 year post basic diploma in Child Nursing Science. A post basic nursing qualification with a duration of at least 1 accredited with the SANC.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework, Manage effective the utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services, Maintain professional growth/ ethical standards. Must have strong leadership skills, good verbal and written communication and conflict management skills, good interpersonal relationship and ability to work under pressure. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate an in depth understanding of nursing legislation and related legal and nursing ethical practices and how this impacts on service delivery.
- ENQUIRIES** : Ms KF Mabuza Tel no: (011) 812 5000
- APPLICATIONS** : Applications must be submitted on a Z83 form, certified copies of ID, qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be Posted to Private Bag X4, Brakpan, 1550 or apply online at: www.gautengonline.gov.za
- CLOSING DATE** : 05 May 2017
- NOTE** : The institution reserves the right not to fill the post.
- POST 16/35** : **CLINICAL TECHNOLOGIST REF NO: HRM 20/2017**
Directorate: Cardiology
- SALARY** : Grade 1 R281 148 per annum plus benefits
Grade 2 R331 179 per annum plus benefits
Grade 3 R390 123 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : B-Tech Clinical Technology: Cardiology Degree or Equivalent qualification. Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in the specialized category Cardiology. HPCSA registration must be as an Independent / Private Practice Practitioner. Professional person with integrity and ability to perform well under pressure. Self driven, good communication, presentation and interpersonal skills. Computer literate.
- DUTIES** : Clinical service rendering in a multi-disciplinary Cardiology team. After-hour emergency standby and call-out for emergency procedures. Effectively perform diagnostic and therapeutic procedures on patients. Effectively perform clinical technology quality control procedures, including the management, calibration and sterilization of medical equipment and clinical supplies. Manage medical equipment and clinical supplies; ensuring effective and efficient utilization of resources in the workplace. Supervise and train clinical technology students.
- ENQUIRIES** : Mrs MC Louw Tel no: (012) 354 2013
- APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- CLOSING DATE** : 05 May 2017
- NOTE** : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- POST 16/36** : **MEDICAL BIOLOGICAL SCIENTIST REF NO: HRM 21/2017**
Directorate: Reproductive Biology
- SALARY** : R281 148 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Grade 12. BSc Honors in a relevant field (Reproductive Biology/Physiology/Cell Biology) with current registration at HPCSA in Reproductive Biology. Skilled in basic theoretical and practical aspects of ART laboratory procedures including semen processing, embryo culture, micromanipulation and cryopreservation techniques.
- DUTIES** : Participate in all assisted reproductive procedures (Spermatology & Embryology). Facilitate and support the provision of assisted reproductive services to all patients; perform micromanipulation techniques, quality controls, database upkeep, statistics and cryopreservation. Support and participate in research projects at the unit.
- ENQUIRIES** : Prof. C Huyser Tel no: (012) 354 2067/2208

- APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- CLOSING DATE** : 05 May 2017
- NOTE** : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- POST 16/37** : **PHYSIOTHERAPIST PRODUCTION REF NO: HRM 22/2017**
Directorate: Physiotherapy
- SALARY** : Grade 1 R281 148 per annum plus benefits
Grade 2 R331 179 per annum plus benefits
Grade 3 R390 123 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : B.Sc Physiotherapy or recognized equivalent qualification. Proof of original as well as current registration with HPCSA as Independent Practitioner (Completed Community Service). Good communication skills. Ability to work in multidisciplinary team. Creativity and analytic skills. Experience in the treatment of Patients in the acute phase: ICU, High Care Units and wards will be an advantage.
- DUTIES** : Implementing Physiotherapy services. Treatment and management of allocated patients. Practice evidence-based Physiotherapeutic techniques. Review, generate and implement Clinical protocols. Promotion and marketing of Physiotherapy services. Participate in Departmental Continued Professional Development program. Perform record-keeping and data collection. Give input into budget. Take care of and control equipment. Clinical involvement and training of students. Participation in Performance Management and Development System (PMDS).
- ENQUIRIES** : Mrs. E van Niekerk Tel no: (012) 354 1652
- APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- CLOSING DATE** : 05 May 2017
- NOTE** : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**PROVINCIAL ADMINISTRATION: LIMPOPO
LIMPOPO OFFICE OF THE PREMIER**

The Office of the Premier is an affirmative action employer. Suitable women and the people with disability remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998. The Office of the Premier would like to invite suitably qualified candidates who are creative, energetic, self driven and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for positions as they appear below.

<u>APPLICATIONS</u>	:	Applications should be addressed to, The Director General, Office of the Premier, Private Bag X9483, Polokwane, 0700 or alternately, applications may be hand-delivered to Office of the Premier at 40 Hans Van Rensburg Street, Mowaneng Building, Office No. A013, Registry Office, Ground floor. Late applications, emails or faxed applications will not be considered.
<u>CLOSING DATE</u>	:	05 May 2017 @ 16h00
<u>NOTE</u>	:	The applications should be submitted on Z83 forms obtainable from all Government Departments, accompanied by a Comprehensive Curriculum Vitae, certified copies of educational qualifications, identity documents and driver's license (where required). The successful candidate must be willing to sign an oath of secrecy with the organisation and also be expected to sign a performance agreement. All appointments are subject to the personnel suitability check (criminal records, credit record check, and verification of educational qualifications, previous experience, citizenship, reference checks and security vetting). The Office reserves the right not to make any appointment (s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Office. Failure to comply with the above requirements will result in the disqualification of the application. Please accept that your application has not been successful if you do not hear from this Office three (3) months after the closing date. Senior Management Service (SMS) will be subjected to a compulsory competency based assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

<u>POST 16/38</u>	:	<u>DEPUTY DIRECTOR-GENERAL: PLANNING 1 POST REF NO: OTP/01/17/01</u> Branch: Planning
<u>SALARY</u>	:	R1 299 501–R1 463 892 per annum, Level 15
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	A relevant undergraduate qualification at NQF level 7 (Relevant Bachelor's Degree requiring a minimum of three (3) years tertiary qualification plus academic record) and a relevant post graduate qualification at NQF level 8 as recognized by the South African Qualifications Authority (SAQA). At least eight (8) to ten (10) years' experience at Senior Management level of which five (5) years must have been in Senior Management Services (SMS) position within the Organs of the State. Ability to interact at both strategic and operational levels. A valid driver's licence. Competencies: Sound and in-depth knowledge of relevant prescripts and procedures pertaining and application as well as understanding of the legislative framework governing the Public Service (PFMA, Treasury Regulations etc.). Negotiation skills, people management, financial solving and problem solving. Planning & organizing, time management and strategic planning. Policy analysis and development. Group dynamics, diversity management, facilitation skills and co-ordination skills. Leadership skills, change and knowledge management. Planning and organization skills. Good communication and report writing skills and the ability to work under pressure. Computer literate.
<u>DUTIES</u>	:	The successful candidate will be required to: Provide Leadership and Strategic direction for the Branch. Manage the co-ordination of Provincial Policies and Monitor the Implementation of Provincial Growth and Development Strategies. Co-ordinate and Monitor the Implementation of the Provincial Planning Cycle. Ensure continuous Monitoring, Evaluation, Research of Provincial Policies and Strategic Information Services. Ensure the facilitation of the Monitoring of upgrading of

- Infrastructure for the contribution of Economic Development and Social Upliftment. Manage and utilise Human Resources in accordance with relevant Directives and Legislation.
- ENQUIRIES** : Enquiries should be directed to Messdames Mgbo PM/Moyaba ME/Mamabolo MC and Kekana PL Tel no: (015) 287 6441/6027/6066 / 6293 respectively.
- POST 16/39** : **DEPUTY DIRECTOR GENERAL: ADMIN SUPPORT SERVICE 1 POST REF NO: OTP/01/17/02**
Branch: Administration Support Services
- SALARY** : R1 299 501–R1 463 892 per annum, Level 15
CENTRE : Head Office: Polokwane
REQUIREMENTS : A relevant undergraduate qualification at NQF level 7 (Relevant Bachelor's Degree requiring a minimum of three (3) years tertiary qualification plus academic record) and a relevant post graduate qualification at NQF level 8 as recognized by the South African Qualifications Authority (SAQA). At least eight (8) to ten (10) years' experience at Senior Management level of which five (5) years must have been in Senior Management Services (SMS) position within the Organs of the State. Ability to interact at both strategic and operational levels. A valid driver's licence. Competencies: Sound and in-depth knowledge of relevant prescripts and procedures pertaining and application as well as understanding of the legislative framework governing the Public Service (PFMA, Treasury Regulations etc.). Negotiation skills, people management, financial solving and problem solving. Planning & organizing, time management and strategic planning. Policy analysis and development. Group dynamics, diversity management, facilitation skills and co-ordination skills. Leadership skills, change and knowledge management. Planning and organization skills. Good communication and report writing skills and the ability to work under pressure. Programme and Project Management. Computer literate.
- DUTIES** : The successful candidate will be required to: Development and Management of the Strategic Plan, Annual Performance Plan, Manage internal Organisational Efficiencies and Compliance, Coordinate all administrative inputs to all external strategic control points, including the Ministry and Parliament. Provide direct administrative support to the Office of the Director General. Manage back-end Corporate Services support functions. Manage the branch and its deliverables against the expected Annual Targets and Projects. Provide strategic leadership for effective and efficient management of the branch. Monitor the management of the financial activities of the Office.
- ENQUIRIES** : Enquiries should be directed to Messdames Mgbo PM / Moyaba ME / Mamabolo MC and Kekana PL Tel no: (015) 287 6441 / 6027 / 6066 / 6293 respectively.
- POST 16/40** : **DIRECTOR: PREMIER'S ADVISORY COUNCIL 1 POST REF NO: OTP/01/17/03**
Directorate: Premier's Advisory Council
- SALARY** : R898 743–R1 058 691 per annum, Level 13
CENTRE : Head Office: Polokwane
REQUIREMENTS : NQF 7 (Relevant Bachelor's Degree requiring a minimum of three (3) years tertiary qualification plus academic record) in the Social Sciences e.g. Economics or equivalent qualification as recognized by SAQA. At least 10 years' experience of which five (5) years must have been in Middle Management position. Knowledge of policy formulation, analysis and implementation. A valid vehicle driver's licence. Competencies: A high standard of writing and analytical skills. Negotiation skills, people management, financial solving and project management. Planning & organizing, time management and strategic planning. Policy analysis and development. Group dynamics, diversity management, facilitation skills and co-ordination skills. Leadership skills, change and knowledge management. Planning and organization skills. Good communication and report writing skills and the ability to work under pressure. Computer literate.
- DUTIES** : The successful candidate will be required to: Coordinate and support the Premier's Employment Growth and Advisory Council (PEGAC) and Limpopo Employment Growth and Development Plan. Coordinate and support the Technical Working Groups of PEGAC. Ensure support in the consolidation and mainstreaming of the inputs of PEGAC and its TWGs into the Limpopo Development Plan (LDP), Cluster Committees and Executive Council of the Province. Manage the staff, funds and operations in the Premier Employment Growth and Development Council (PEGAC) management of Sub – Directorate.
- ENQUIRIES** : Enquiries should be directed to Messdames Mgbo PM / Moyaba ME / Mamabolo MC and Kekana PL Tel no: (015) 287 6441 / 6027 / 6066 / 6293 respectively.

OTHER POST

- POST 16/41** : **DEPUTY DIRECTOR: ICT INFRASTRUCTURE 1 POST REF NO: OTP/01/17/04**
Directorate: Premier's Advisory Council
- SALARY** : R612 822 – R721 878 per annum, Level 11
CENTRE : Head Office: Polokwane
REQUIREMENTS : NQF6 (Relevant Degree / National Diploma requiring a minimum of three (3) years tertiary qualification plus academic record) in Computer Science / Information Technology as recognized by SAQA. At least five to ten (5-10) years' experience in an ICT environment field of which five (5) years must have been in lower management position. Certificate in ITIL or COBIT, CCNA, ISO17799. A valid driver's licence. Competencies: Analytical thinking, Report writing skills, Negotiation skills, People management, Financial management, Planning & organizing, Time management, strategic planning, Policy analysis and development, Good communication skills, Group dynamics, Diversity management, Facilitation skills, Co-ordination skills, Leadership skills, Change and knowledge management, and Systems development life.
- DUTIES** : Determine ICT Infrastructure requirements and provide appropriate tools. Development and maintenance of the network and wireless ICT Infrastructure. Management of ICT Infrastructure and security. Management of disaster recovery and backups. Development, implementation of configuration documents and ICT policies. Development and maintenance of service level agreements. Manage the ICT infrastructure team. Provide effective communication to all clients and stakeholders.
- ENQUIRIES** : Enquiries should be directed to Messdames Mgbo PM/Moyaba ME/Mamabolo MC and Kekana PL Tel no: (015) 287 6441 / 6027 / 6066 / 6293 respectively.

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

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

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

OTHER POSTS

POST 16/42 : **SENIOR ADMIN OFFICER: INFRASTRUCTURE SOURCING**
(Directorate: Supply Chain Sourcing)

SALARY : R262 272 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Relevant post-matric qualification in Procurement &/or the built environment. Experience: The ideal candidate will have experience in procurement of built environment-related goods and services in a healthcare environment by means of commodity-driven sourcing strategies; in particular: Executing procurement projects from needs analysis through to contract management stage. The procurement processes prescribed by the Construction Industry Development Board. The local built environment industry, incl. cost drivers, supply & demand, innovations, vendor landscape, etc. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of FM services e.g.; plumbing, electrical and mechanical maintenance, HVAC, fabric repairs, etc. Demonstrable stakeholder engagement and influencing skills. Financial, commercial awareness and computer literacy (Word, Excel and PowerPoint). Proven experience managing complex projects, and rigorous expenditure analysis and reporting skills. Ability to work under pressure and pay attention to detail and meet deadlines. Ability to communicate in at least two of the three official languages of the Western Cape. 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 infrastructure goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans. End-to-end management of the sourcing process: drive vendor performance management, vendor identification, evaluation. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Delivery of optimal commercial benefits to the Department.

ENQUIRIES : Ms S van Breda, Tel no: (021) 483 7810
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000

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

POST 16/43 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
(Eden District Office)

SALARY : R211 194 per annum
CENTRE : Prince Albert Hospital
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate plus competencies. Experience: Appropriate experience. Inherent requirements of the job: Valid (Code B/EB) drivers licence and willingness to travel. Willingness to work overtime when required. Competencies (knowledge/skills): Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Good communication, interpersonal, organisational and leadership skills. Ability to maintain confidentiality. Ability to supervise the relevant component. Computer literacy (MS Word, Excel and PowerPoint). Sound knowledge or working

experience of BAS, LOGIS, CLINICOM, PERSAL. Note: All candidates will be subjected to a computer literacy test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Effective and efficient Human Resource Management functions as a satellite of Beaufort West Hospital. Prepare and submit Human Resource related reports and statistics. Implement measures to address shortcomings identified through audits. Implement and monitor policies, circulars, finance instructions and other relevant legislative prescripts. Supervision and administrative duties relating to Support Service sections, including food Service unit, laundry, workshop/maintenance functions, registration, general workers, mortuary and Transport. Effective and efficient Supply Chain Management, Financial, Administration, Revenue and Asset Management. Functions as a satellite of Beaufort West Hospital.

ENQUIRIES : Ms J Gous, Tel no: (023) 541 1300 Ext: 119
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 05 May 2017

POST 16/44 : **CLEANER**
(West Coast District)

SALARY : R78 066 per annum
CENTRE : Malmesbury CDC
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience. Inherent requirement of the job: Ability to do physical tasks and operate heavy duty cleaning and household equipment. Competencies (knowledge/skills): Adhere to loyal service ethics. Note: payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Responsible for cleaning duties (i.e. sweep, dust, mop, scrub, polish, refuse handling, maintenance of general neatness and hygiene of the area). Render assistance to the supervisor with general housekeeping duties such as control of cleaning, household equipment and care of linen. Attend in-service training appropriate to service delivery. Support Waste Management.

ENQUIRIES : Ms H Visser, Tel no: (022) 482 2729
APPLICATIONS : The Manager: Medical Services, Swartland Hospital, Private Bag X2, Malmesbury, 7299
FOR ATTENTION : Ms C Julius
CLOSING DATE : 12 May 2017