



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 17 OF 2017

DATE ISSUED: 28 APRIL 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 ENVIRONMENTAL AFFAIRS

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

- APPLICTIONS** : Forwarded to Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- CLOSING DATE** : 15 May 2017
- NOTE** : Application must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Relaxation of qualification requirements may be considered for non-OSD posts. Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest. All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience. The department reserves the right not to make an appointment. No e-mailed, faxed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 17/01** : **CONTROL BIODIVERSITY OFFICER GRADE A: BIODIVERSITY PLANNING REF NO BC02/2017**
- SALARY** : R439 917 per annum (Total Package of 598 626 per annum)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3 year Bachelor's Degree/National Diploma in Natural/Environmental Sciences or equivalent qualification in the related field. An understanding of biodiversity management as it relates specifically to biodiversity planning, including policies, strategies, programmes and the national legislative framework relevant to biodiversity management and planning. Knowledge of Finance, Planning and Project management. Good Communication Skills (verbal and written). Organising and planning, leadership, and coordination skills.
- DUTIES** : Coordinate and facilitate the implementation of the National Environmental Management: Biodiversity Act (NEMBA); with specific reference to the planning provisions of the Act; assist with development of legislation/strategies/tools relating to biodiversity planning; provide sound specialist advice to line function staff and stakeholders on relevant policies, legislation, strategies, programmes, and norms and standards relating to biodiversity planning matters; liaise with relevant stakeholders on all biodiversity planning matters with specific reference to ecosystem conservation and management; promote mainstreaming of biodiversity tools, processes and programmes into sector role players; and contribute inputs to Environmental Impact Assessments (EIAs) when required. Provide scientific and technical support in co-ordinating the implementation of biodiversity stewardship for formal conservation outside of state-owned protected areas. Provide scientific and technical support in development, implementation and mainstreaming of legislation and policies that contribute to the conservation and management of ecosystems, including threatening processes for ecosystems; biodiversity offsets; Mining and Biodiversity Guidelines, Minimum Requirements for biodiversity in EIAs, and the establishment of National Botanical Gardens.
- ENQUIRIES** : Ms P Kershaw, Tel no: (012) 399-9585

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimoseiso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 12 May 2017
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). "The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance". All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. (Criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

- POST 17/02** : **DEPUTY DIRECTOR-GENERAL: INTERGOVERNMENTAL COORDINATION & STAKEHOLDER MANAGEMENT**
Branch: Intergovernmental Coordination & Stakeholder Management
- SALARY** : All-inclusive salary package of R1 299 501 per annum of which 30% may be structured according to the individual's needs
- CENTRE** : Pretoria
- REQUIREMENTS** : Envisage for appointment to this position is a seasoned and experienced senior manager with a minimum of eight (8) to ten (10) years' experience in senior management services dealing with government policy, intergovernmental relations, stakeholder and relationship management and development communication. An appropriate 4 years undergraduate qualification (NQF8) in Public Relations/Development Communication/ Public Management or any other related qualification. Excellent writing skills with extensive report writing experience. Strong Financial and Human Resource Management skills. Computer Skills. A code 8 driver's license.
- DUTIES** : Provide effective strategic leadership and management of the Chief Directorate: Provincial Liaison, Media Engagement and Cluster Communications. Provide strategic leadership to Cluster Communication system in government and media .Build partnership with strategic stakeholders in pursuit of the GCIS' vision of access to information. Ensure effective functioning of the ICSM Branch. Supervise, lead or participate in government communication projects, including giving strategic guidance to cluster communications. Manage intergovernmental relations, as well as stakeholder management for the programme. Provide support in developing communication system at the sphere of local government as well as working closely with the office of the Director-general and communication unit in the provincial government. Ensure synergy in the work of GCIS and that of the provinces with respect to communication guided by the national communication strategy. Build

		partnership with strategic stakeholders in pursuit of the GCIS' vision of access to information.
<u>ENQUIRIES NOTE</u>	:	Mr D Liphoko, Tel no: (012) 473 0063
	:	This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.
<u>POST 17/03</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CONTENT PROCESSING AND DISSEMINATION</u>
		Branch: Content Processing and Dissemination
<u>SALARY</u>	:	All-inclusive salary package of R1 299 501 per annum of which 30% may be structured according to the individual's needs
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Envisage for appointment to this position is a seasoned and experienced senior manager with a minimum of eight (8) to ten (10) years' experience in senior management services dealing with government policy, intergovernmental relations, stakeholder and relationship management and development communication. An appropriate 4 years undergraduate qualification (NQF8) in areas such as political science, communication and research would be an advantage.
<u>DUTIES</u>	:	Effective management of the Branch: Content Processing and Dissemination and also deputies for the DG in providing leadership in Government communication. Manage the following Chief Directorates: Products and Platforms, Marketing and Distribution as well as Policy and Research. Carry out all functions delegated to him/her by the DG. Co-ordinate strategic communication planning in GCIS and across government .Oversee the content development process implemented through the Communication Service Agency, Intergovernmental Coordination and Stakeholder Management, Media Engagement and Electronic Information Resources. Coordinate the dissemination of information about GCIS services. Supervise, lead or participate in communication projects. Development of a communication strategy for government and GCIS. Oversight over production of accurate and high quality content for GCIS platforms. Strategic oversight of the media Bulk Buying. Oversee the building and maintenance of reliable knowledge base to inform communication interventions. Coherence in the work of GCIS with respect to content development and management, integrated messaging.
<u>ENQUIRIES NOTE</u>	:	Mr D Liphoko Tel no: (012) 473 0063
	:	This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.
<u>POST 17/04</u>	:	<u>CHIEF DIRECTOR: SOCIAL SECTOR & GOVERNANCE ADMINISTRATION CLUSTER</u>
		Branch: Branch: Intergovernmental Coordination & Stakeholder Management
<u>SALARY</u>	:	All-inclusive salary package of R1 068 564 per annum of which 30% may be structured according to the individual's needs
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Applicants must be in possession of an appropriate three year Bachelor's Degree (NQF level 7) in Journalism, Media Studies, Communication or Political Sciences. A post-graduate qualification will be an added advantage. The applicant must have five (05) years' experience at a senior managerial level with extensive experience in the field of communication strategizing and campaigning, writing and development of policy documents, and sound understanding of the media environment and practices. Comprehensive knowledge of government's programme of action and understanding of communication implications derived from this. Sound knowledge of the structures and functioning of government across all the three spheres of government and be familiar with the performance monitoring and evaluation approach as adopted by government. Strategic capability and leadership, financial management, programme and project management, service delivery innovation, communication (verbal & written) skills, people management and empowerment, problem solving and analysis, stakeholder management, customer service, knowledge management and research. A valid driver's licence. Computer literate.
<u>DUTIES</u>	:	The successful candidate will be required to represent the executive leadership of the GCIS on cluster and delivery forums. Lead the implementation of governments Medium Term Strategic Framework through the development of cluster communication strategies and campaigns in partnership with the relevant lead departments. Provide daily strategic advice and guidance on issues emanating from the communication environment. Develop and oversee strategies for the

effective integration of cluster communication across government. Analyse policies and documents emanating from the cluster system and write strategic documents for cluster media briefings. Support in managing strategic communication for government and Cabinet.

**ENQUIRIES
NOTE**

: Mr M Currin Tel no: (012) 473 0183
: This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.

POST 17/05

: **CHIEF DIRECTOR: MEDIA ENGAGEMENT**
Branch: Branch: Intergovernmental Coordination & Stakeholder Management

SALARY

: All-inclusive salary package of R1 068 564 per annum of which 30% may be structured according to the individual's needs

**CENTRE
REQUIREMENTS**

: Pretoria
: Qualifications: An appropriate Bachelor's degree/national diploma in Communication/Journalism, International Relations or Political Science with strong management skills. Experience: 5 years' experience at a senior managerial level with proven, strong understanding of the communication landscape in South Africa, and more specifically the South African media landscape. Proven experience in writing and using writing capabilities to respond to media and the communication needs of the media. A track record in a public media liaison function or in the media industry would weigh heavily in a successful candidates favour. Proven experience in the management of a multi-disciplinary communications team. Job Knowledge: Knowledge and understanding of the South African political and media landscape and government's programme of action. Media and stakeholder relationship management and liaison abilities. Media analysis and ability to respond. Content management and analysis and the ability to give guidance on how to handle issues in the media. Knowledge of electronic media coverage. Understanding of the communication landscape and interest in media and communication trends including research. Competencies required: Ability to interpret and apply government policies specifically from a media perspective. Coaching, mentoring, influencing and networking skills. Provide strategic capability and leadership within the content of mentoring and financial management. Programme and Project Management. Understanding of urgent or rapid issue management functions. People management and empowerment. Ability to communicate with senior members of government and other stakeholders. Excellent writing skills. The ability to liaise with Ministerial Media Liaison Officers and heads of communication. Good stakeholder relations with an understanding and appreciation of needs of print and broadcast media.

DUTIES

: Lead a Chief Directorate which sets and influences the media agenda through a robust, proactive and efficient rapid response system. Manage the content of the engagements with government communicators and ensure the alignment of government messages. Provide communications and media support to the Cabinet spokesperson as well as government related events. Build, maintain and strengthen relationships with the media to promote platforms for government to communicate policies, programmes and plans. Provide leadership in the management of a proactive Parliamentary Office service, driven towards providing an efficient communication support to government departments in Parliament and Parliamentarians. Provide leadership of the international media liaison relationships in GCIS, including providing relevant government information and news as well as management of international coordination of media visits and accreditation. Provide leadership and operate an efficient, effective and compliant Chief Directorate.

**ENQUIRIES
NOTE**

: Mr M Currin Tel no: (012) 473 0183
: This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.

POST 17/06

: **DIRECTOR: CLUSTER COMMUNICATION: GOVERNANCE AND ADMINISTRATION (G&A) CLUSTER AND SOCIAL PROTECTION, COMMUNITY AND HUMAN DEVELOPMENT (SPCHD) CLUSTER**
Branch: Intergovernmental Coordination & Stakeholder Management

SALARY

: All-inclusive salary package of R898 743 per annum of which 30% may be structured according to the individual's needs

**CENTRE
REQUIREMENTS**

: Pretoria
: Applicants should be in possession of a three-year Bachelor's degree in either Communications/Public Relations or related qualification. Experience: At least 5

years' experience at a middle/senior management level with extensive experience in and knowledge of development communication, proven leadership capabilities, and sound managerial, interpersonal and project management skills. 5 years' experience in government communication, of which at least 2 - 3 years should be at management level. Experience should include communication strategizing as well as content development and report writing. The candidate must have a sound knowledge of the functioning of government, structures and the communication system. A comprehensive understanding of policies, programmes and priorities of government and the ability to stay informed with all developments in the broad environment and current affairs, especially in relation to the above-mentioned clusters. Ability to interact with communicators across government and other stakeholders and content for use in various communication products. The development of content strategies, questions and answers, factsheets, reports and other documents as required. Analyse policies and documents emanating from the cluster system. Good interpersonal skills, including ability to build and maintain strategic partnerships. The candidate should have excellent verbal and written communication skills, good interpersonal skills, including ability to interface with various stakeholders within the private and public sectors. Must have a valid driver's licence and be computer literate. The successful candidate must have experience in the Government communication system, clusters or other similar structures but also a sound understanding of the Outcomes Based Approach to performance monitoring.

DUTIES

: Provide effective strategic and dedicated support and coordinate all activities relating to both the G&A and the SPCHD clusters to ensure better performance of the communication system. Facilitate and develop strategic communication content for both clusters, G&A and SPCHD. Ensure a review and align the GCP, communication strategies for clusters, campaigns projects and other activities. Drive the implementation of the clusters communication programme of actions and provide regular reports. Ensure plans are in place to handle issues emanating from the communication and media environment and through the Government Rapid Response system. Research and develop high level communication documents in support of key post cabinet, cluster, and internal communication fora about programmes and policies of government and their communication implications. Facilitate and coordinate the monthly communication cluster meetings toward the development of a strategic agenda for government communications priorities within the cluster. Coordinate the participation of government communication in already established platforms for better and effective communication. Ensure the timely development of the monthly reports to Directors-General and other fora. Ensure an effective management of the Internal Communicators' Forum and cascade information to internal audiences. Monitoring the implementation of developed communication plans (GCP), strategies for government to deliver on its key objectives. Evaluate the effectiveness of the communication forums that are convened and coordinated by the Chief Directorate Cluster Communication. Participate in the induction programmes within and outside GCIS. People development and management. Manage budgets and ensuring that expenditure is within limits. Provide leadership and operate an efficient, effective and compliant Directorate.

**ENQUIRIES
NOTE**

: Mr T Ramotse Tel no: (012) 473 0204
 : This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.

POST 17/07

: **DIRECTOR: RAPID RESPONSE**
 Branch: Intergovernmental Coordination & Stakeholder Management

SALARY

: All-inclusive salary package of R898 743 per annum of which 30% may be structured according to the individual's needs

**CENTRE
REQUIREMENTS**

: Pretoria
 : Qualification: An appropriate 3-year Degree/ National Diploma in Communication Science/Development Communication/Journalism /Media Studies/Political Science (NQF level 7 as recognized by SAQA. Experience: Five (5) years' experience at a middle/senior management level with extensive experience in the field of media monitoring including, electronic, print and social media platforms, to identify issues that are likely to impact the communication environment and specifically the reputation of government. Experience in developing and facilitating the implementation of the rapid response management strategies. Skills: Ability to interpret research, excellent writing skills and the ability to deliver editorial and technical writing output. High level of accuracy and attention to detail, good

organizational and team working skills, building and maintaining relationships, analytical and quick thinking, ability to adhere to strict deadlines and ability to influence decisions at executive level. Writing and facilitation as well as sound communication and good interpersonal skills. Job Knowledge: Extensive knowledge of Public Service Regulatory framework. Competencies required: Influencing and networking abilities. Financial management. Programme and project management. Ability to communicate with senior members of government and other stakeholders. Excellent writing skills. Communication (both written and oral). Innovative, strategic and creative thinking. Computer literacy. A code 8 driver's license.

DUTIES

: Daily monitoring of print, electronic and social media platforms to identify stories that are likely to impact government. Conduct keyword research including cataloguing and indexing of issues which impact the manner in which government is perceived and understood. Provide strategic advice to GCIS management and where necessary the system of government communication and provide appropriate action/solutions/recommendations on issues in the media landscape. Lead daily rapid response meetings, make recommendations and facilitate follow-through. Input and influence the content of the media analysis reports identifying focus areas. Minute by minute participation in conversations related to government and its brand, answer comments, be a mediator in the various platforms in place for Government Issue management. Create content for feeds and snippets in various social media sites. Create and update daily, weekly and monthly reports. Provide strategic leadership and advice on issues emanating from the daily conferences and identify communication opportunities and platforms in the media and oversee implementation thereof. Oversee the drafting of proactive and reactive communication content. Provide strategic direction to ensure the strengthening of synergies with other relevant units within GCIS. Oversee the process of media monitoring and development of Rapid Response agenda and recommendations. Provide leadership and operate an efficient, effective and compliant directorate.

ENQUIRIES

: Mr M Currin, Tel no: (012) 473 0183

NOTE

: This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.

POST 17/08

PROVINCIAL DIRECTOR FREE STATE

Branch: Intergovernmental Coordination & Stakeholder Management

SALARY

: All-inclusive salary package of R898 743 per annum of which 30% may be structured according to the individual's needs

CENTRE

: Free State

REQUIREMENTS

: A seasoned manager with an appropriate Bachelor's degree or equivalent tertiary qualification. Experience: At least 5 years of experience at a middle/senior management level with extensive experience in and knowledge of development communication, proven leadership capabilities, and sound interpersonal and project management skills. Experience in coordinating multi-media communication campaigns. Sound knowledge of the Public Finance Management Act. Knowledge: Comprehensive knowledge of the Free State province, including socio-economic and development dynamics as well as the programmes and priorities of government. Must have a valid driver's license and be computer literate.

DUTIES

: Provide strategic leadership and management to the GCIS Provincial Directorate in the Free State Province. Deliver communication campaigns in line with the government communication programme and provincial communication programme. Provide support for the extension of the government communication system to the local government sphere. Support provincial government in the rollout and promotion of a government-wide access strategy including the establishment of Thusong Service Centres. Develop and maintain communication partnerships with provincial stakeholders from government and civil society. All the shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistical 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.

ENQUIRIES

: Mr M Currin Tel no: (012) 473 0183/ Ms G Thopps Tel no: (012) 473 0096

NOTE

: This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.

- POST 17/09** : **PROVINCIAL DIRECTOR NORTHWEST**
Branch: Intergovernmental Coordination & Stakeholder Management
- SALARY** : All-inclusive salary package of R898 743 per annum of which 30% may be structured according to the individual's needs
- CENTRE** : Mafikeng
- REQUIREMENTS** : Qualification: An appropriate 3-year Bachelor's Degree/National Diploma in Development Communication/ Journalism/ Political Studies or Communication. Experience: Five (5) years' experience at a middle/senior managerial level with extensive experience and knowledge of development communication, proven leadership capabilities and managerial skills, as well as skills to monitor and coordinate multi media campaigns, and project management skills. Knowledge: Sound knowledge of the Public Finance Management Act. Comprehensive knowledge of the North West province, including socio-economic, historical and development dynamics as well as the programmes and priorities of government. Skills: Must be well-versed in all aspects related to communication processes and good computer skills. Ability to liaise with clients and service providers. Proficiency in both verbal and written communication. Ability to work independently as well as in a team. Must be able to work under pressure. Must have a valid driver's license.
- DUTIES** : Provide strategic leadership and management to the GCIS Provincial Directorate in the North West Province. Deliver communication campaigns in line with the government communication programme and provincial communication programme. Provide support for the extension of the government communication system to the local government sphere. Support provincial government in the rollout and promotion of a government-wide access strategy including the establishment of Thusong Service Centres. Develop and maintain communication partnerships with provincial stakeholders from government and civil society. All the shortlisted candidates will be subjected to a technical exercise that intends to test the 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 must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting.
- ENQUIRIES** : Mr M Currin, Tel no: (012) 473 0183.
- NOTE** : This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.
- POST 17/10** : **DIRECTOR: HUMAN RESOURCE DEVELOPMENT**
Branch: Corporate Services
- SALARY** : All-inclusive salary package of R898 743 per annum of which 30% may be structured according to the individual's needs
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year Degree/ National Diploma in Human Resources Management/ Development/ Training & Development/Public Administration/ Public Management or equivalent qualification (NQF level 7 as recognized by SAQA. Experience: Five (5) years' experience at a middle/senior managerial level with extensive experience in the field of Human Resource Development (HRD), managerial experience and financial management. Skills: Writing and facilitation as well as sound communication and good interpersonal skills. Job Knowledge: Extensive knowledge of Public Service Regulatory framework. Extensive knowledge of education, training and development practices. All applicable training and development Acts-. SAQA and all relevant SETA's. National Skills Development Strategy. Human Resources Development in the Public Service, Gender mainstreaming, Disability issues and Employee Health and Wellness Programme. Competencies required: Influencing and networking abilities. Financial management. Programme and project management. Ability to communicate with senior members of government and other stakeholders. Excellent writing skills. Innovative and creative thinking. Programme and project management. Communication (both written and oral). Innovative, strategic and creative thinking. Computer literacy. A code 8 driver's license.

- DUTIES** : Develop internal capacity as well as employee wellness, gender mainstreaming, disability management and Management Development programmes within Government Communication and Information System. Provide leadership in Employee Health and Wellness. Provide leadership in Gender Mainstreaming and management of EWD. Provide leadership in HRD matters. Provide leadership in financial, human resource and administrative management of the directorate. Ensure efficiency in management and administration of training matters. Promote proper training practices in terms of applicable legislative framework. Manage the accreditation of the departmental training courses. Manage and coordinate the induction of new staff. Manage and implement the roll-out of internship/ Learnership programmes. Manage the implementation and maintenance of comprehensive human resource training and development strategy. Manage the administration of training and development with relevant SETA's. Manage the implementation of all policies related to Human Resources Development and Employee Health and Wellness Programme. Ensure that training courses and workshops attended are in line with the individual development plans. Manage and coordinate the budget of the directorate.
- ENQUIRIES NOTE** : Mr K Semakane Tel no: (012) 473 0128
: This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.
- POST 17/11** : **DIRECTOR: VUK'UZENZELE DIRECTORATE**
Branch: Content Processing & Dissemination
- SALARY** : All-inclusive salary package of R898 743 per annum of which 30% may be structured according to the individual's needs
- CENTRE REQUIREMENTS** : Pretoria
: Applicants must be in possession of an appropriate three year Bachelor's Degree (NQF level 7) or with five years sufficient experience on middle management services level in related field. Knowledge of financial administrative processes, supply chain management, and staff administration. Knowledge of Public Service Regularity Frameworks, and Directives. Good Client orientation and customer focus, programme and project management, organizing and coordination skills, writing, and communication skills. Experience regarding all aspects of office management, the management of human and financial resources. Excellent time management, and extensive report writing experience. The ability to multi-task and manage priorities in a fast-paced environment. Strong financial and human resource management skills. Computer skills. A code 8 driver's license.
- DUTIES** : The successful candidate will be required to manage the overall production process of two (2) publications (Vuk'uzenzele Government Newspaper and Public Sector Manager magazine). Provide strategic leadership to the Directorate: Vuk'uzenzele within the Chief Directorate: Products and Platforms. Lead and coordinate the production of Vuk'uzenzele newspaper and Public Sector Manager magazine. To publish bi-monthly editions of Vuk'uzenzele newspaper and monthly Public Sector Manager Magazine. Lead the directorate in the editorial planning of both publications to ensure that the content is relevant for the target audience. Participate in the editorial planning of other products and platforms in the Chief Directorate. Lead the development of the editorial content for both publications. Provide overall management and administration of the Directorate in the following areas: Financial administration, e.g. developing budgets, compiling and monitoring financial projections and operational expenditure. Supply Chain Management, e.g. managing the supplier environment with respect to sourcing of quotations, developing briefs and specifications for outsourcing of publication services, compiling memoranda and submission for procurement purposes, trafficking delivery of outsourced products and services. Taking care of the day to day business operations of the office, e.g. correspondence, preparing and dealing with minutes, memos and reports, staff administration, including performance management etc. Manage tender procurement processes and contracts in the directorate.
- ENQUIRIES NOTE** : Ms T Carrim Tel no: (012) 473 0298
: This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.

OTHER POSTS

- POST 17/12** : **ASSISTANT DIRECTOR: CONTENT AND KNOWLEDGE MANAGEMENT**
Directorate: Provincial Liaison Northern Cape
- SALARY** : R311 784 per annum
CENTRE : Kimberley
REQUIREMENTS : Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent qualification and/or sufficient communication experience with knowledge of communication disciplines, including media liaison, research and development. The candidate must have an understanding of development communication and knowledge of the Northern Cape Province. He/she must be computer literate, and be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Some knowledge of administration and finance is required.
- DUTIES** : The successful candidate will be required to provide support in overseeing the work of the Provincial Office. Serve as the Sub-project desk for information management in the Provincial Office. Support the Deputy Director: Liaison in coordinating the implementation of projects and the monitoring and evaluation of work done by district based RCC/Senior Communication Officers. Oversee the functioning of information resource centres in the Provincial and District offices. Quality assures the corporate and branding identity of government information products. Oversee the management of the distribution function in the GCIS Provincial and District offices. The candidate will be responsible for the monitoring and evaluation of the work of the GCIS Northern Cape Office including desktop research duties and impact assessments.
- ENQUIRIES** : Mr M Nagel: Tel no: (053) 8321378
- POST 17/13** : **SYSTEM SUPPORT**
One Year Contract
Directorate: Information Management Systems
- SALARY** : R211 194 per annum
CENTRE : Pretoria
REQUIREMENTS : Qualifications: Applicants must be in possession of an appropriate National Diploma (NQF level 6), preferably in Information Technology, specialising in System Development or related qualification, with relevant experience in system support or information technology. The candidate must have good System Support skill; Good logical and analytical thinking; Problem solving skills; System Testing skill; Good communication skills (written and oral); Good interpersonal skill; Documentation skill; Fair understanding of project management, and A fast learner on Information Systems.
- DUTIES** : The successful candidate will be responsible for supporting users with GCIS internal Information Management Systems, especially SharePoint support and Training. Assisting the Directorate: Information Management Systems (IMS) to manage IM Systems projects. Assist the Directorate to do the administration tasks. Test the new systems developed and test on the Enhancements for the existing systems.
- ENQUIRIES** : Ms Chen Tel no: (012) 473 0043

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

- APPLICATIONS** : please forward your application, quoting the reference number to: the director-general, department of higher education and training, private bag X174, Pretoria, 0001 or hand deliver to: 123 Francis Baard street (former Schoeman street) Pretoria.
- CLOSING DATE** : 12 May 2017
- NOTE** : Applications must be submitted on Z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive cv (with three contactable references and certified copies of all qualifications, identity document (id) not older than three months, including drivers licence (where it is required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Failure to sign Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Applications received after the closing date or faxed and emailed applications will not be considered. Note: 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. The successful candidate will be subjected to undergo a compulsory competency assessment and will be required to sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

MANAGEMENT ECHELON

- POST 17/14** : **DEPUTY DIRECTOR-GENERAL REF NO: DHET 00/04/2017**
Branch: Planning, Policy and Strategy
- SALARY** : R1 299 501 per annum (All-Inclusive Remuneration Package), Level 15
- CENTRE** : Pretoria, Head Office
- REQUIREMENTS** : An appropriate Bachelor's degree/ advanced National Diploma (NQF7) and post graduate qualification with a strong Policy or Development planning focus at NQF 8 level as recognized by SAQA. A Master's or Doctorate Degree (NQF 9 or 10) and verifiable publishing track record will be an added advantage. Minimum 8 to 10 years proven experience at senior management level in the Education Sector. Demonstrate public sector leadership acumen. Experience in the areas of education planning, (short, medium and long term) and implementation, monitoring and supporting programmes and priorities across the all spheres Department of Higher Education and Training and evaluation of policies will serve as a strong recommendation. Good understanding of the functioning of the Department and the various stakeholders. Well-developed strategic management and leadership capabilities. A thorough understanding of the policy and administrative processes of the Department. Sound innovation and organisational abilities. A good understanding of political and governance issues. Knowledge of the Public Service Act, Public Finance Management Act and Treasury Regulations. Willingness to travel the country on regular basis. A valid driver's licence. Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability to create an environment for high performance culture and staff development. Deep understanding of key policy imperatives of the higher education sector, including relevant public sector governance prescripts. Research and policy analysis skills. Financial management and project/programme management skills with credible experience in managing complex systems, policy and multi sector processes. Ability to build trust amongst relevant stakeholders at

high level. Ability to manage multiple projects/programmes. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation and conflict management skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated, and customer focused, solution orientated and able to work under stressful situations.

DUTIES

: Reporting to the Director-General, will be responsible to provide strategic leadership support including supervising staff and the direction of the Department in the delivery of the core mandate and priorities set out by the Director-General and Minister and perform the following key functions: Manage transversal sector research and resource planning and ensure effective knowledge management services for information access and dissemination. Ensure sound strategic management, financial/budget and operational planning and judicious application of funds approved for the branch. Manage a central database system for registered private institutions. Plan and manage the post-school system for infrastructure and physical facilities planning. Manage the DHET strategic planning process, the compilation of departmental strategic plan and develop and implement systems for performance, monitoring and evaluation. Monitor the implementation of these plans. Ensure the development and maintenance of planning systems, tools and long term plans; monitor the performance of the departmental branches and other institutions of the Department. Monitor service delivery, carry out evaluations and promote good planning and M&E practices in the Department. Build a competent, committed and performing teams within the Department. Execute effective monitoring and support of the National Qualifications Framework policy and processes in collaboration with the South African Qualification Authority (SAQA). Plan and manage effective international coordination and relations and development support to meet Departmental strategic objectives. Monitor and manage the national system for the Recognition of Prior Learning (RPL).

ENQUIRIES

: Mr P Mtshali Tel no: (012) 312 5089/Mr R Kgare Tel no: 012 312 5442

POST 17/15

: **CHIEF DIRECTOR: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGES PROGRAMMES AND QUALIFICATIONS REF NO: DHET 23/04/2017**

SALARY CENTRE REQUIREMENTS

: All-inclusive remuneration package R 1 068 564 per annum, Level 14
: Pretoria, Head Office
: An appropriate Bachelor's Degree or equivalent qualification relevant to the post. A postgraduate degree will be an added advantage. Five (5) to ten (10) years relevant experience at Senior Management Level. The main function of the Chief Directorate is to lead the Chief Directorate, TVET Colleges Programmes, Qualifications and Institutional Development, support TVET Colleges to achieve their mandate. The successful candidate will be a strategic and dynamic; and team builder with excellent research and communication skills. The research skills should include establishing, maintain and managing information that allow for planning of interventions and support. The successful candidate should have experience in policy making as well as people and financial management skills. The ability to provide strategic leadership and to work under pressure will be a strong recommendation. The appointee will be part of the management echelon of the Department of Higher Education and will be expected to contribute at that level. Willingness to work irregular hours and travel extensively. Computer skills MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid drivers' license is required.

DUTIES

: Manage the development, evaluation, and maintenance of policy, Programmes and systems of Colleges and monitor implementation thereof. Support the implementation of the National Certificates (Vocational) in TVET Colleges. Support the development and implementation of Programmes targeting youth for skills development. Monitor the implementation of the TVET Recapitalization programmes. Provide strategic support and sound leadership. Provide strategic support to public TVET College. Evaluate budgets expenditure and delivery and provide sound policy and financial advice regarding public TVET College. Support the national and provincial planning and reporting framework of the Department of Education and National Treasury. Support the initiation and publication of research to support policy development .oversee the implementation of connectivity in Colleges. Ensure the registration of private TVET College .Ensure the registration of private TVET College.

ENQUIRIES

: Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: 012 312 5442

POST 17/16 : **CHIEF DIRECTOR: SYSTEMS PLANNING AND INSTITUTIONAL SUPPORT**
REF NO: DHET 24/04/2017

SALARY : All-inclusive remuneration package R 1 068 564 per annum, Level 14
CENTRE : Pretoria, Head Office
REQUIREMENTS : An appropriate Bachelor's Degree or equivalent qualification relevant to the post. A postgraduate degree will be an added advantage. Five (5) to ten (10) years relevant experience at Senior Management Level. Knowledge of the post-school education and training system. Experience in policy development, planning and coordination of programmes within the training and development environment. In-depth knowledge of relevant legislative frameworks, policies and procedures pertaining to the post-school education and training. Understanding of the Department's strategic objectives. Sound interpersonal relations as well as excellent customer relations management skills, Team builder with excellent research and communication skills. The research skills should include establishing, maintain and managing information that allow for planning of interventions and support. The ability to provide strategic leadership and to work under pressure will be a strong recommendation. The appointee will be part of the management echelon of the Department of Higher Education and will be expected to contribute at that level. Willingness to work irregular hours and travel extensively. Computer skills MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid drivers' license is required.

DUTIES : The person will be in charge of the Chief Directorate, comprising the following Directorates: Management and Governance Support, Technical and Vocational and Continuing Education and Training (TVET) Financial Planning and Private TVET Institutions and will be supporting the Department in the management of programmes in the above areas. S/he is expected to lead and manage a team of officials in the DHET, other state Departments and agencies, research councils and other relevant stakeholder bodies in the sector. The successful candidate will be required to ensure coherence and sustainability in the analysis of the medium-to-long-term financing resourcing management, governance and provisioning of education and training in the TVET Sector in South Africa and produce analysis reports, models, plans and policies needed for an effective and efficient education and training system.

ENQUIRIES : Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare 012 312 5442

POST 17/17 : **PROJECT MANAGER: CURRICULUM IMPLEMENTATION REF NO: DHET**
25/04/2017
(5 year contract) (Contract Position until 31 March 2022)

SALARY : All-inclusive remuneration package R898 743 per annum
CENTRE : Pretoria, Head Office
REQUIREMENTS : An appropriate Bachelor's degree/ National Diploma or equivalent qualification in any of the following specializations: Education, Education Management, Curriculum Studies and / or Assessment Studies. 5-10 years' experience in curriculum implementation and student assessments is essential. A post graduate qualification in education and good knowledge of the Public Finance Management Act (PFMA). The position requires a dynamic individual committed to the improvement of curriculum delivery in the fifty public TVET colleges nationally. Knowledge of the technical education and training landscape is of critical importance, as are the competencies for driving and ensuring student success in technically-orientated curricula. Further requirements are excellent project management, problem-solving, report writing and communication skills. The incumbent must be able to execute his/her duties in the context of competing demands that lie within the mandate of the Department and must therefore be able to work effectively within teams and in response to multiple stakeholder interests. Good computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook) are an essential requirement of work performance and reporting. A valid drivers' license is required.

DUTIES : The incumbent will be responsible for setting up the project office that will be responsible for the appointment and management of curriculum specialists who will be deployed nationally to support curriculum delivery in identified programmes/ subjects. Strategic leadership is required for identifying the curriculum areas in which curriculum specialists need to be deployed. Providing leadership in the development and support of lecturers is critical. Managing and leading the delivery of curriculum and administration of appropriate and high quality student assessment regimes to support education, training and development is essential.

		Furthermore, the incumbent must be able to establish multi-stakeholder networks and work with a wide range of industry and education specialists to help improve student performance. Reporting on the five-year project in terms of financial expenditure, delivery on plans, performance of incumbents in the project, and achievement of targets as required by the Department, are of utmost importance.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: 012 312 5442
<u>POST 17/18</u>	:	<u>DIRECTOR: CET INSTITUTIONAL PLANNING AND SUPPORT REF NO: DHET 27/04/2017</u> Branch: Community Education and Training (CET)
<u>SALARY CENTRE REQUIREMENTS</u>	:	All-Inclusive Remuneration Package of R898 743 per annum per annum Pretoria, Head Office An appropriate Bachelor's Degree or equivalent qualification relevant to the post, at least 5-10 years of relevant experience within the post-school education and training sector, of which at least 5 years at middle management level. A post-graduate degree and experience in education institutional planning and development in any of the post-school education training institutional sub-system will be added advantages. A sound and thorough knowledge of policies and strategies relating to institutional planning and development in the Post School Education and Training sector. Willingness to work irregular hours and extensive travelling. An understanding of Department's strategic vision and priorities. A thorough knowledge of all legislation, policies and strategies governing CET Colleges in South Africa. Strategic and leadership, conflict management, budgeting and financial management skills. All short-listed candidates shall be required to do a writing exercise as part of assessing their suitability for the post. Computer skills (MS Word, MS PowerPoint, Ms Excel, MS Access and MS Outlook. Willingness to work irregular hours and travel extensively. A valid driver's license is required.
<u>DUTIES</u>	:	The scope of the Director's work will include but not be limited to: Providing strategic leadership for the development, management and implementation of appropriate legislation, policies and strategies for planning, management and support for Community Education and Training Colleges. Providing leadership in the development of strategic and operational plans of the regions and CET Colleges. Developing institutional mapping of current and future CET Colleges and Learning Centre. Develop institutional framework for CET Colleges. Monitor and manage labour relations in the CET colleges, in collaboration with the Branch: Corporate services in order to ensure labour peace. Managing and monitoring the process of the rationalization of learning sites by CET college councils. Ensuring that the register of CET College learning sites is continually updated. Managing the human resource, finance and assets of the Directorate.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442
<u>POST 17/19</u>	:	<u>DIRECTORS: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION</u> Branch: National Skills Fund (NSF) Chief Directorate: Skills Development Implementation Directorate: Regional Skills Development Implementation
<u>SALARY CENTRE</u>	:	R898 743 per annum (All-inclusive Remuneration Package) Level 13 Free State, Northwest and Northern Cape Regions (REF NO: DHET 41/04/2017) (Candidates must be proficient in English and proficiency in Setswana and/or Sesotho and/or Afrikaans will be an added advantage) Gauteng, Limpopo and Mpumalanga Regions (REF NO: DHET 42/04/2017) (Candidates must be proficient in English and proficiency in Sepedi and/or Tshivenda and/or Xitsonga and/or siSwati and/or isiNdebele and/or isiZulu will be an added advantage). Kwazulu Natal and Eastern Cape Regions (REF NO: DHET 43/04/2017) (Candidates must be proficient in English and proficiency in isiZulu and/or isiXhosa will be an added advantage) Western Cape, Eastern Cape and Northern Cape Regions (REF NO: DHET 44/04/2017) (Candidates must be proficient in English and proficiency in Afrikaans and/or isiXhosa will be an added advantage)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or equivalent qualification in a relevant field, coupled with at least 5 to 10 years relevant middle/senior management relevant experience. The candidate must have experience in managing large projects, portfolios of projects and/or programmes in the private or public sector. Candidates that are registered as a Project Manager or Professional Project Manager at Project Management South Africa will have an added advantage. Good knowledge of the

post school education and training system will also be an added advantage. This is a senior management position in a core functional area that requires a dynamic individual with proven strategic management, leadership and people management capabilities to lead the directorate. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relates to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight time-frames.

DUTIES

: Head the regional skills development directorate, responsible for the regions as indicated above; Responsible for heading the effective monitoring, evaluation and reporting on the allocation, management, operational performance and funding of projects and programmes in the directorate's portfolio; Responsible for heading activities related to the monitoring of projects and programmes in the directorate's portfolio, including performance and financial reporting thereon; Ensure that all documents and information related to projects and programmes in the region are submitted for knowledge management purposes; Manage staff in the directorate; Ensure monitoring site visits are conducted, both expenditure verification as well as delivery site verifications (learner verification, infrastructure verification etc.); Consolidate and record lessons learned; Manage stakeholders and actively participate in both regional and national structures and platforms that are relevant for effective skills development implementation; Perform strategic planning for funding skills development in the directorate's responsible regions; Develop and report on performance indicators; Manage the resources of the Directorate; Participate as an active member of the NSF executive team; Contribute towards the development and implementation of a project management framework for projects and programmes specifically for the region and nationally in general; Provide feedback and strategic advice regarding broader skills development activities within the directorate's regions to national head office; Contribute towards the development and implementation of Strategic Plans, Annual Performance Plans, Operational Performance Plans and other strategic plans for NSF; Contribute towards the development and implementation of the NSF's frameworks, policies, processes and procedures.

**ENQUIRIES
NOTE**

: Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442
 : This position will initially be based at the National Skills Fund's head office at Ndinaye Building, 178 Francis Baard Street, Pretoria, Gauteng. The successful candidate must however be willing to relocate to the NSF's regional office, once established. The regional office may be in any of the provinces mentioned above. Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

POST 17/20

: **DIRECTOR: LABOUR RELATIONS AND EMPLOYEE WELLNESS REF NO: DHET 62/04/2017**
 Branch: Corporate Services
 Chief Directorate: Human Resource Management, Development and Labour Relations

**SALARY
CENTRE
REQUIREMENTS**

: R898 743 per annum (All-Inclusive Remuneration Package), Level 13
 : Pretoria, Head Office
 : An undergraduate qualification (NQF 7) as recognised by SAQA or equivalent qualification in Labour Relations / Labour Law filed, coupled with at least 5 years middle management relevant experience. A postgraduate qualification (NQF8) will be an added advantage. Sound knowledge of Progressive Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity, Public Service Commission's rules for dealing with complaints and grievances. Public Service Coordinating Bargaining Council's Resolutions, interpretation of legislations, Policies and policy guideline formulation. Experience in dealing with labour litigation beyond arbitration, e.g. processes in the Labour Court. Knowledge of relevant HIV and AIDS related legislation, policies and regulations, knowledge of the National Strategic Plan for RSA, HIV and AIDS, STI's and Integrated Employee Health and Wellness Framework, structure and functioning of the Department, EHWP Policies. Good strategic leadership and management,

		negotiation, conflict management and dispute resolution, budgeting and financial management skills, verbal and written communication and presentation skills. Good computer skills and a valid driver's license are essential. Candidates must be willing to travel the country extensively and work irregular hours and be committed to meet deadlines within tight time-frames.
<u>DUTIES</u>	:	Provide strategic direction in the implementation and promotion of sound labour relations programmes and interventions. Consult and advise management and employees with regard to legislation, policies and procedures. Manage discipline, dispute resolution and collective bargaining procedures. Manage finalisation of all grievances and complaints received from employees in the Department and business stakeholders. Manage finalization of all misconduct cases. Provide training and advocacy on progressive labour related matters in the Department and its business stakeholders. Monitor analyse labour trends and advice on amendments to the relationship agreement/s as required. Implement and maintain a comprehensive labour relation administration system and ensure accuracy on reporting of all labour relation related information. Manage resources within the Labour Relations Directorate and Performance Management Development System of employees. Serve as the Chief Negotiator in the chamber. Initiates, participates and provides strategic direction and leadership in the implementation and promotion of Employee Health and Wellness (EHWP) Programmes and interventions. Research and advice on EHWP quality standards, policy matters and best practice and also ensures that the quality standards and policy directives are implemented and promoted at all times
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel no: (012) 312 5089/Mr R Kgare 012 312 5442
<u>POST 17/21</u>	:	<u>PRINCIPALS</u> Sedibeng TVET College (Ref No: 01/04/2017), ORBIT TVET College (REF NO: DHET 02/04/2017), Boland TVET College (REF NO: 03/04/2017), Coastal TVET College, (REF NO: DHET 04/04/2017), Northern Cape Urban TVET COLLEGE (REF NO: DHET 05/04/2017) Vhembe TVET College (REF NO: DHET 06/04/2017) Branch: Technical and Vocational Education and Training Colleges
<u>SALARY CENTRE</u>	:	All-inclusive remuneration package R898 743 per annum, Level 13
	:	These posts are based in technical and vocational education and training (TVET) Colleges
<u>REQUIREMENTS</u>	:	A minimum of an appropriate B Degree or an equivalent qualification. A post-graduate Degree/qualification and/or experience in the Post Schooling Education and Training sector will be an added advantage. 5-10 years' work experience in the TVET or education sector with at least 5 years at middle management level. Extensive experience in any or all of the following general management spheres: college/education institution management, strategy management, education management, human resource management and development. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial management plans and projects. Must have relevant work experience in the training and development or related environment. Ability to design internal systems and controls to ensure sound organisational governance, management and control. Ability to design internal systems and controls to ensure sound financial management. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential. Knowledge of and/or experience of the private sector/industry will also be treated as an added advantage.
<u>DUTIES</u>	:	To drive the efficient and effective implementation of college governance frameworks and systems; and functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant and performance-focused manner. To fulfil the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and in

compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead college infrastructure and estate management system that assures the acquisition, maintenance, management and disposal of physical resources that facilitates the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

ENQUIRIES

: Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442

OTHER POSTS

POST 17/22

: **DEPUTY DIRECTORS: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION**

Branch: National Skills Fund (NSF)

Directorate: Regional Skills Development Implementation

SALARY CENTRE

: R779 295 per annum (All-inclusive Remuneration Package), Level 12
 : Free State, Northwest and Northern Cape Regions (REF NO: DHET 45/04/2017) (TWO POSTS) (Candidates must be proficient in English and proficiency in Setswana and/or Sesotho and/or Afrikaans will be an added advantage)
 Gauteng, Limpopo and Mpumalanga Regions (REF NO: DHET 46/04/2017) (TWO POSTS) (Candidates must be proficient in English and proficiency in Sepedi and/or Tshivenda and/or Xitsonga and/or siSwati and/or isiNdebele and/or isiZulu will be an added advantage).
 Kwazulu Natal and Eastern Cape Regions (REF NO: DHET 47/04/2017) (TWO POSTS) (Candidates must be proficient in English and proficiency in isiZulu and/or isiXhosa will be an added advantage)
 Western Cape and Northern Cape Regions (REF NO: DHET 48/04/2017) (Candidates must be proficient in English and proficiency in Afrikaans and/or isiXhosa will be an added advantage)

REQUIREMENTS

: An appropriate Bachelor's Degree or equivalent qualification in a relevant field, coupled with at least 5 years project management experience and 3 years' experience at a middle management level. Candidates that have experience in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage, as well as a candidate that is registered as a Project Manager or Professional Project Manager with Project Management South Africa or other related bodies. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relates to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight time-frames.

DUTIES

: Responsible for ensuring skills development projects within project portfolio report timely and accurately; Effectively monitor, evaluate and report on the allocation, management, operational performance and funding of projects within project portfolio; Responsible for performing expenditure verification and performance information verification related to projects within project portfolio; Responsible for coordinating physical verification (learners, infrastructure, assets etc.) across the different project sites for the projects within project portfolio; Ensure that all documents and information related to projects and programmes in portfolio are

submitted for knowledge management purposes; Manage stakeholders for portfolio of projects; Actively participate in both regional and national structures and platforms that are relevant for effective skills development implementation; Manage staff under his / her supervision; Provide feedback and strategic advice regarding skills development activities to the regional head; Participate as an active member of the regional management team; Collaboratively contribute to the development of a project management framework for projects and programmes specifically for the region and nationally in general; Effectively implement the project management framework for projects and programmes within project portfolio.

ENQUIRIES
NOTE

: Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442
: This position will initially be based at the National Skills Fund's head office at Ndinaye Building, 178 Francis Baard Street, Pretoria, Gauteng. The successful candidate must however be willing to relocate to the NSF's regional office, once established. The regional office may be in any of the provinces mentioned above. Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

POST 17/23

: **DEPUTY PRINCIPALS: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL)**

SALARY
CENTRE

: All-inclusive remuneration package of R657 558 per annum, Level 11
: Northern Cape Urban TVET College (REF NO: DHET 07/04/2017)
: Tshwane South TVET College (REF NO: DHET 08/04/2017)
: Mnambithi TVET College (REF NO: DHET 09/04/2017)
: Tshwane North TVET College (REF NO: 65/04/2017)

REQUIREMENTS

: An appropriate Bachelor's degree or equivalent qualification in Education and Training. Experience as head of department or Senior Lecturer in the Education and Training environment. A relevant post-graduate degree/qualification in Education and Training will be an added advantage. Five (5) years' work experience in education and training environment. Experience in working at TVET College in the teaching and learning disciplines will also be treated as an added advantage. A sound and thorough knowledge of all the transformational issues, capacity building processes and the National Qualification Framework (NQF) in education especially relating to Curriculum management and delivery. Strategic and management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). An understanding of DHET's strategic vision and priorities. A thorough knowledge of all policies and legislation governing TVET Colleges in South Africa. Thorough knowledge of the student/information management system in respect to vocational education and training. A valid driver's license.

DUTIES

: Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offering. Responsible for the management of the registration process at the College. Manage and Coordinate the compilation and implementation of all student administration policies and procedures at the College. Verify the validity and reliability of registration documentation and all EMIS data and reports. To coordinate the preparation of examination for all programmes involving assessment. To ensure current examination regulations and conventions are adhered to. Liaising with all staff e.g.: Heads of departments regarding entries. Handle college operations including academics, administration and lectures for imparting quality delivery to students. Ensure quality programme delivery. Responsible for Curriculum development. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool. Building a strong network of contacts with other institutions and industries. Ensuring that day to day operations of the college campuses are effectively and efficiently coordinated. Create and implement staff training sessions in conjunction with other managers. The achievement of the requisite pass rate through the monitoring of assessments, attendance, retention of students and certification are key deliverables. Meaningful participation and support of the College Academic Board.

ENQUIRIES

: Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442

POST 17/24

: **DEPUTY PRINCIPAL: INNOVATION AND DEVELOPMENT NORTHLINK TVET COLLEGE REF NO: DHET 10/04/2017**

SALARY
CENTRE

: All-inclusive remuneration package of R657 558 per annum, Level 11
: Pretoria, Head Office

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma or equivalent qualification relevant to the post. Five (5) years relevant experience of an insight into the key performance areas of the required post. A thorough understanding of the South African Human Resources Development Strategy and the National Skills Development Strategy (NSDSIII) with specific reference to the TVET Sector; a sound understanding of Education Policy; the TVET College Mandate, Macro, regional and local Socio-Economic Development imperatives; local and regional Socio-Economic Demographics; and the Role of Stakeholders and Partners in the Technical Vocational Education and Training process). Strategic and management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid driver's license.

DUTIES : The person appointed in this position will be required to expand the business of the college in order to increase access to programmes, leading to intermediate and high level learning and increased access to occupationally-directed programmes. Informing the development of a Programme Qualification Mix (PQM) that is in alignment with the needs of the country, the province, commerce and industry and the strategic objectives of the college. This will demand continuous Environment Scanning; Studying Labour Market Trends; Analysing Labour Market Signals, Sectorial Skills Plans etc. Establish an organisational culture of academic flexibility and demand-driven responsiveness. Establish and maintain effective business development partnerships with commerce and industry focussing on Training Needs; Job Placement Opportunities for both Students and Staff. Facilitating and co-ordinating partnerships with SETAs and Higher Education Institutions for purposes of collaboration. Establish business opportunities and partnerships with the public sector. Establish and maintain International partnerships. Oversee fundraising activities. Oversight role relating to entrepreneurship development initiatives. Communication with stakeholders.

ENQUIRIES : Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442

POST 17/25 : **DEPUTY PRINCIPALS: CORPORATE SERVICES**

SALARY CENTRE : All-inclusive remuneration package of R657 558 per annum, Level 11
Northern Cape Urban (Ref No: DHET 11/04/2017)
Lovedale TVET College (Ref No: DHET 12/04/2017)
Lephalale TVET College (Ref No: DHET 13/04/2017)
Motheo TVET College (Ref No: DHET 14/04/2017)
South Cape TVET College (Ref No: DHET 15/04/2017)
Mopani TVET College (Ref No: DHET 16/04/2017)
King Sabata Dalindyebo TVET College (Ref No: DHET 17/04/2017)
Western TVET College (Ref No: DHET 18/04/2017)

REQUIREMENTS : An appropriate Bachelor's Degree or equivalent qualification in Human Resource Management / Public Management. A relevant post-graduate degree/qualification will be an added advantage. Five (5) years' relevant work experience. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Strategic and management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Knowledge of all policies and legislation governing education and training (Public Service Act, Conditions of Service Labour Relations Act and Employment Equity Act) as well as other regulations in the Public Service and Employment Services in South Africa. Ability to interpret and implement human resource legislations and policies relevant to the sector. Experience in managing people and projects with the ability to plan strategically. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid drivers' licence.

DUTIES : Provide Strategic Leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Also accountable for the effective delivery of services in each of these areas. Coordinates and drives the preparation for the annual reviews of the College's Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance. Oversee the proper and effective management of the College's assets and facilities. Ensure the provision of appropriate and cost effective services.

		Responsible for IT and information management solutions to meet the specific needs of the College. Manage Communications and Marketing.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442
<u>POST 17/26</u>	:	<u>DEPUTY PRINCIPALS: REGISTRAR</u>
<u>SALARY CENTRE</u>	:	All-inclusive remuneration package of R657 558 per annum, Level 11 Port Elizabeth TVET College (Ref No: DHET 19/04/2017) Northern Cape Urban TVET College (Ref No: DHET 20/04/2017) Goldfields TVET College (Ref No: DHET 21/04/2017) Motheo TVET College (Ref No: DHET 22/04/2017)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or equivalent qualification relevant to the post. A relevant post-graduate degree/qualification will be an added advantage. At least 5 years' relevant work experience; Advanced knowledge of the TVET college sector and applicable policies and procedures; Good knowledge of most or all of the following, Student Support Services; Student Registrations; IT/TVETMIS management; Management of Examinations and Student Residences; Strategic and management, conflict management, budgeting and financial management skills. Good verbal and written communication and presentation skills. Ability to form networks; Willingness to work irregular hours and travel extensively. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid driver's license.
<u>DUTIES</u>	:	Oversee the planning and implementation of student support services including functions of the SRC; Oversee the planning and implementation of student registration and examination functions at the College. Oversee the management of student residences; Responsible for IT/FETMIS management and data analysis; General managerial duties including the supervision of staff in the division; reporting; attendance of meetings (internal and external).The incumbent will be expected to travel on a frequent basis to meetings and functions and between campuses.
<u>ENQUIRIES</u>	:	Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442
<u>POST 17/27</u>	:	<u>DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO: DHET 33/04/2017</u> Branch: Planning, Policy and Strategy Chief Directorate: Policy Management and System Planning Directorate: Research Coordination, Monitoring and Evaluation)
<u>SALARY CENTRE</u>	:	All-inclusive remuneration package of R657 558 per annum, Level 11
<u>REQUIREMENTS</u>	:	Pretoria, Head Office An appropriate Bachelor's degree or equivalent qualification relevant to the post. A Master's or Doctoral degree in Education or a relevant Social Science will be an added advantage. At least five years' experience in policy development, policy analysis and experience in writing research or evaluation reports in areas pertaining to post-school education and training and High-level writing and verbal skills.
<u>DUTIES</u>	:	Prepare guides, standards, tools and templates to support policy development and implementation, Undertake capacity building on policy-related matters, Facilitate and support the use of Socio-Economic Impact Assessment (SEIAS) tools in the Department, Facilitate integrated and strategic policy formulation processes to ensure policy coherence across the Department, Undertake any other activities to promote and support policy development and implementation in the Department
<u>ENQUIRIES NOTE</u>	:	Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442 Short-listed candidates will be required to undergo a competency assessment as well as provide written evidence of their experience in research, research management and reporting.
<u>POST 17/28</u>	:	<u>ASSISTANT DIRECTORS</u> Directorate: Regional Skills Development Implementation
<u>SALARY CENTRE</u>	:	R417 552 per annum, Level 10
	:	Kwazulu Natal and Eastern Cape Regions (REF NO: DHET 49/04/2017 (Two Posts) (Candidates must be proficient in English and proficiency in isiZulu and/or isiXhosa will be an added advantage) Western Cape and Northern Cape Regions (REF NO: DHET 50/04/2017 (Candidates must be proficient in English and proficiency in Afrikaans and/or isiXhosa will be an added advantage)

<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or equivalent qualification in a relevant field, coupled with at least 5 years project management experience. Candidates that have experience in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage, as well as candidates that are registered as a Project Manager or Professional Project Manager at Project Management South Africa. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management, negotiation and attention to detail. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel the country extensively, work irregular hours and be committed to meet deadlines within tight time-frames.
<u>DUTIES</u>	:	Responsible for ensuring skills development projects within project portfolio report timely and accurately; Effectively monitor, evaluate and report on the allocation, management, operational performance and funding of projects within project portfolio; Responsible for performing expenditure verification and performance information verification related to projects within project portfolio; Responsible for coordinating physical verification (learners, infrastructure, assets etc.) across the different project sites for the projects within project portfolio; Ensure that all documents and information related to projects and programmes in portfolio are submitted for knowledge management purposes; Manage stakeholders for portfolio of projects; Manage staff reporting to him / her; Provide feedback and advice regarding skills development activities; Participate as an active member of the regional team.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: 012 312 5442
<u>NOTE</u>	:	This position will initially be based at the National Skills Fund's head office at Ndinaye Building, 178 Francis Baard Street, Pretoria, Gauteng. The successful candidate must however be willing to relocate to the NSF's regional office, once established. The regional office may be in any of the provinces mentioned above. Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.
<u>POST 17/29</u>	:	<u>ASSISTANT DIRECTOR: REGISTRATION AND INFORMATION MANAGEMENT REF NO: DHET 26/04/2017</u> Chief Directorate: TVET Systems Planning and Institutional Support Directorate: Private Colleges
<u>SALARY</u>	:	R417 552 per annum, Level 10
<u>CENTRE</u>	:	Pretoria, Head Office
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree in Public Administration and Management or equivalent qualification relevant to the post coupled with 5 years relevant experience in public or private education environment. Knowledge of education laws and their interpretation and implementation. Insight into the Continuing Education and Training Act, 2006 and related Regulations for the registration of private colleges. Possession of technical expertise in all areas of information management. Ability to employ sound judgement and decision making amongst competing demands. Good presentation, organisation, problem-solving, analytical and project execution skills. Information processing and evaluation skills. Document management skills. Strong collaborative skills for engagement within a high functioning cohesive team. Written and verbal communication skills. Research and professional report writing skills.
<u>DUTIES</u>	:	Evaluate applications for registration as private colleges in terms of applicable legal prescripts. Prepare legally sound submissions for registration and certification of private institutions for the Registrar of Private Colleges. Process applications for amendment of registration and prepare submissions thereon. Formulate legally sound heads of arguments on private colleges whose applications for registration and amendment of registration have been declined by the Registrar of Private Colleges for consideration by the Minister's Appeals Committee. Assess registered private colleges for conversion to full registration upon expiry of provisional registration periods. Draft letters of cancellation of registration of defaulting

registered private colleges for the Registrar of Private Colleges. Participate in the Directorate's development, implementation and review of information management needs and solutions. Administer electronic and manual document management systems. Manage maintenance of information management, records retention, archiving and retrieval of information. Undertake research as may be required from time to time.

ENQUIRIES : Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442

POST 17/30 : **ASSISTANT DIRECTOR: BAS SYSTEM MANAGEMENT REF NO: DHET 59/04/2017**

Branch: Chief Financial Officer
Directorate: Financial Services

SALARY CENTRE : R334 545 per annum, Level 09
: Pretoria, Head Office

REQUIREMENTS : An appropriate three year Bachelor's Degree/National Diploma with accounting as a subject. At least five years relevant work experience financial experience. Incumbent must have in-depth knowledge of the Basic Accounting System (BAS) and the compilation of financial statements. Other requirements will be: in-depth knowledge of the requirements of the PFMA and Treasury Regulations; good interpersonal, communication and managerial skills; experience in clearing of accounts; ability to work under pressure with strict deadlines; and good computer literacy skills (MS Excel and MS Word). Communication with National Treasury and the Auditor-General. Colleagues and managers within the Department. Requesting of BAS reports when required. Friendly and trustworthy, Accuracy, Confidence, Ability to work under pressure, Ability to work in a team and independently, Assertiveness and Self-starter.

DUTIES : Prepare the Interim and Annual Financial Statements of the Department; Providing training in the section as well as to officials in the Department on aspects of BAS and financial statements; Ensure that the financial system (BAS) is operational and report any discrepancies to National Treasury and the BAS call center; Maintain the BAS code structures and security profiles and to communicate updates on a regular basis to staff in the Department; Ensure that all relevant security checks are done on a regular basis on the BAS system; Identify and institute corrective measures for financial system risk; Monitor proper integration of the financial system; Managing of staff related matters in the section.

ENQUIRIES : Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442

POST 17/31 : **CHIEF ARTISAN GRADE A: DIESEL MECHANIC REF NO: DHET 35/04/2017**

Branch: Skills Development
Chief Directorate: Indlela

SALARY CENTRE : R343 329 per annum, Level 09 (OSD Salary Scale)
: Indlela, Olifantsfontein

REQUIREMENTS : A National Technical Certificate N3 or equivalent qualification coupled with 3 years supervisory and technical training experience after qualifying as an artisan. Trade Test Certificate in Diesel Mechanic. Knowledge of Manpower Training Act, 1981, and Skills Development Act, 1998. Must be able to assess candidates in Diesel Mechanic. Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem solving skill. Good supervisory skills. Computer literacy (MS Word, Excel, Power Point).

DUTIES : Conduct assessment of candidates in Diesel Mechanic, Maintain assessment equipment and facilities, Maintain and ensure safekeeping of assessment records, Supervise the Tradesman Aids, Assess performance of staff reporting to him/her, Procurement and control of assessment stock and Maintain safety in the workshop

ENQUIRIES : Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442

POST 17/32 : **CHIEF ARTISAN GRADE A: BOILERMAKER 2 POSTS REF NO: DHET 36/04/2017**

SALARY CENTRE : R343 329 per annum, Level 09 (OSD Salary Scale)
: Indlela, Olifantsfontein

REQUIREMENTS : A National Technical Certificate N3 or equivalent qualification coupled with 3 years supervisory and technical training experience after qualifying as an artisan. Trade Test Certificate in Boilermaking. An Assessor Certificate will be an advantage. Knowledge of Manpower Training Act, 1981, and Skills Development Act, 1998. Must be able to assess candidates in Boilermaking trade. Good planning and

- organizing skills. Good verbal and written communication skills. Good problem solving skill. Good supervisory skills. Computer literacy (MS Word, Excel, Power Point). Good report writing.
- DUTIES** : Conduct assessment of candidates in Boilermaking trade, Maintain assessment equipment and facilities, Maintain and ensure safekeeping of assessment records, Supervise the Trade Assistants, Assess performance of staff reporting to him/her, Procurement and control of assessment stock and maintain safely in the workshops.
- ENQUIRIES** : Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442
- POST 17/33** : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET 34/04/2017**
Branch: Planning, Policy and Strategy
Directorate: Research and Evaluation
- SALARY** : R281 418 per annum, Level 08
CENTRE : Pretoria, Head Office
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma or equivalent qualification. At least three years' work experience in administration is required. Experience in financial management system; office management; work flow coordination; events and project management; management of monthly cash flow statement; procurement policies and practices risk and fraud management. Knowledge of Treasury Regulations and the Public Finance Management Act is essential. The candidate must have above average computer skills (MS Office) and excellent report writing skills, minutes taking skills, presentation skills, written and verbal communication skills and interpersonal skills.
- DUTIES** : Manage the MTEF budget process and monthly cash flow statement for the Directorate; Provide administrative, logistical and financial support to the Directorate; Provide general office support, including filing, tracking and processing of documents and correspondence; Compile, manage and update monthly , quarterly, and annual financial and progress reports. Set up meetings, compile and distribute accurate minutes of meetings; Prepare submissions; Coordinate work flow and manage progress reports in the Directorate and assume secretarial functions when required.
- ENQUIRIES** : Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442
- POST 17/34** : **SENIOR ADMINISTRATIVE OFFICER: COMMUNITY EDUCATION TRAINING (CET) X2 COLLEGES**
Branch: Community Education and Training (CET)
- SALARY** : R281 418 per annum, Level 08
CENTRE : Western Cape CET College Ref No: DHET 29/04/2017 Bellville
Northern Cape CET College Ref No: DHET 30/04/2017 Upington
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma or equivalent. 3 years relevant work experience. Knowledge of PERSAL will be an added advantage. The position requires a person who has organizational and administrative skills as well as the ability to arrange and systematize information. A sound knowledge of computer applications, including MS Word, MS Excel, MS Access, MS PowerPoint and MS Outlook is required. Written and verbal communication skills; report writing skills; analytical and logistical skills; events planning and administration skills; and information management skills are important for this position.
- DUTIES** : The successful candidate will be expected to execute various administrative tasks including but not limited to: Assisting in preparing submissions and memorandums; Collecting and updating quarterly reports; Maintaining a central registry and file copies of all documentation; Preparing supporting documents and data for meetings; Prepare, verify and distribute documents to DHET Head Office; Follow up on progress of matters referred to Head Office.
- ENQUIRIES** : Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442
- POST 17/35** : **SENIOR PRACTITIONERS**
Branch: National Skills Fund (NSF)
Directorate: Regional Skills Development Implementation
- SALARY** : R281 418 per annum, Level 08
CENTRE : Kwazulu Natal and Eastern Cape Regions (REF NO: DHET 51/04/2017 (Candidates must be proficient in English and proficiency in isiZulu and/or isiXhosa will be an added advantage)

Western Cape, Eastern Cape and Northern Cape Regions (REF NO: DHET 52/04/2017 (Two posts) (Candidates must be proficient in English and proficiency in Afrikaans and/or isiXhosa will be an added advantage)

REQUIREMENTS

: An appropriate national diploma / degree or equivalent qualification in a relevant field, coupled which at least 3 years' experience in project and / or office administration. Candidates that have project administration experience for large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Good knowledge of the post school education and training system will also be an added advantage. This is an administrative position in a core functional area that requires an individual with proven administrative capabilities. Further skills requirements relates to technical proficiency, communication and information management, administrative organising, monitoring and evaluation, problem solving and analysis, report writing, quality management, budgeting and financial management, stakeholder engagement and management. The incumbent must be client orientated, customer focused, responsive and be able to perform in a team environment. Good computer skills and a valid driver's license are requirements. Although the position will be mainly office based, candidates must be willing to travel. Candidates must also be committed to meet deadlines within tight time-frames and be willing to work overtime to meet the deadlines.

DUTIES

: Prepare project reports, presentations and spreadsheets; Upload project and regional documentation on the system; Take minutes of meetings and distribute to participants; Manage incoming and outgoing mail; Manage office stationary; Manage regional assets; Manage travel, accommodation, S&T claims and other logistical requests for staff in the region; Maintain the filing system; Maintain regional diary; Make photocopies of documentation; Prepare documentation for meetings; Answer telephone calls and take messages; Manage diary of the regional director; Make bookings and schedule meetings for the regional director.

ENQUIRIES

: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442

NOTE

: This position will initially be based at the National Skills Fund's head office at Ndinaye Building, 178 Francis Baard Street, Pretoria, Gauteng. The successful candidate must however be willing to relocate to the NSF's regional office, once established. The regional office may be in any of the provinces mentioned above. Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

POST 17/36

SENIOR PRACTITIONER ADMINISTRATION DHET REF NO: 53/04/2017

Office of the National Skills Fund (NSF) Executive Office

SALARY

: R281 418 per annum, Level 08

CENTRE

: Pretoria, Head Office

REQUIREMENTS

: An appropriate diploma / degree or equivalent qualification in a relevant field, coupled which at least 3 years' office administration experience. Candidates that have administration experience for executive management will have an added advantage. This is an administrative position in the Executive Office of the National Skills Fund and requires an individual with proven administrative capabilities. Further skills requirements relates to technical proficiency, excellent communication and interpersonal skills, efficiency in correspondence management; maintaining confidentiality; strong administrative organisational and general office management skills, problem solving and analysis, report writing, quality management, budgeting and financial management, stakeholder engagement and management. The incumbent must be client orientated, customer focused, proactive, responsive and be able to perform in a team environment. Good computer skills and a valid driver's license are requirements. Although the position will be mainly office based, candidates must be willing to travel. Candidates must also be committed to work irregular hours.

DUTIES

: Prepare reports, presentations, correspondence and spreadsheets for executive office; Quality assure documentation submitted to the executive office; Correspond with and coordinate executive office stakeholders; Upload executive office documentation on the system; Take minutes of meetings and distribute to participants; Compile and type statistical and budget related reports; Manage incoming and outgoing mail for executive office; Manage executive office stationary; Manage executive office assets; Manage complex travel itineraries; Manage travel, accommodation, S&T claims and other logistical requests for executive office; Maintain the filing system for executive office; Maintain executive office diary; Make photocopies of documentation; Prepare documentation for meetings; Answer telephone calls and take messages; Receive, re-direct, log, track

and report on the public's complaints or queries regarding the NSF; Welcome visitors to the executive office; Prepare material for special events such as invitations, RSVPs and programs.

**ENQUIRIES
NOTE**

: Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442
: This position will be based at the National Skills Fund's head office at Ndinaye Building, 178 Francis Baard Street, Pretoria, Gauteng. Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

POST 17/37

: **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET 57/04/2017**
Branch: Corporate Services
Chief Directorate: Human Resource Management, Development and Labour Relations

**SALARY
CENTRE
REQUIREMENTS**

: R281 418 per annum, Level 08
: Pretoria, Head Office
: An appropriate Bachelor's degree/National Diploma or equivalent qualification at least 3 years' experience in human resources management; office management; work flow coordination; events and project management; management of monthly cash flow statement; procurement policies and practices risk and fraud management. Knowledge of Treasury Regulations and the Public Finance Management Act is essential. The candidate must have above average computer skills (MS Office) and excellent report writing skills, minutes taking skills, presentation skills, written and verbal communication skills and interpersonal skills. At least three years' work experience in administration is required.

DUTIES

: Assist with the financial administration in the Chief Directorate, Monitoring of the Monthly Cash flow statements in the Chief Directorate, Collate the ENE Projections for the Chief Directorate; Compile MTEF for the Chief Directorate, Collate Monthly Expenditure Reports for the Chief Directorate, Managing and Processing the payments in the Chief Directorate, Maintaining and keeps records for invoices in the Chief Directorate, Provides support for all Directorates in the Chief Directorate, Liaise with internal and external stakeholders, Copying and binding Documents for the meetings, Book Venues for workshops and meetings, Handles and process all claims, Responding to enquiries from inter and external clients, Provide general office support, including filing, tracking and processing of documents and correspondence; Compile, manage and update monthly, quarterly, and annual financial and progress reports. Set up meetings, compile and distribute accurate minutes of meetings; Prepare submissions; Coordinate work flow and manage progress reports in the Directorate and assume secretarial functions when required.

ENQUIRIES

: Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442

POST 17/38

: **SENIOR LABOUR RELATIONS PRACTITIONER REF NO: DHET 63/04/2017**
Directorate: Labour Relations Directorate and Employee Wellness

**SALARY
CENTRE
REQUIREMENTS**

: R281 418 per annum, Level 08
: Pretoria, Head Office
: An appropriate Bachelor's degree/National Diploma or equivalent qualification in Human Resources Management/Labour Relations with at least 3 years' experience in Labour/Law relations, Knowledge of standards, practices and procedures related to labour relations. Computer literacy and excellent report writing skills, good interpersonal and communication skills, Valid Drivers' license; must be prepared to travel; willing to adapt work schedule in accordance with office requirements.

DUTIES

: Implement and maintain policies, procedures related to labour relations; provide advice regarding labour issues in the workplace; support formal processes with organised labour; assess and make recommendations regarding the effectiveness, Administer and support disciplinary matters; assess and recommend whether conduct, Receive complaints and liaise with relevant stakeholders; act as designated officer to resolve Grievances; act as departmental representative in conciliations, mediations and arbitrations. Advise and assist management and Staff on dispute resolution procedures and multi-lateral forums; liaise with organised labour on matters of mutual interest, Represent the Department in various bargaining structures as appointment by the Regional Manager, Advise management and Staff on issues related to labour relations; liaise and interact with related internal and external stakeholders; ensure compliance of Human Resources policies and practices with labour law and collective agreements;

conduct training and awareness on employee/labour relations; promote sound labour relations, equity and diversity.

ENQUIRIES : Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442

POST 17/39 : **LABOUR RELATIONS OFFICER REF NO: DHET 64/04/2017**

SALARY : R226 611 per annum, Level 07
CENTRE : Pretoria, Head Office
REQUIREMENTS : An appropriate Bachelor's degree/National Diploma or equivalent qualification in Human Resources Management/labour relations with at least 1-2 years' experience in Labour/Law relations, Knowledge of Standards, practices, processes and procedures related to labour relations, Computer literacy and excellent report writing skills, good interpersonal and communication skills, Valid Drivers' license; must be prepared to travel; willing to adapt work schedule in accordance with office requirements.

DUTIES : Implement and maintain policies, procedures related to labour relations; provide advice regarding labour issues in the, workplace; support formal processes with organised labour; assess and make recommendations regarding the effectiveness and Status of operational labour relations. Administer and support disciplinary matters; assess and recommend whether conduct, Receive complaints and liaise with relevant stakeholders; act as designated officer to resolve Grievances; act as departmental representative in conciliations, mediations and arbitrations. Advise and assist management and Staff on dispute resolution procedures and multi-lateral forums; liaise with organised labour on matters of mutual interest; Represent the Department in various bargaining structures as appointment by the Regional Manager, Advise management and Staff on issues related to labour relations; liaise and interact with related internal and external stakeholders; ensure compliance of Human Resources policies and practices with labour law and collective agreements; conduct training and awareness on, Employee/labour relations; promote sound labour relations, equity and diversity.

ENQUIRIES : Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442

POST 17/40 : **PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION REF NO: DHET 58/04/2017**
 Directorate: Human Resources Management and Administration

SALARY : R226 611 per annum, Level 07
CENTRE : Pretoria, Head Office
REQUIREMENTS : A Senior Certificate/Grade 12 or NCV certificate (level 4), An appropriate Bachelor's Degree/ National Diploma will be an added advantage, plus three years relevant experience in Recruitment and Selection. Thorough knowledge and understanding of applicable HR legislation and procedures. Excellent planning and organizing skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. A valid drivers' licence will be an advantage.

DUTIES : Handle the administrative process with regard to Recruitment and Selection, which includes advertising of vacancies, drafting of selection committee submissions and conduct competency assessment for SMS members. Facilitate personnel suitability checks on recommended candidates. Response handling of applications, shortlisting and interviews, prepare documentation to obtain approval for nominee's appointment and prepare the offer of employment. Advise line managers and staff on matters regarding recruitment and selection. Provide support in the development and implementation of HR policies. Mentoring of interns.

ENQUIRIES : Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442

POST 17/41 : **ADMINISTRATIVE ASSISTANT REF NO: DHET 54/04/2017**
 Branch: National Skills Fund (NSF)
 Directorate: Bursaries

SALARY : R226 611 per annum, Level 07
CENTRE : Pretoria, Head Office
REQUIREMENTS : A National Senior Certificate/Grade 12 or National Certificate (Vocational) (NC(V)) Level 4 certificate An appropriate Bachelor's Degree/ National Diploma will be an added advantage, coupled which at least 3 years' public sector administration experience. Candidates that have a good understanding of the post school education and training system will also have an added advantage. This is an administrative position in the National Skills Fund and requires an individual with

proven administrative capabilities. Further skills requirements relates to technical proficiency, excellent communication and interpersonal skills, strong administrative organisational and general office management skills, problem solving and analysis, report writing, quality management, budgeting and financial management, stakeholder engagement and management. The incumbent must be client orientated, customer focused, responsive and be able to perform in a team environment. Good computer skills and a valid driver's license are requirements. Although the position will be mainly office based, candidates must be willing to travel. Candidates must also be committed to work irregular hours to meet deadlines.

DUTIES : Prepare reports, presentations, correspondence and spreadsheets; Quality assure documentation; Correspond with and coordinate stakeholders; Upload documentation on the system; Take minutes of meetings and distribute to participants; Manage incoming and outgoing mail; Manage office stationary for the directorate; Manage office assets for the directorate; Manage travel, accommodation, S&T claims and other logistical requests for the directorate; Maintain the filing system for the directorate; Maintain directorate diary; Make photocopies of documentation; Prepare documentation for meetings; Answer telephone calls and take messages; Welcome visitors to the directorate; Prepare material for special events such as invitations, RSVPs and programs; Manage diary of the director; Make bookings and schedule meetings for the director; Perform other administrative support functions; Participate as an active member in the directorate.

ENQUIRIES NOTE : Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442
: This position will be based at the National Skills Fund's head office at Ndinaye Building, 178 Francis Baard Street, Pretoria, Gauteng. Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

POST 17/42 : **ADMINISTRATIVE ASSISTANT DHET REF NO: 55/04/2017**
Chief Directorate: Finance

SALARY CENTRE REQUIREMENTS : R226 611 per annum, Level 07
: Pretoria, Head Office
: A National Senior Certificate/Grade 12 or National Certificate (Vocational) (NC(V)) Level 4 certificate An appropriate national diploma or equivalent qualification in a relevant field will be an added advantage, coupled with at least 3 years' office administration experience. Candidates that have public sector administration experience will have an added advantage. Candidates that have a good understanding of the post school education and training system will also have an added advantage. This is an administrative position in the National Skills Fund and requires an individual with proven administrative capabilities. Further skills requirements relates to technical proficiency, excellent communication and interpersonal skills, strong administrative organisational and general office management skills, problem solving and analysis, report writing, quality management, budgeting and financial management, stakeholder engagement and management. The incumbent must be client orientated, customer focused, responsive and be able to perform in a team environment. Good computer skills and a valid driver's license are requirements. Although the position will be mainly office based, candidates must be willing to travel. Candidates must also be committed to work irregular hours to meet deadlines.

DUTIES : Prepare reports, presentations, correspondence and spreadsheets; Quality assure documentation; Correspond with and coordinate stakeholders; Upload documentation on the system; Take minutes of meetings and distribute to participants; Manage incoming and outgoing mail; Manage office stationary for the chief directorate; Manage office assets for the chief directorate; Manage travel, accommodation, S&T claims and other logistical requests for the chief directorate; Maintain the filing system for the chief directorate; Maintain chief directorate diary; Make photocopies of documentation; Prepare documentation for meetings; Answer telephone calls and take messages; Welcome visitors to the chief directorate; Prepare material for special events such as invitations, RSVPs and programs; Manage diary of the directors; Make bookings and schedule meetings for the directors; Perform other administrative support functions; Participate as an active member in the chief directorate.

ENQUIRIES NOTE : Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442
: This position will be based at the National Skills Fund's head office at Ndinaye Building, 178 Francis Baard Street, Pretoria, Gauteng. Shortlisted candidates may

be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

POST 17/43 : **STATE ACCOUNTANT: PAYROLL MANAGEMENT REF NO: DHET 60/04/2017**
Branch: Chief Financial Officer
Directorate: Financial Services

SALARY : R226 611 per annum, Level 07
CENTRE : Pretoria, Head Office
REQUIREMENTS : A National Senior Certificate/Grade 12 or National Certificate (Vocational) (NC(V)) Level 4 certificate An appropriate 3-year B Degree or diploma with accounting as a subject will be an added advantage. Preference will be given to candidates with 1 year appropriate experience in Government Financial Accounting; the PERSAL and BAS system, knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Other Attributes/Skills: Friendly and trustworthy; Accuracy; Confidence; Ability to work under pressure; Ability to work in a team and independently; Assertiveness; and Self-starter.

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality, Control the sorting and distribution of all salary pays lips to all pay points, Control the distribution and follow up of payroll certificates for all salary related payments, Control the submission of pay roll status to the Accounting Officer or his delegate in terms of the Treasury Regulations, Control the checking and verification of pay sheets for amendments and inform personnel on any amendments, Manage and respond to enquiries related to this function, Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline.

ENQUIRIES : Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442

POST 17/44 : **PERSONAL ASSISTANT TO DIRECTOR TVET PROGRAMMES AND QUALIFICATIONS REF NO: DHET 28/04/2017**
Branch: Technical and Vocational Education and Training (TVET)

SALARY : R226 611 per annum, Level 07
CENTRE : Pretoria, Head Office
REQUIREMENTS : A National Senior Certificate/Grade 12 or NCV level 4. An appropriate Bachelor's Degree/ National Diploma/Secretarial qualification will be an added advantage, Minimum of three years' experience in a secretarial or administrative capacity is compulsory. The ideal candidate should be conversant with the public service delivery and management issues. Proficiency in MS Office is essential, typing, written and verbal communication skills: Further requirements are organizational and prioritization skills; professional telephone etiquette, planning and organizing skills, and document management skills.

DUTIES : The incumbent will be responsible for managing the secretarial and administrative function for the office of the Chief Director which mainly involves: Managing meetings and appointments of the Chief Director, receive clients in the office of the Chief Director and serve refreshments to the external clients, answering and screening calls, directing or attending to those not required to be attended by the Chief Director, manage, records and track incoming and outgoing correspondence routed via the Chief Directors Office on a daily basis, and ensure that the Chief Director attends to urgent issues: arrange meetings, manage the diary and logistical arrangements as required, manage the leave register, type letters, submissions, memos, reports and attend to incoming and outgoing mail and render general secretarial and office auxiliary services: Arrange travel bookings and accommodation for the Chief Director.

ENQUIRIES : Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442

POST 17/45 : **PERSONAL ASSISTANT TO THE PRINCIPAL: CET COLLEGES REF NO: DHET 31 /04/2017**
Branch: Community Education and Training (CET)

SALARY : R226 611 per annum, Level 07
CENTRE : Northern Cape CET College: Upington

- REQUIREMENTS** : A National Senior Certificate (Vocational) (NCV) Level 4. A Certificate/Diploma in secretariat or office administration qualification will be an added advantage. Three years' experience in experience general office administration, workflow management and client service. The ideal candidate should be proficient in MS Office; typing and written and verbal communication. Organizational and prioritization skills; telephone etiquette and document management are some of the skills required for this job.
- DUTIES** : Manage the Principal's diary, schedule meetings and set realistic appointments on behalf of the Principal. Receive clients in the office of the Principal; answering and screening all calls, directing or attending to those not required to be attended to by the Principal; check in-tray on daily basis and make sure the Principal attends to urgent issues; file copies of all documentation. Logistical arrangements as required; type letters, submissions/memos, reports and open mail; render a general secretarial and office auxiliary service. Arrange air, rail and road bookings and accommodation for the Chief-Director; Monitor resolutions taken at management meetings and inform the Principal on progress made.
- ENQUIRIES** : Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442
- POST 17/46** : **PERSONAL ASSISTANT: DIRECTOR'S OFFICE (NAMB) REF NO: DHET 40/04/2017**
(Contract Position until 31 March 2020)
Branch: Skills Development
Chief Directorate: INDLELA
- SALARY CENTRE REQUIREMENTS** : R226 611 per annum, Level 07
Pretoria, Head Office
- REQUIREMENTS** : A National Senior Certificate (Vocational) (NCV) Level 4; a certificate/A National Diploma in Office Administration or equivalent qualification will be an added advantage. Three years' relevant work experience in Public Service. A valid driver's license. Good knowledge of document management Good knowledge of Departmental policies. Good financial report writing skills, minute taking and communication skills. Good organizing skills. Good interpersonal relations. Good computer literacy (Word, Excel and Power Point)
- DUTIES** : Manage and maintain the Director's diary by scheduling the appointments and meetings to be attended. Typing and reviewing of letters, memos, circulars, reports and submissions. Render general information, queries, incoming and outgoing calls, invitations and appropriately relay such contacts. Ensure that the Director is fully briefed on and prepared for any engagements he/ she is involved on. Arrange and record the proceedings of the engagements/ meetings. Coordinate travel and accommodation for the Director. Conduct weekly diary management with the Director to discuss up- coming engagements, invitations and other requests. Purchase supplies (stationery and any relevant equipment) and operate office equipment. Maintain professional image of the Director's office by treating all internal and external clients with respect.
- ENQUIRIES** : Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442
- POST 17/47** : **SENIOR HOUSEKEEPING SUPERVISOR: HOSTEL (REF NO: DHET 37/04/2017)**
- SALARY CENTRE REQUIREMENTS** : R183 558 per annum, Level 06
Pretoria, Head Office
- REQUIREMENTS** : A National Senior Certificate or equivalent qualification, An appropriate Bachelor's Degree/ National Diploma will be an added advantage coupled with 3 years supervisory experience. A valid driver's license. Extensive knowledge of Occupational Health and Safety Act. Good knowledge of food preparation and accommodation supervision. Computer literacy (MS Word, Excel, Power Point). Report writing, planning and organizing, verbal and written communication, problem solving and supervisory skills.
- DUTIES** : General supervision of food and accommodation, ordering stock from stores / suppliers, Control booking of meetings, Supervise the preparation of meals for candidates, supervise serving of meals, Assess the performance of staff, Arrange training for staff and Ensure that hygiene standards are maintained.
- ENQUIRIES** : Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442

POST 17/48 : **SENIOR ADMINISTRATION CLERK: FINANCE AND ADMIN (REF NO: DHET 38/04/2017)**
Branch: National Skills Fund (NSF)

SALARY : R183 558 per annum, Level 06
CENTRE : Pretoria, Head Office
REQUIREMENTS : A National Senior Certificate or equivalent qualification, An appropriate Bachelor's Degree/ National Diploma will be an added advantage At least one (1) to three (3) years relevant work experience. Good knowledge of the repealed Manpower Training Act, 1981, and Skills Development Act, 1998. Knowledge of Departmental Policies. Computer literacy (MS Word, Excel, Power Point). Report writing, planning and organizing, verbal and written communication, problem solving skills. Administration skills.

DUTIES : Compile monthly workshop Assessment Schedules, Capture assessment applications within 2 working days of receiving from the SETAs and the Provincial Labour Centres, Dispatch notification letters to all stakeholders applied, Process assessment results verified by the Section Heads, Issue certificates for the trade test results, File results and copies of the trade test certificates and Collate monthly statistics for completion and forward to the Manager for consolidation.

ENQUIRIES : Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442

POST 17/49 : **RECEPTIONIST (DHET) REF NO: 56/04/2017**
Chief Directorate: Finance

SALARY : R152 862 per annum, Level 05
CENTRE : Pretoria, Head Office
REQUIREMENTS : A National Senior Certificate/Grade 12 or National Certificate (Vocational) (NC(V)) Level 4 certificate An appropriate diploma or equivalent qualification in a relevant field will be an added advantage coupled which at least 1-2 years' receptionist, switchboard operator or call centre agent experience. Candidates that have 3 years or more frontline receptionist experience will have an added advantage. This receptionist position is the face of the National Skills Fund at head office and requires an individual that is welcoming, presentable, professional and friendly in appearance. The candidate must be fluent in English. Further skills requirements relates to excellent communication and interpersonal skills, administrative skills, time management skills, planning and organising skills. The incumbent must be client orientated, customer focused, responsive and proactive. Good computer skills and a valid driver's license are requirements.

DUTIES : Greet and welcome visitors and staff daily at the reception area in a friendly manner; Answer telephone calls in an appropriate and professional manner; Direct calls to appropriate staff member or department; Take messages and relay them to appropriate staff members; Respond to enquiries and queries and refer complex enquiries and queries to relevant staff members; Monitor entry access into premises; Receive, attend to and direct visitors to the appropriate office/staff member they are visiting; Ensure visitors have signed in and issue them with a visitor's slip; Ensure that relevant staff members are informed of visitors; Monitor and ensure reception area and meeting areas are kept neat and quite; Ensure that pamphlets, brochures and other relevant information is available for visitors; Assist with ad hoc office admin duties, sending faxes, photocopying and filing; Arrange parking for visitors; Provide first aid when required.

ENQUIRIES : Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442
NOTE : This position will be based at the National Skills Fund's head office at Ndinaye Building, 178 Francis Baard Street, Pretoria, Gauteng. Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

POST 17/50 : **SENIOR ADMINISTRATION CLERKS 2 POSTS REF NO: DHET 61/04/2017**
Branch: Skills Development
Directorate: Strategic Management

SALARY : R152 862 per annum, Level 05
CENTRE : Pretoria, Head Office
REQUIREMENTS : Senior certificate/grade 12/NCV certificate level 4 or any accounting related diploma/degree will be an added advantage. 1 to 2 years experience in finance or administrative. Knowledge in administrative office procedures, filling and handling

		of documents, Batho Pele Principles, PFMA, Treasury Regulations, SCM policies and procedures ,communication and computer literacy.
<u>DUTIES</u>	:	Compile monthly cash flow for the skills branch directorate and report to the necessary managers. Assist the branch in compiling their S&T claims and other claims. Assist in compiling the ENE, AENE and MTEF for the skills branch as a whole. Handling of procurement process for the entire skills branch. Handling the process of publication of notice in the gazette, filling and safe keeping of documents.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442
<u>POST 17/51</u>	:	<u>PROJECT ADMINISTRATOR REF NO: DHET 32/04/2017</u> Component: Training Of Technical and Vocational Education and Training (TVET) Campus Managers Project (Contract Position until 31 March 2019). Contract Post: The Project Administrator will be appointed on a fixed-term contract for a period of two years and will report to the Project Manager. The Project Administrator will enter into an annual performance contract with the Department.
<u>SALARY</u>	:	R152 862 per annum plus 37% service benefits
<u>CENTRE</u>	:	Pretoria, Head Office
<u>REQUIREMENTS</u>	:	A post matric qualification in administration or an equivalent qualification at NQF Level 6. Problem solving skills. Ability to take initiative. Detail-orientated. Process and documentation driven. Ability to organize effectively and prioritize own workload MS Office advanced proficiency - Outlook, MS Word, PowerPoint, and Excel. Excellent verbal and written communication skills. Applicants will be required to take a written exercise in the competencies required for the position.
<u>DUTIES</u>	:	Ensure that all project administration support is provide, these will include: setting up new project templates, project codes and information. Ensuring that documents related to the project are filed and accessible. Project reports are compiled. Assisting Project Manager with preparation of presentations. Taking minutes of project meetings as required. Coordinating processes associated with preparations and organizing of workshops. Organizing travel arrangements and related accommodation for management and project staff and any other project related arrangements that are required
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442
<u>POST 17/52</u>	:	<u>OFFICE AID: AUXILIARY SERVICES 3 POSTS REF NO: DHET 39/04/2017</u> Branch: Skills Development Chief Directorate: INDLELA
<u>SALARY</u>	:	R90 234 per annum, Level 02
<u>CENTRE</u>	:	Pretoria, Head Office
<u>REQUIREMENTS</u>	:	A National Senior Certificate/Grade 12 or equivalent qualification, An appropriate Bachelor's Degree/ National Diploma will be an added advantage At least one (1) to three (3) years relevant work experience. Good knowledge of Occupational Health and Safety Act. Knowledge of cleaning offices and conference halls. Knowledge of preparing board rooms for meeting. Communication and report writing skills. Good knowledge of handling queries.
<u>DUTIES</u>	:	Clean offices and conference halls. Prepare halls for meetings and workshops. Washing of dishes, glasses, cups and saucers. Serve tea and lunch during meetings. Refresh the conference rooms. Clean passages, toilets, walls and windows. Assist with stock control.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel no: (012) 312 5089 / Mr R Kgare Tel no: (012) 312 5442

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Applications must be sent in time to the correct email address as indicated at the bottom of each post, to reach the address on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- CLOSING DATE** : 10 May 2017
- NOTE** : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver's licence is a requirement, applicants must attach a certified copy of such licence. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Successful candidates will be required to enter into a performance agreement and will be subjected to security clearance procedures. Successful candidates may be required to undergo competency test assessments. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Kindly note that for emailed applications, should you not receive an acknowledgement of receipt /confirmation advice, this could mean that your application did not reach us due to the size of attachments exceeding 2.5 MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly.

MANAGEMENT ECHELON

- POST 17/53** : **PROVINCIAL MANAGER REF NO: HRMC 35/17/1**
A service leader, highly skilled in operations management at senior level is needed for this role.
- SALARY** : An all-inclusive salary package of R1 068 564 to R1 277 610 per annum, Level 14, structured as follows: Basic salary – 70% of package, State contribution to the Government Employee Pension Fund 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Province: Limpopo
A relevant undergraduate qualification (NQF Level 7), as recognised by SAQA. A relevant post graduate qualification will be an added advantage. 5 years' experience at a senior managerial level in a related field. Basic knowledge of the Constitution of the Republic of South Africa, the Public Service Act and Public Service Regulations. Basic knowledge of applicable Human Resource legislations and prescripts. Knowledge and understanding of the Public Finance Management Act. In-depth knowledge and understanding of the Citizenship Act, the Birth, Marriages and Death Act, the Identification and Identity Documents Act, and the Travel Document and Passport Act. Knowledge and understanding of the Immigration Act and Regulations, Refugee Act and Regulation. Computer literacy. A valid drivers' licence, willingness to travel extensively and work extended hours is essential.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Lead, direct and oversee the quality of service delivery regarding Civics and Immigration service functions at provincial level. Participate in the development of strategic plan for Civics and Immigration Services. Monitor and report on the performance of the Province. Direct and enable the growth of the Department's footprint. Drive quality and effective delivery of Civic and Immigration services at Provincial level. Identify external trends and patterns that will impact the medium and long-term footprint and channel development. Liaise with internal and external bodies /institutions. Serve as a custodian of project management within the Province and ensure project management implementation. Ensure effective

development and management of internal service level agreements. Ensure accurate forecasting, budgeting and allocation of resources within the Province. Provide Civics and Immigration leadership and strategic direction within the Province. Liaise with Provincial Managers in other Provinces to ensure standardisation of operations and services.

**ENQUIRIES
APPLICATIONS**

: Mr V Mkhize, Tel no: (012) 402 2298
: Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's licence and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: Limrecruitment@dha.gov.za

POST 17/54

: **DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: HRMC 35/17/2**
Branch: Immigration services, Chief Directorate: Asylum Seeker Management

SALARY

: An all-inclusive salary package of R898 743 to R1 058 691 per annum, Level 13, structured as follows: Basic salary – 70% of package, State contribution to the Government Employee Pension Fund 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Head Office, Pretoria
: An undergraduate qualification (NQF Level 7) in the Public Management /Administration /Law /Social Science/Communication or Journalism, as recognised by SAQA. 5 years' experience at a middle /senior managerial level in related field. Basic knowledge of the Constitution of the Republic of South Africa, the Public Service Act and Public Service Regulations. Basic knowledge of applicable Human Resource legislations and prescripts. Knowledge and understanding of Public Finance Management Act. In-depth knowledge and understanding of the Immigration Act and Regulations, Refugee Act and Regulations, and the UN Conventions and Protocols governing circumstances of refugees. Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. Extensive experience stakeholder engagement in the Public Sector, In-depth knowledge of the refugee regime. Financial management, honesty and integrity. Program and project management, decision making and presentation skills. Good Communicator with strong interpersonal and report writing skills. Computer literacy. A valid drivers' license, willingness to travel extensively and work extended hours is essential.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and implement strategic objectives and innovation within the directorate. Develop the business plan for the unit and ensure effective prioritization and resource planning. Provide strategic direction within the directorate. Coordinate, monitor and report on the performance against the agreed objectives, timeframes and priorities of the unit. Develop technical expertise on refugee laws, immigration and refugee developments and ensure the implementation of innovation initiatives. Provide advice and guidance on matters relating to refugee affair. Act as a change agent by adjusting service offerings to meet changing demands in collaboration with the Chief Director. Ensure that the Refugee Affairs Chief Directorate operates efficiently and effectively. Coordinate activities within the Chief Directorate and ensure integration with other related business units. Engage refugee communities, stakeholders, including civil society on matters of refugees and their integration into society. Prepare responses and respond to matters relating to the management of asylum seekers and refugees. Participate in interdepartmental platforms that deal with social cohesion, integration and welfare of asylum seekers and refugees. Coordinate and facilitate major events of the Chief Directorate with key stakeholders. Ensure effective and efficient management of resources within the Unit. Provide inputs into the compilation of the annual budget. Administer the budget and monitor that expenditure is in line with financial requirements and the unit's objectives. Manage the implementation of people management strategies, policies and procedures within the Chief Directorate. Manage the implementation of compliant performance management within the Unit. Act as a liaison and establish relationships with all stakeholders.

**ENQUIRIES
APPLICATIONS**

: Mr M Madumisa, Tel no: (012) 406 2543
: Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's licence and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: Imsrcruitment@dha.gov.za

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.

- APPLICATIONS** : Independent Police Investigative Directorate, Private Bag X941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba Street, Pretoria Central
- CLOSING DATE** : 12 May 2017
- FOR ATTENTION** : Ms D Mashapa
- 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 17/55** : **DIRECTOR: INVESTIGATIONS AND INFORMATION MANAGEMENT REF NO: Q9/2017/28**
- 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** : National Office Pretoria
- REQUIREMENTS** : Relevant Bachelor's Degree or equivalent qualification in law or law enforcement, 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 management level. Experience and knowledge in Policy formulation. 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. Knowledge of the case management system is critical. 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. 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** : Key Performance Areas: Develop good working relations with key stakeholders, manage resource both human and physical including budget. Develop and review investigation policies. Assess provincial investigation performance reports and compile a report. Conduct investigator's training needs analysis and co-ordinate training. Conduct resource requirements analysis for investigators. Recommend procurement of investigative equipment as per identified need. Coordinate and compile National budget for programme, compile all strategic document and reports for reporting to stakeholders. Manage the case flow management system. Ensure reporting on National investigations and high profile cases. Assist the Programme Manager with monitoring of compliance with the SOP, administrative and investigative guidelines issued by the Programme Manager and the Executive Director. Manage case investigative process handled by the office of the Programme Manager.

ENQUIRIES : Mr M Sesoko Tel no: (012) 399 0047

OTHER POST

POST 17/56 : **DEPUTY DIRECTOR: INVESTIGATIONS AND PROTECTION (NATIONAL SPECIALIZED INVESTIGATION TEAM) REF NO: Q9/2017/29**

SALARY : R612 822 per annum, Level 11. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria.

REQUIREMENTS : Relevant Bachelor's Degree or equivalent qualification in law or law enforcement, a minimum of four (4) years' experience in the Criminal Justice System is required and or 10 years' experience as an Investigation Analyst. Criminal investigation experience relating to specialized 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. Experience in specialized analytical investigation, specialized cellphone data analysis and skills transfer abilities. Good presentation, written and verbal communication skills, 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.

DUTIES : Undertake and supervise specialized investigations (investigative projects) that might require the official to be away from office for extended periods. Perform specialized analytical investigation, collate and analyze data to compile factual evidential report for presentation in Court, conduct specialized recommendations to the Director of Public Prosecutions and SAPS/MPS based on the outcome investigation. Be responsible for the general supervision of all subordinates involved in specialized investigation

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

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

OTHER POSTS

POST 17/57 : **ASSISTANT DIRECTOR: ANTI-FRAUD AND ANTI CORRUPTION REF NO: HR4/4/8/73**

SALARY : R334 545 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : Three (3) year relevant tertiary qualification in Risk Management/ Internal Audit/Compliance Management. Two (2) years supervisory experience. Two (2) years functional experience in Fraud and corruption. A valid driver's licence. Knowledge: Public Financial Management Act, Risk Management Strategy, Risk Management Policy, Fraud Prevention Plan, Promotion of Access to Information Act, Basic Condition of Employment, Protected Disclosure Act, Labour Relations, Public Service Regulations, Public Service Act, Unemployment Insurance Act, Unemployment Insurance Contribution Act. Skills: People Management, Conflict Management, Analysis, Problem Solving, Presentation, Planning and Organising, Communication, Computer Literacy, Report writing, Driving, Creativity, Numeracy.

DUTIES : Initiate and manage the investigation of all reported incidents of fraud and corruption. Manage the fraud hotline and case database. Conduct and manage fraud and corruption risk assessment. Manage resources (Human, Financial, Equipment/Assets) in the section.

ENQUIRIES : Mr F Ngubane, Tel no: (051) 5056 352
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
FOR ATTENTION : Sub-directorate: Human Resources Management, Bloemfontein.

POST 17/58 : **ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR4/4/9/227**

SALARY : R334 545 per annum
CENTRE : Provincial Office: Mmabatho

- REQUIREMENTS** : LLB Degree /Four (4) years relevant tertiary qualification in Law. Right of appearance in a High Court as an admitted attorney or advocate. Two (2) years functional experience legal environment. A valid driver's license. Knowledge: Public Service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA, Occupational Health and Safety Act, UI contributions Act. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovative, Analytical, Verbal and written communication.
- DUTIES** : Implement statutory processes with respect to all Labour Legislation and IES policies. Manage the advocacy programmes on compliance and enforcement for IES in the Province. Oversee administration for statutory services in the Province. Develop and implement a Labour Centre monitoring program for enforcement files. Manage the resources within the unit.
- ENQUIRIES** : Ms KM Gaolathwe, Tel no: (018) 387 8100
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735, or hand deliver at University Drive, provident House, Mmabatho
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Mmabatho
- POST 17/59** : **ASSISTANT DIRECTOR: ACCOUNTING (FINANCE AND PROVISIONING) REF NO: HR4/4/04/02**
- SALARY** : R334 545 per annum
- CENTRE** : Provincial Office: Braamfontein (Gauteng)
- REQUIREMENTS** : BCOM in Accounting or three year relevant tertiary qualification in Financial Management. Two (2) years supervisory experience. Two (2) years functional experience in the Finance services. Knowledge: Public Service Transformation and Management issues, White paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho pele principles, Labour relations and collective bargaining systems, Minimum Information Security Standards. Skills: Administration and Financial Management, Verbal and written communication, Interpersonal relations, Ability to build high performance team, Computer Literacy, Project Management, Strategic Management, Analytical, Problem Solving, Conflict Management.
- DUTIES** : Manage the process of financial accounting to ensure compliance with all financial prescripts. Manage procurement support service in the Province. Monitor the Provincial budget to ensure efficient and effective utilisation of resources. Develop and monitor the implementation of assets management system. Manage all resources of the Directorate.
- ENQUIRIES** : Ms C Ngwane, Tel no: (011) 853 0300
- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Gauteng.
- POST 17/60** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: HR4/17/4/13HO**
- SALARY** : R334 545 per annum
- CENTRE** : Directorate: Human Resources Management, Head Office
- REQUIREMENTS** : Three (3) year relevant tertiary qualification in Social Work / Psychology. Two (2) years Supervisory experience. Two (2) years functional experience in Employee Health and Wellness. Registration with the HPCSA as Counselling Psychologist / South African Council for Social Service Professions. A valid driver's licence. Knowledge: Relevant HIV and AIDS related legislations, Departmental Policies and procedures, Human Resource Management Policies, Batho Pele Principles, Human Resource Systems and Procedures, Code of Ethics, EHWP policies, Employee Health and Wellness Integrated Strategic Framework for Public Service. Skills: Communication, Interpersonal, Counselling, Confidentiality and Code of Ethics, Negotiation, Decision making, Organisational, Computer literacy, Motivational, Team building, Presentation, Report writing, Problem solving.
- DUTIES** : Implement Wellness programmes and services in the Department of Labour. Coordinate and manage HIV and AIDS and TB services in the Department of Labour. Coordinate and manage health and productivity programmes. Implement Health and safety working environment programmes/ projects in the Department. Implement and manage the Employee Health and Wellness strategic framework.

ENQUIRIES : Mr R Mkansi, Tel no: (012) 309 4795
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office.

POST 17/61 : **TEAM LEADER (INSPECTION SERVICES) 2 POSTS**

SALARY : R281 418 per annum
CENTRE : Labour Centre: Cape Town- Ref No: HR/4/4/10/187 (1 post)
Labour Centre: Calvinia- Ref No: HR4/4/8/256 (1 post)

REQUIREMENTS : Three year relevant tertiary qualification in Labour Relations/Human Resource Management. Two (2) years experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act ,Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act ,Unemployment Insurance Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organizing (Own and others), Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Presentation, Innovative, Analytical, Verbal and written communication.

DUTIES : Plan and independently conduct substantive occupational inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Diseases Act (COIDA), Occupational Health and Safety (OHS) and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Supervise the resources in the Sub- Section.

ENQUIRIES : Ms Z Maimane, Tel no: (021) 4418125
Mr D Leukes, Tel no: (027) 341 1280

APPLICATIONS : Chief Director: Provincial Operations: P O Box 872, Cape Town, 8000 or hand deliver to 9 Long Street Cape Town, For Attention: Sub-Directorate: Human Resources Management, Western Cape.
Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301or hands deliver at Cnr Compound and Pniel Road, For Attention: Sub-directorate: Human Resource Management, Kimberly.

POST 17/62 : **SENIOR EMPLOYMENT SERVICE PRACTITIONER (ESP2) 2 POSTS**

SALARY : R281 418 per annum
CENTRE : Labour Centre: Cape Town- Ref No: HR4/4/10/184(1 post)
Labour Centre: Uitenhage- Ref No: HR 4/4/1/ 73 (1 post)

REQUIREMENTS : Three year relevant tertiary qualification in Social Science / Public Administration. Valid driver's licence. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and Organizing, Communication, Computer literacy, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advice on the availability of skills. Process applications for registration and licensing of Public Employment Agency's (PEAs) and TEAs. Supervise the administration of employer services at the Labour Centres.

ENQUIRIES : Ms Z Maimane, Tel no: (021) 4418125
Ms EO Adams- August, Tel no: (041) 9924627

APPLICATIONS : Chief Director: Provincial Operations: P O Box 872, Cape Town, 8000 or hand deliver to 9 Long Street Cape Town, For Attention: Sub-Directorate: Human Resources Management, Western Cape.

Chief Director Provincial Operations: Private Bag X9005, East London, 5201 or hand delivered at No.3 Hill Street, East London, For Attention: Sub-directorate: Human Resources Management, Eastern Cape.

POST 17/63 : **CHIEF PERSONNEL OFFICER: EMPLOYEE RELATIONS REF NO: HR4/4/10/185**

SALARY : R281 418 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three (3) year relevant tertiary qualification in Human Resources Management/Labour Relations Management. One (1) to Two (2) years functional experience in doing Employment Relations Management Services. A valid driver's licence. Knowledge: Public Service Commission's rules or dealing with complaints and grievances, Public Service Co-ordinating Bargaining Council's Resolutions, Departmental policies and procedures, Interpretation of case law and trends in Labour Law, Planning and organising, Research /analysing, Batho Pele Principles, Public Finance Management Act, Employment Equity Act, Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act. Skills: Planning and Organizing, Negotiation, Presentation, Good Communication skills (oral and written), Research, Analytical, Report writing, Conflict resolution, Computer literacy.

DUTIES : Conduct and analyse all grievances and complaints received from employees in the Province. Draft charges and finalise all misconduct cases in the Province. Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment related matters to the Province. Provide administration support services in the section.

ENQUIRIES : Ms Z Maimane, Tel no: (021) 4418125
APPLICATIONS : Chief Director: Provincial Operations: P O Box 872, Cape Town, 8000 or hand deliver to 9 Long Street Cape Town.

FOR ATTENTION : Sub-Directorate: Human Resources Management, Western Cape.

POST 17/64 : **OFFICE ADMINISTRATOR REF NO: HR 4/4/10/180**

SALARY : R226 611 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three year relevant tertiary qualification in Management/Office Management/ Information Management and Technology/Public Management/Public Administration/Business Administration. One year relevant functional experience in Office Administration / secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele principles. Skills: Facilitation, Interpersonal relationship, Communication both (verbal and written), Computer, Telephone etiquette, Organising, Decision Making, Analytical, Project Management.

DUTIES : Provide a receptionist support to the Branch/ Office/ Chief Directorate/ Directorate including diary management for the Director/Chief Director. Render a Secretariat Service for the Office of the Director /Chief Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Directorate/Directorate. Facilitate and coordinate all logistical and resource requirements of the Directorate/Chief Directorate. Provide Management Information and records management services in the Directorate/ Chief Directorate. Track and monitor projects tasks within the Chief Directorate/ Directorate.

ENQUIRIES : Ms Z Maimane, Tel no: (021) 4418125
APPLICATIONS : Chief Director: Provincial Operations: P O Box 872, Cape Town, 8000 or hand deliver to 9 Long Street Cape Town.

FOR ATTENTION : Sub-Directorate: Human Resources Management, Western Cape.

POST 17/65 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR MARKET AND INFORMATION STATISTICS REF NO: HR 4/4/1/55**

SALARY : R226 611 per annum
CENTRE : Provincial Office: Eastern Cape
REQUIREMENTS : Three (3) year relevant tertiary qualification in Social Sciences/Statistics/ Economics/Business/ Public Administration. Valid driver's license. One (1) year functional experience in statistical/ Labour Market/ Administrative Services.

Knowledge: Departmental Policies and Procedures, Unemployment Insurance Contributions Act (UICA), South African employment sectors, Labour Economics or Economics, South African employment sectors, Batho Pele Principles, Basic Condition of Employment Act, Occupational Health and Safety Act, Skills Development Act, Skills Development Levies Act, Labour Relations Act, Compensation of Occupational Injuries Diseases Act. Skills: Communication, Map reading, Numeracy, Computer, Interviewing.

DUTIES

: Collect and Collate all related Labour Market Information for monitoring the impact of Labour Legislation and Strategies. Liaise with Data Management in order to ensure the capturing and storage of data is achieved. Participate during Provincial Labour Market surveys as and when required. Render administrative duties within the sub-units/section.

ENQUIRIES

: Ms N Tetyana, Tel no: (043) 701 3019

APPLICATIONS

: Chief Director Provincial Operations: Private Bag X9005, East London, 5201 or hand delivered at No.3 Hill Street, East London

FOR ATTENTION

: Sub-directorate: Human Resources Management, Eastern Cape.

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets, Pretoria
- FOR ATTENTION** : Ms A West
- CLOSING DATE** : 22 May, 15h45
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that faxed, e-mailed and late applications will not be accepted.

OTHER POSTS

- POST 17/66** : **DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS: KZN REF NO: DD/PAI/KZN/04/17**
- SALARY** : All-inclusive remuneration package of R727 276 per annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules.
- CENTRE REQUIREMENTS** : Provincial Office: KwaZulu-Natal
An appropriate recognized three-year National Diploma/Bachelor's degree (NQF level 6/7) or equivalent qualification in Law/Labour Law/Auditing/Forensic Investigation/Public Administration. 3-5 years' experience in Forensic Investigation/Investigation/Auditing/Fraud and Anti-Corruption. Knowledge and experience of Public Service Legislation including but not limited to: The Constitution of the Republic of South Africa, 1996, the Public Service Act, 1994, as amended, the Public Finance Management Act, 1999, the Public Service Commission Act, 1997, Public Service Regulations, 2016, Treasury Regulations and Supply Chain Management Legislations. Proven investigative and analytical skills. Proven computer literacy (MS Excel, MS Word and MS PowerPoint). Report writing skills. A valid driver's licence.
- DUTIES** : Investigate complaints lodged with the Public Service Commission into areas of Public Administration. Gather and analyse information obtained during investigations. Investigate complaints received through the PSC. Draft reports, submissions, memoranda and letters emanating from investigations. Maintain a database of the status of cases. Follow up on cases referred to departments for investigation Conduct Investigative research in public administration practices. Produce reports with appropriate findings, recommendations/advice. Compile presentations on reports.
- ENQUIRIES** : Mr K Mashele Tel no: (033) 345 1533
- POST 17/67** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT SECURITY SERVICES REF NO: DD/SCM&SS/03/17**
- SALARY** : All inclusive remuneration package of R657 558 annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules.
- CENTRE** : Head office, Pretoria

REQUIREMENTS

: An appropriate recognized three-year National Diploma/Bachelor's degree (NQF level 6/7) or equivalent qualification in Public Administration, Financial Management or related field. Extensive knowledge of legislation regulating Supply Chain Management 2 (SCM) and Security Services. Extensive knowledge of regulatory frameworks such as PFMA, Treasury Regulations, SCM. Minimum of 5 years experience at ASD level. Working knowledge of BAS and LOGIS, extensive experience in the field of logistical support, preferential procurement, facilities management and the management of human resources and finance. Knowledge of security risk management, Minimum Information Security Standards (MISS), physical security administration and access control of vehicles and people. Good supervisory, writing, communication skills and including computer literacy (MS Excel, MS Word and MS PowerPoint). Excellent interpersonal relations. A valid driver's licence.

DUTIES

: Manage an effective and efficient SCM system. Develop and implement and review procurement, logistics and security policies within the Office of the Public Service Commission. Provide logistical support in accordance with relevant prescripts. Assume responsibility for all reporting on matters relating to procurement, logistics, facilities management, security and SMC Performance. Administer and manage all contracts and Service Level Agreements (SLA). Manage registry services. Provide secretariat and advisory services to SCM Departmental Committees. Manage all risks and threats to the security of the OPSC as well as vulnerability in the OPSC's capacity to counter them. Liaise regularly with security agencies, and ensure compliance with the Occupational Health and Safety (OHS) Act. Manage the financial and human resource of sub-directorate.

ENQUIRIES

: Mr Z Tshatsshelo Tel no: (012) 352 1106

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

<u>CLOSING DATE</u>	:	05 May 2017 at 16:00
<u>NOTE</u>	:	All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report with their qualification(s) at the time of application, if not the qualification will not be considered. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post below http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx . Please ensure that all required documents are uploaded with your application. Required documents to be uploaded with your application include form Z 83, obtainable from any Public Service department and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 6 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Failure to submit the requested documents electronically may result in your application not being considered. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. Applications will not be considered after the closing date.

MANAGEMENT ECHELON

<u>POST 17/68</u>	:	<u>DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2017/066</u> Directorate: Tenure Reform Implementation
<u>SALARY</u>	:	R898 743 per annum, Level 13, (All inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga (Nelspruit) Bachelor's Degree or Advanced Diploma (NQF 7) in Humanities or Social Science or equivalent qualification. 5 years relevant experience at middle management level. Knowledge of policy development. Knowledge of departmental legislation. Knowledge of risk management. Planning and organising skills. Communication skills. Computer literacy. Strategic thinking skills. Problem solving and analytical skills. Valid driver's license.
<u>DUTIES</u>	:	Facilitate and provide land tenure rights implementation support. Promotes awareness and capacity building on land rights and relevant laws to stakeholders. Liaises and monitors land rights management structures by providing legal protection and awareness. Facilitates and mediates in cases of illegal and unlawful evictions. Establishes and maintains land rights mediation and adjudication processes. Facilitate and communal land rights support. Promotes awareness and provides capacity building on communal land rights and relevant laws to stakeholders. Implements communal land rights policies, procedures, guidelines and products. Provides support on communal tenure upgrading. Administer compliance to communal property institutions establishment. Facilitate the establishment and implementation of CPA. Provides secretariat services in the CPA meetings and constitution proceedings. Maintains the register of CPA's and similar entities. Promotes awareness of the CPA activities. Conducts investigation on the affairs and activities of the registered CPAs. Facilitate the mediation and dispute resolution proceedings of the CPA monitor the validity of CPA transactions in accordance with the CPA constitution. Manage resources for the directorate. Manages the development and implementation of a skills development strategy within the Directorate in conjunction with Human Resources. Manages and implements performance management within the Directorate in conjunction with Human Resources. Manages effectively processes of grievances and discipline within the Directorate in conjunction with Human Resources Supervision of administrative and professional personnel. Manages the Directorate's budgeting

- and expenditure services according to policy. Establishes and maintains appropriate systems (analytical tools, information systems, projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensures effective management of business risk, resources and continuity.
- APPLICATIONS** : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>
- NOTE** : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- POST 17/69** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 3/2/1/2017/069**
Chief Directorate: Human Resources and Organisational Development
- SALARY** : R898 743 per annum, Level 13, (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Human Resource Management/Public Management/Administration or equivalent qualification (NQF Level 7). 5 years of experience at a middle/senior managerial experience in human resource management environment. Extensive working knowledge of the Public Service Act and Public Service Regulation, Basic Conditions of Employment Act and Labour Relations Act. Strong Communication and interpersonal skills both verbal and written. Conflict Management skills. Decision making skills. Advanced Report writing skills. Project Management skills. Financial management skills. Influencing and negotiation skills. Willingness to travel. Valid driver's licence.
- DUTIES** : Manage and Administer the human resource management functions with specific reference to policy formulation, research and development, Develop, monitor and implement human resource strategies. Monitor adherence to human resource policies and prescripts. Analyse, interpret and present management information in respect of human resources functions. Provide recruitment and selection services. Manage employee health and wellness programmes. Manage human resource benefits. Implement and manage the performance management system in the Department. Develop and implement a strategic performance management framework. Implement strategies and initiatives to transform and align the HR function to that of global trends and standards.
- APPLICATIONS** : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>
- NOTE** : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS

- POST 17/70** : **PROFESSIONAL CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2017/067**
Directorate: Rural Infrastructure Development
- SALARY** : R637 875 per annum, the salary is in accordance with the OSD
- CENTRE** : Mpumalanga (Nelspruit)
- REQUIREMENTS** : National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience. B Tech (Built Environment field) with a minimum

of 4 years certified managerial experience. Honours degree in Built Environment field with a minimum of 3 years experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge of programme and project management, project principles and methodologies, knowledge research and development, computer aided engineering applications, knowledge of legal compliance, technical report writing, creating high performance culture, professional judgement. Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Self management skills. Financial management skills. Customer focus and responsiveness. Communication skills. Computer literacy. Planning and organising skills. Conflict management skills. Problem solving and analysis. People management skills. Valid driver's licence.

DUTIES

: Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope and effectively apply methodology and enforce project standards to minimize risk on projects. Manage human capital development. Ensure training and development of technicians, technologists and candidate engineers to promote skills/ knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Manage office administration tasks and budget planning. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to human resources and related activities. Maintain the record management system and the architectural library and utilize resources allocated effectively. Conduct research and development on new technologies and systems. Keep up with new technologies and procedures. Research/ literature on new developments on project management methodologies and liaise with relevant bodies/ councils on project management.

APPLICATIONS

: The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>

POST 17/71

: **CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2017/059**
(Three year contract)

SALARY
CENTRE
REQUIREMENTS

: R549 639 per annum. The salary is in accordance with the OSD
: Directorate: Rural Infrastructure Development: North West (Mafikeng)
: A Honour's Degree in the Built Environment field of study or B-Tech Qualification (Built environment field) with a minimum of one year experience or National Higher Diploma (Built environment field) with a minimum of eighteen months experience or National Diploma (Built environment field) with a minimum of two years' experience. Knowledge of project management principals and methodologies. Knowledge of legal compliance. Computer aided engineering applications. Solutions orientated. Decision making skills. Analytical skills. Computer skills. Planning and organising. Problem solving and analysis. Project management skills. Research and development skills. Technical report writing. Computer aided engineering. Networking. Solution-oriented. Creativity. Organising skills. Communication skills. Self-management. Customer focus and responsiveness. Interpersonal skills. Team work. A valid driver's license. Compulsory registration with SACPCMP as a Candidate Construction Project Manager.

DUTIES

: Manage and co-ordinate all aspects of projects under the supervision of a Construction Project Manager. Develop project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager. Identify resources needed and assign individual responsibilities. Monitor day to day operational aspects of a project and scope. Implement methods and enforce project standards to minimize risk on projects. Conduct integrated project planning with relevant local and district stakeholders. Project accounting and financial management. Report project progress to Project Manager. Manage project budget and resources in consultation with Project Manager. Provide office administration. Provide inputs to Construction Project Manager with tender administration. Liaise and interact with service providers, client and management under the guidance of the Construction Project Manager. Contribute to the human

		resources and related activities. Maintain record management systems and architectural library. Conduct research and development. Keep up with new technologies and procedure. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.
<u>APPLICATIONS</u>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
<u>POST 17/72</u>	:	<u>CANDIDATE CONSTRUCTION PROJECT MANAGER 2 POSTS REF NO: 3/2/1/2017/063</u> (Three year contract) Directorate: Rural Infrastructure Development
<u>SALARY</u>	:	R549 639 per annum. The salary is in accordance with the OSD
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	A Honour's Degree in the Built Environment field of study or B-Tech Qualification (Built environment field) with a minimum of one year experience or National Higher Diploma (Built environment field) with a minimum of eighteen months experience or National Diploma (Built environment field) with a minimum of two years' experience. Knowledge of project management principals and methodologies. Knowledge of legal compliance. Computer aided engineering applications. Solutions orientated. Decision making skills. Analytical skills. Computer skills. Planning and organising. Problem solving and analysis. Project management skills. Research and development skills. Technical report writing. Computer aided engineering. Networking. Solution-oriented. Creativity. Organising skills. Communication skills. Self-management. Customer focus and responsiveness. Interpersonal skills. Team work. A valid driver's license. Compulsory registration with SACPCMP as a Candidate Construction Project Manager.
<u>DUTIES</u>	:	Manage and co-ordinate all aspects of projects under the supervision of a Construction Project Manager. Develop project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager. Identify resources needed and assign individual responsibilities. Monitor day to day operational aspects of a project and scope. Implement methods and enforce project standards to minimize risk on projects. Conduct integrated project planning with relevant local and district stakeholders. Project accounting and financial management. Report project progress to Project Manager. Manage project budget and resources in consultation with Project Manager. Provide office administration. Provide inputs to Construction Project Manager with tender administration. Liaise and interact with service providers, client and management under the guidance of the Construction Project Manager. Contribute to the human resources and related activities. Maintain record management systems and architectural library. Conduct research and development. Keep up with new technologies and procedure. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.
<u>APPLICATIONS</u>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
<u>POST 17/73</u>	:	<u>CANDIDATE CONSTRUCTION PROJECT MANAGER 2 POSTS REF NO: 3/2/1/2017/065</u> (Three year contract) Directorate: Rural Infrastructure Development
<u>SALARY</u>	:	R549 639 per annum. The salary is in accordance with the OSD
<u>CENTRE</u>	:	Northern Cape (Kimberley)
<u>REQUIREMENTS</u>	:	A Honour's Degree in the Built Environment field of study or B-Tech Qualification (Built environment field) with a minimum of one year experience or National Higher Diploma (Built environment field) with a minimum of eighteen months experience or National Diploma (Built environment field) with a minimum of two years' experience. Knowledge of project management principals and methodologies. Knowledge of legal compliance. Computer aided engineering applications.

<u>DUTIES</u>	: Solutions orientated. Decision making skills. Analytical skills. Computer skills. Planning and organising. Problem solving and analysis. Project management skills. Research and development skills. Technical report writing. Computer aided engineering. Networking. Solution-oriented. Creativity. Organising skills. Communication skills. Self-management. Customer focus and responsiveness. Interpersonal skills. Team work. A valid driver's license. Compulsory registration with SACPCMP as a Candidate Construction Project Manager.
<u>APPLICATIONS</u>	: Manage and co-ordinate all aspects of projects under the supervision of a Construction Project Manager. Develop project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager. Identify resources needed and assign individual responsibilities. Monitor day to day operational aspects of a project and scope. Implement methods and enforce project standards to minimize risk on projects. Conduct integrated project planning with relevant local and district stakeholders. Project accounting and financial management. Report project progress to Project Manager. Manage project budget and resources in consultation with Project Manager. Provide office administration. Provide inputs to Construction Project Manager with tender administration. Liaise and interact with service providers, client and management under the guidance of the Construction Project Manager. Contribute to the human resources and related activities. Maintain record management systems and architectural library. Conduct research and development. Keep up with new technologies and procedure. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.
<u>POST 17/74</u>	: The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
<u>SALARY CENTRE REQUIREMENTS</u>	: <u>CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2017/068</u> (Three year contract) Directorate: Rural Infrastructure Development
<u>DUTIES</u>	: R549 639 per annum. The salary is in accordance with the OSD Mpumalanga (Nelspruit) Honours Degree in the Built Environment field of study or B-Tech Qualification (Built environment field) with a minimum of one year experience or National Higher Diploma (Built environment field) with a minimum of eighteen months experience or National Diploma (Built environment field) with a minimum of two years' experience. Knowledge of project management principals and methodologies. Knowledge of legal compliance. Computer aided engineering applications. Solutions orientated. Decision making skills. Analytical skills. Computer skills. Planning and organising. Problem solving and analysis. Project management skills. Research and development skills. Technical report writing. Computer aided engineering. Networking. Solution-oriented. Creativity. Organising skills. Communication skills. Self-management. Customer focus and responsiveness. Interpersonal skills. Team work. A valid driver's license. Compulsory registration with SACPCMP as a Candidate Construction Project Manager.
<u>DUTIES</u>	: Manage and co-ordinate all aspects of projects under the supervision of a Construction Project Manager. Develop project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager. Identify resources needed and assign individual responsibilities. Monitor day to day operational aspects of a project and scope. Implement methods and enforce project standards to minimize risk on projects. Conduct integrated project planning with relevant local and district stakeholders. Project accounting and financial management. Report project progress to Project Manager. Manage project budget and resources in consultation with Project Manager. Provide office administration. Provide inputs to Construction Project Manager with tender administration. Liaise and interact with service providers, client and management under the guidance of the Construction Project Manager. Contribute to the human resources and related activities. Maintain record management systems and architectural library. Conduct research and development. Keep up with new technologies and procedure. Research/literature on new developments on project

		management methodologies. Liaise with relevant bodies/councils on project management.
<u>APPLICATIONS</u>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
<u>POST 17/75</u>	:	<u>CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2017/060</u> (Fixed term contract) Directorate: Rural Infrastructure Development
<u>SALARY</u>	:	R475 578 per annum. The salary is in accordance with the OSD
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	A Degree in Quantity Survey or relevant qualification. Compulsory registration with SACQSP as Candidate Quantity Surveyor. Knowledge of Programme and project management, Quantity Survey principles and methodologies, Engineering design and analysis. Knowledge of research and development, Computer aided engineering applications. Knowledge of legal compliance, Technical report writing, Technical consulting, creating high performance culture, Professional judgment and networking. Decision making skills. Team leadership. Analytical skills. Creativity. Self management. Financial Management skills. Customer focus and responsiveness. Communication skills. Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management skills. A valid driver's licence.
<u>DUTIES</u>	:	Perform quantity surveying activities on project plans, structures of facilities under the supervision of a quantity surveyor. Adhere to building standards to ensure safety and health requirements. Provide technical support. Contribute to the development of quantity survey related policies, methods and practices. Contribute to the cost determination of projects and estimates accomplished by building designers and/or sub professional personnel. Office administration. Provide assistance with tender (bid) administration. Liaise and interact with service providers. Contribute to the human resources and related activities. Maintain the record management system and the quantity survey library. Utilise resources allocated effectively. Research and development. Keep up with new technologies and procedures. Research/literature on new quantity survey and construction material techniques and methods. Liaise with relevant bodies/councils on quantity survey related matters. Follow approved programme of development for registration purposes.
<u>APPLICATIONS</u>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
<u>POST 17/76</u>	:	<u>SENIOR SAFETY OFFICER REF NO: 3/2/1/2017/058</u> Directorate: Social Organisational and Youth Development (NARYSEC) (1 year contract)
<u>SALARY</u>	:	R365 843 per annum, Level 08
<u>CENTRE</u>	:	Free State (Thabanchu)
<u>REQUIREMENTS</u>	:	National Diploma in Safety Management or equivalent qualification. 2-3 years relevant experience. Knowledge of the following security legislations and directives: Control Access to Public Premises and Vehicles Act. Knowledge of evacuation procedures. Criminal Procedure Act. Minimum Information Security Standards document. Firearm Control Act. Knowledge of automated access control system. Interpersonal relations. Investigation skills. Verbal and written communication skills. Supervisory skills. Valid driver's license. Willingness to work shifts.
<u>DUTIES</u>	:	Conduct frequent safety and security risk assessment. Identify and record all security risk and breaches to inform decision making. Provide advice and guidance on safety and security measures. Manage the deployment of security personnel on the premises. Ensure the safekeeping and issuance of keys to all facilities.
<u>APPLICATIONS</u>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

<u>POST 17/77</u>	:	<u>DRIVER/MESSENGER REF NO: 3/2/1/2017/061</u> (1 year contract)
<u>SALARY</u>	:	R166 206 per annum, Level 04
<u>CENTRE</u>	:	Directorate: Social Organisational And Youth Development (NARYSEC): Free State (Thabanchu)
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent ABET Qualification. 7-12 months experience in a messenger/driver environment. Advanced computer literacy (MS Word, MS Excel, PowerPoint, MS Outlook, etc). Good telephone etiquette. Sound organisational skills. Good people skills. Ability to work under pressure as well as the willingness to work irregular hours. Computer literacy. Language skills and ability to communicate with people at different levels and from different backgrounds. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation and valid driver's licence.
<u>DUTIES</u>	:	Transport Department officials and youth as requested. Collect office consumables. Collect and distribute documents within and outside college. Conduct daily/weekly vehicle checks or inspections. Liaise with asset management to ensure that minor/major vehicle maintenance is carried out.
<u>APPLICATIONS</u>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
<u>POST 17/78</u>	:	<u>STOREMAN REF NO: 3/2/1/2017/062</u> (1 year contract) Directorate: Social Organisational and Youth Development (Narysec)
<u>SALARY</u>	:	R166 206 per annum, Level 04
<u>CENTRE</u>	:	Free State (Thabanchu)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Knowledge of Record Management. Written and verbal communication skills. Interpersonal skills. Valid driver's licence.
<u>DUTIES</u>	:	Receive stock according to purchase orders Ensure that goods delivered meet specifications in terms of quality and quantity. Load and offload stock on and from trucks and trolleys. Assist with marking shelves and doing stocktaking. Assist with the movement of furniture and equipment, Ensure that furniture is moved from one office to another for transfer purposes. Ensure that obsolete/redundant and old furniture is kept in a lockable storage for disposal purposes. Act as a messenger within the Directorate: Logistics. Transport and Asset Management Packing of stock on the shelves and issuing of correct quantities. Assist with the checking of requisitions. Deliver stock to end users. Assist in managing the stock in the warehouse. Ensure cleanliness of stock.
<u>APPLICATIONS</u>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
<u>POST 17/79</u>	:	<u>FOOD SERVICE SUPERVISOR REF NO: 2/1/2017/064</u> (1 year contract) Directorate: Social Organisational and Youth Development (Narysec)
<u>SALARY</u>	:	R140 251 per annum, Level 03
<u>CENTRE</u>	:	Free State (Thabanchu)
<u>REQUIREMENTS</u>	:	Grade 12. Knowledge of standard kitchen equipment, utensils and measurements and sanitation practices related to handling and serving food. Knowledge of proper lifting techniques. Inter personal skills using tact, patience and courtesy. Ability to work under pressure as well as the willingness to work irregular hours. Computer literacy. Serve food in accordance with health and sanitation regulations. Ability to learn and follow health and sanitation requirements. Learn, apply and explain policies, procedures, rules and regulations. Language skills and ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Basic written communication skills and good grooming and presentation.
<u>DUTIES</u>	:	Prepare food service facilities for the serving of food. Maintain work areas and serving areas in a clean, sanitary and safe condition. Serve food to students and staff according to establish procedures. Store unused food and supplies. Operate

APPLICATIONS

a variety of standard kitchen equipment such as a dishwasher and ovens, report faulty equipment.

: The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>

NATIONAL DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 of hand deliver at the Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034. Employees are reminded to quote the relevant reference numbers/post number when applying for these posts.
- CLOSING DATE** : 22 May 2017
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. All shortlisted candidates will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated to the candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

MANAGEMENT ECHELON

- POST 17/80** : **DIRECTOR: SECURITY SERVICES REF NO: DOT/HRM/2017/09**
(Branch: Administration (COO))
(Chief Directorate: Corporate Support)
(Directorate: Security Services)
- SALARY** : All- inclusive salary package of R898 743 per annum of which 30% can be structured according to individual needs
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor Degree applicable to Safety and Security Management at NQF Level 7 as recognised by SAQA coupled with relevant NIA Security Management Courses with 6 – 10 years security working experience of which five years must be at Middle Management Level in practical security management and strategic leadership environment. Experience in security management and operation measures is required. Note: The following will serve as strong recommendations: Leadership and management experience, Knowledge of the MISS and other relevant and applicable security legislation and regulations , Effective communication skills (written and verbal) at all levels, Report writing and presentation skills, Planning, organisational relationship and conflict management skills, Detection, analytical thinking , decision making and motivational abilities, Willingness to successfully attend prescribed training courses, Valid South African driver's licence, Prepared to travel and work irregular and long hours. Computer Literacy, Expected to sign an oath of secrecy and disclose a security clearance.
- DUTIES** : Develop and implement physical security and procedures, Manage physical security operations; Perform physical security risks assessments; Respond to and investigate security incidents and breaches; Manage the implementation of OHS Program, Fire Safety and Contingency Plan; provide physical security services to the Department; Develop and implement document personnel & communications security policies and procedures; Develop, implement and manage document classification and protection program; Develop and implement personnel security i.e. security screening vetting and vetting process; Develop implement and manage communication security; Develop, implement and manage educational security (security awareness); Render security services; Establish, implement and manage

security policy, administrative and organizational functions as per NKP requirements; Establish, implement and maintain security awareness, security personnel training and firearms and ammunition control program; Establish , implement and maintain Emergency Plan and Joint Operational Centre; Develop, implement and manage NKP physical security programme; Develop, implement and manage document, information and Communication Security ; Develop, implement and manage security screening and vetting process; Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Branch; Management of staff in the unit, as well as contractors; Establish and maintain governance and administrative system's continuity within the work of the Branch; Develop financial reports for forecasting trending and results analysis; Prepare and submit implementation plan; Evaluate projected spending plans; Monitor quality control of work; Ensure the compilation of the annual report and strategic plan of the directorate; Monitor the planning, organising and delegation of work; Ensure monitoring & evaluation is carried out in all areas of the directorate; Represent the Dot at various forums as requested and coordinate efforts and report back; Assist with security at various events; Assist high level staff to events with security.

ENQUIRIES

: Ms C Coetzee; Tel no: (012) 309 3493 761

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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

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

MANAGEMENT ECHELON

POST 17/81 : **MEDICAL SPECIALIST GRADE 1-3 REF NO: 000707**
Directorate: Critical Care Unit

SALARY : Grade 1 R991 857 – R1 052 712 per annum (all inclusive package);
Grade 2 R1 134 069 – R1 203 666 per annum (all inclusive package);
Grade 3 R1 316 136 – R1 645 464 per annum (all inclusive package)

CENTRE REQUIREMENTS : Kalafong Provincial Tertiary Hospital
: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology, General Surgery, Internal Medicine, Emergency Medicine, Obstetrics and Gynaecology or Neurosurgery. Must be committed to complete a 2-year full time fellowship training program in Critical Care.

DUTIES : This will include after hours work (weekends and weekdays). The Critical Care fellow functions as a member of the multi-disciplinary critical care team that manages High Care and Critical Care Unit patients. Specific duties include: Full time clinical service provision within the Unit of Critical Care for the prescribed period; Patient management and supervision of junior medical staff; Participation in the critical care academic program; Completion of the prescribed clinical rotation program; Maintaining and completing a monthly logbook; Participation in departmental research activities.

ENQUIRIES APPLICATIONS : Dr. M.N. Mbeki, Tel. No: (012) 373-1053
: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za

CLOSING DATE : 12 May 2017

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

OTHER POSTS

POST 17/82 : **OPERATIONAL MANAGER NURSING PNB3 (PRIMARY HEALTH CARE) REF NO: 000729**
Directorate: Johan Deo Clinic

SALARY : R499 953 – R562 698 per annum (plus benefits)

CENTRE REQUIREMENTS : Sedibeng District Health Services
: A basic R425 qualification (i.e. Diploma / Degree in nursing or equivalent qualification that allows registration with SANC as professional nurse. Registration with SANC as a professional Nurse and proof of current registration. A post basic nursing qualification, with duration of at least one year accredited with the SANC in one of the specialties (Primary Health Care Specialty) referred to in glossary of terms. A minimum of 9 years appropriate /recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in Primary Health Care with at least one year exposure to management. PERSON PROFILE: Excellent time management, organizational skills, communication skills,

		presentation and team work skills. Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accordance with the scope practice and nursing standard as determined by the Department of Health. Maintain good interpersonal relation with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary) team worker. Promote quality of nursing care as directed by professional scope of practice and standard as determined by relevant health facility. Provide relevant health information to health care users to assist in achieving optimal health care. Participate in the formulation and implementations of nursing guidelines, protocol, standards and procedure. Manage and monitor utilization of human, financial and material resources. Maintain professional growth/ethical standards and self-development. Sign a Performance contract on annual basis. Take part in the Gauteng Turnaround Strategy, PHC Reengineering and linking it to Ntirhisano War Room.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. N. Mokgatla, Tel no: (016) 950 6002
	:	Quoting the relevant reference number, direct applications to The HR Manager-Sedibeng DHS, Private Bag X085,Marshalltown, 2107 Physical address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, NB Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online at www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	19 May 2017
<u>POST 17/83</u>	:	<u>DIETICIAN REF NO: 000710</u> Directorate: West Rand District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R262 020 per annum (plus benefits) (Notch will be determined by OSD)
	:	West rand District Health Region A
	:	Dietetics Degree, HPCSA registration. Computer literacy. Driver's license is an advantage Knowledge of and experience in implementing the integrated Nutrition Programme.
<u>DUTIES</u>	:	The candidate will be based at the primary health care Facility / clinics and rotate to 3 or 4 clinics for therapeutic Nutrition ,coordination , implementation , monitoring and Evaluation of policies and strategies on INP focus area and its activities namely disease specific , nutrition support on all INP programs, namely disease specific , Nutrition support, Treatment and counselling, micronutrient and malnutrition Control (vitamin A supplementation),youth and Adolescent Food service management, supplementary feed scheme, Growth monitoring and promotion, mother baby friendly initiative .Community based nutrition initiative, maternal nutrition, Nutrition education, promotion and advocacy .Working with the team responsible for data verification at clinic level. Control stock Equipment and materials, ensure accurate record keeping .and reporting . Provide nutrition counselling to patients. Strict Adherence to HPCSA and departmental policies. Carry out duties as delegated to promote service delivery
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Refilwe Nkwana, Tel no: (011) 953 4515
	:	Application must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications attached. Application should be hand delivered to West Rand District Health, Krugersdorp Cnr Vlei and Luipaard Street or Posted to West Rand District Health, Private Bag X 2053, Krugersdorp, 1740 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE NOTE</u>	:	12 May 2017
	:	People with disability are encouraged to apply.
<u>POST 17/84</u>	:	<u>ADMINISTRATION CLERK REF NO: 000708</u> Directorate: Infrastructure Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862 per annum (including benefits)
	:	Central Office
	:	Grade 12 and minimum of two years multi-storey building maintenance experience. Knowledge of office buildings function in relation to facilities management. Understanding of different maintenance service providers and maintaining office buildings. Be prepared to work after normal hours, including weekends. Be willing to work in confined areas. Possesses good communication skills. Have persuasive skills. Have good manners. Have tolerance for upset officials. A valid driver's license and computer literacy.

- DUTIES** : Assist with office space planning and allocation. Ensure government officials have adequate office space as per government gazette space norms. Supervising works performed by building maintenance service providers. Manage cleaning services at head office. Liaise with the Gauteng Department of Infrastructure Development for building maintenance. Manage the Head Office e-Maintenance program.
- ENQUIRIES** : Mr. A. Qolohle, Tel no: 082 746 1911
- APPLICATIONS** : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified or apply online by visiting www.gautengonline.gov.za
- CLOSING DATE** : 19 May 2017

PROVINCIAL TREASURY

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



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 15 May 2017
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

MANAGEMENT ECHELON

- POST 17/85** : **DIRECTOR: PROVINCIAL INFRASTRUCTURE PERFORMANCE**
(5 year fixed term performance based employment contract)
Chief Directorate: Public Finance
- SALARY** : R898 743 per annum, (all-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Built Environment or Finance or Commerce or Economics. 5 years of experience at Middle /Senior management level. Public Sector Management and/or related management experience in infrastructure management 6 – 8 years.
- DUTIES** : Overall coordination of infrastructure planning and delivery for all departments and provincial public entities responsible for implementing infrastructure in the Province. Enforce quality assurance of provincial infrastructure documents, budgets and information aligned to the Gauteng Infrastructure Delivery Management System and the Standard for Infrastructure Procurement and Delivery Management. Lead site visits, site performance evaluations and gateway reviews for infrastructure projects. Provide strategic, technical and capacity building support to provincial departments and public entities. Facilitate streamlined and integrated planning processes between the spheres of government. Represent Provincial Treasury on various infrastructure forums. Facilitate compliance of the

infrastructure delivery processes by provincial departments and public entities with the Division of Revenue Act (DoRA), Gauteng Infrastructure Delivery Management System and the Standard for Infrastructure Procurement and Delivery Management. Assess infrastructure deliverables of provincial departments and public entities before recommendations on funding and/or continuation of projects are made by the Provincial Treasury. Provide constructive interface between National Treasury, planning agencies and implementing agencies regarding financial and delivery issues.

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

OTHER POSTS

POST 17/86 : **DEPUTY DIRECTOR: LOCAL GOVERNMENT RESOURCE MANAGEMENT**
Chief Directorate: Local Government Financial Services

SALARY : R657 558 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A three year Tertiary qualification, e.g. National Diploma or Degree related to the job content. 1-2 years' experience in team management/supervision, 2-3 years' experience in finance/local government finance and /or management field, proven experience relating to the duties.

DUTIES : Facilitate meetings for Debt Management Committee (DMC) provincial departments, parastatals and municipalities on government debt. Facilitation of bilateral meetings between departments and municipalities on key resolutions taken during the DMC. Review minutes for circulation to all DMC members. Assist and support the Gauteng Municipalities in implementing the recommendations on government debt engagements. Ensure continuous engagements with provincial departments, parastatals and municipalities on government debt. Ensure the implementation of the MFMA in all Gauteng municipalities. Analyse section 71 reports for accuracy and credibility of to ensure accuracy of the provincial government debt. Collect and reconcile the municipalities' government debtors age analysis reports and verify the accounts with departments. Collect and reconcile the department's payment reports and verify the accounts with municipalities. Follow up on disbursement reports/remittance advices from the departments for allocation of municipal payments purposes. Monitor the reconciliation of accounts between municipalities and the provincial departments during one on once engagements. Preparation, participation and presentation on government debt in Municipal Forums including NT's Reforms Forum, and PT –CFOF's on behalf of the Director as and when required.

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

POST 17/87 : **ASSISTANT DIRECTOR: SENIOR AUDITOR-COMPUTER AUDIT**
Directorate: Gauteng Audit Services

SALARY : R417 552 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant degree or diploma with 3-4 years' experience in Computer Auditing
DUTIES : Execute Computer Audit assignments and attend to coaching, training needs of Auditors and/or interns. Perform reviews as per the Computer Audit plan. Ensure audits are conducted in a professional manner based on the approved Computer Audit methodology. Comply with GAS administrative requirements. Undertake work according to ISACA / IIA standards. Review the adequacy and efficiency of controls using flowcharts and other evaluation methods. Review the audit findings and possible areas for improvement / recommendations. Document fieldwork. Review work performed. Reporting. Ensure audits are executed effectively and efficiently. Attend to administrative tasks.

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

**PROVINCIAL ADMINISTRATION: NORTH WEST
PUBLIC WORKS AND ROADS**

This Department 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. Candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : All applications must be forwarded to the Head of Department: Public Works and Roads, Private Bag X2080, Mmabatho 2735, Hand deliver to Office No. 160, 1st Floor, New Building Head Office in Old Parliament Complex, Modiri Molema Road, Mmabatho.
- FOR ATTENTION** : Mr M E Khauoe
- CLOSING DATE** : 12 May 2017
- NOTE** : Applications must be accompanied by a signed Z83 Form and a recently updated comprehensive CV, as well as originally certified copies of all qualification(s) including Grade 12/Senior Certificate, certified ID-document and the names of three contactable referees. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number in their applications. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. The Department reserves the right not to make an appointment. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. It will be expected of candidates to be available for selection interviews on a date and time and at a place as determined by the Department. **NB:** Correspondence will be limited to short-listed candidates only. If you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

MANAGEMENT ECHELON

- POST 17/88** : **CHIEF DIRECTOR REF NO: H/O 16/2017**
Building Infrastructure Management
- SALARY** : R1 068 564 per annum (An all-inclusive package can be structured in accordance with the rules of Senior Management Service, Level 14)
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : Qualification and experience: Grade 12 certificate and B.Sc. Civil Engineering. extensive experience in Project Management in the built environment. A minimum of five (5) years experience at Senior Management Level. Professional Registration in one of the built environment disciplines with the relevant council. Knowledge and skills: Management of professional teams within the built environment. Advanced knowledge and understanding of the following acts: Government procurement system and related legislation (e.g PPPFA and PFMA); Public Service Act; Occupational Health Safety Act and other related acts and regulations governing the Public Service Proven programme/project planning, budgeting and construction experience; Knowledge of the built environment legal and operational compliance; Technical consulting skills; Strategic capability and leadership skills; Problem solving and analysis skills; Decision making skills; Team leadership skills ;People management skills; Conflict management skills; Planning and organisational skills; Willingness to travel and work beyond normal hours; Computer literacy.
- DUTIES** : Provide strategic advice on project management to the Head of Department. Oversee the Department's Capital Expenditure (CAPEX) and Major Renovation /Rehabilitation/ Maintenance Programmes *Ensure that the Government policies for the Expanded Public Works Programme (EPWP) and the National Youth Services (NYS) are included in the CAPEX and Major Renovations Programmes Plan. Implement the Infrastructure Delivery Improvement Programme (IDIP) requirements and ensure that skills transfer and capacity building is complied with, while embedding processes and systems (e.g. the CIDB Toolkit). Ensure delivery of projects within parameters. Establish and maintain an effective planning, reporting, monitoring and evaluation system of projects. Manage and oversee

projects performed by the Department for clients departments; Ensure the updating and that the data integrity is maintained on the Provincial Project Management Information System (ProMIS) *Compile the monthly consolidated Infrastructure Reporting Model (IRM) report *Ensure compliance with the Construction Development Industry Boards (CIDB) regulations in terms of all industry related requirements. Give strategic direction and support to the Chief Directorate: Building Infrastructure Management

ENQUIRIES

: Ms NMG Mfikwe Tel no: (018) 388 2185/2426

NOTE

: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA directive on the implementation of competency based assessment). Appointed candidate will be required to sign Performance Agreements and annually disclose financial interests. NB: Correspondence will be limited to short-listed candidates only. If you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

OTHER POSTS

POST 17/89

: **DEPUTY DIRECTOR REF NO: H/O 17/2017**
Information Systems (Information Management)

SALARY

: R657 558 per annum (An all-inclusive salary package)

CENTRE

: Head Office (Mmabatho)

REQUIREMENTS

: Qualification and Experience: Grade 12 certificate and Degree / National Diploma in Software Development• 5 years' relevant experience working within ICT environment• A valid driver's licence• Knowledge: Knowledge of open-source software package or language• Knowledge of Information Technology business systems• Working knowledge of and experience in development/design and maintenance of applications. Business process management. Database querying and C#, ASP.net, HTML, CSS, Java script, programming SQL server database and project management Knowledge of MS Office Suite. Skills : Good communication and Report writing skills; Planning and organising; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking; Research skills; Computer operating systems and software skills; Communication and management skills; Client orientation and customer focus; Technical report-writing skills; IT research skills; Negotiating skills ; Quality assurance skills; Analytical skills.

DUTIES

: Manage the departmental Information Systems• Manage development of staff and implementation of ICT strategies• Manage and maintain server volumes and software• Align business systems with the departmental strategic direction• Manage security and risk measures to protect systems and applications• Provide leadership and guidance with regard to the establishment and implementation of information systems strategy. Advise the Department on future information and systems development• Plan, Develop, implement and maintain Departmental Information Systems. Departmental Information Systems policies, procedures and standards related to the field of expertise and ensure compliance to provincial and / or national formulated policy• Ensure that research and development effectively contributes to the strategy planning process within the Information Technology Directorate.

ENQUIRIES

: Mr M. Mokgalagadi Tel no: (018) 388 1500

NOTE

: Correspondence will be limited to short-listed candidates only. If you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

POST 17/90

: **ASSISTANT DIRECTOR REF NO: H/O 18/2017**
Human Resource Development

SALARY

: R334 545 per annum, Level 09

CENTRE

: Head Office, Mmabatho

REQUIREMENTS

: Qualification and Experience: Grade 12 certificate and Degree/ National Diploma (or equivalent) in Human Resource Management/ Development. A certificate in Skills Development Facilitation (SDF). 2-5 years experience in the Human Resource Development related field. A valid driver's license.

DUTIES : Coordinate training and development programmes. Develop the departmental Workplace Skills plan and the Annual training report. Coordinate the implementation of Induction programmes. Implement related strategies for the determination of employee training needs. Coordinate Artisan Development and Learnership programmes. Oversee effective coordination of staff registration with professional bodies. Ensure effective supervision of staff within the unit.

ENQUIRIES : Ms M. Tembe Tel no: (018) 388 4256
NOTE : Correspondence will be limited to short-listed candidates only. If you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

POST 17/91 : **SECRETARY TO DIRECTOR REF NO: H/O 19/2017**
Roads planning & design (Only in North West Province)

SALARY : R152 862 per annum, Level 05
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Qualification and Experience: Senior Certificate (Grade 12) or equivalent. Secretarial certificate would be an added advantage. At least one (1) year secretarial or general administration experience in an office environment. Computer literacy in Microsoft Office suite (MS Word, MS Excel, MS PowerPoint). Knowledge: Experience in the application of the legislative requirements that governs Supply Chain Management in the public service. Knowledge of the Public Sector Procurement processes, Rules and regulations, related prescript. Planning and organizing, Interpretation of relevant legislative requirements, Variety of work and procedure on financial matters. Batho Pele principles. Skills: Problem solving. Language with the ability to communicate well with people at different levels in written and verbal. Customer-focused approach and be results-driven. Assertiveness and Creativity. Time management. Good telephone etiquette. Sound organizational. High level of reliability and the ability to act with discretion. Minute writing.

DUTIES : Provide a secretarial/receptionist support service to the Senior Manager. Arrange meeting and events. Provide general office support, including creating and managing a register of incoming and outgoing documents for an effective filing and tracking system. Make travel arrangements and process invoices, and handle travel and subsistence claims. Prepare documentation for meeting and record minutes of meeting where required. Type correspondence and memos, and consolidate reports. Handle the procurement of standard item, such as ordering of equipment and stationery as required. Understand applicable prescripts, policies and procedures of the work environment to ensure efficient and effective support to Senior Manager.

ENQUIRIES : Mr L. Mafune Tel no: (018) 384 1048
NOTE : Correspondence will be limited to short-listed candidates only. If you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

**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 17/92 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**
(Chief Directorate: General Specialist and Emergency Services)

SALARY : Grade 1: R991 857 per annum
Grade 2: R 1 134 069 per annum
Grade 3: R 1 316 136 per annum
(A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

CENTRE REQUIREMENTS : George Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as Medical Specialist in Obstetrics and Gynaecology. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist in Obstetrics and Gynaecology. Inherent requirements of the job: Commuted overtime contract is compulsory. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to read, write and speak in at least two of the three official languages of the Western Cape. Computer literacy mandatory. Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

DUTIES : Key result areas/outputs: Render an efficient and cost-effective Obstetrics and Gynaecology service to patients managed by the institution and District Health Care Services in the District by balancing throughput with quality. Assist with the effective and efficient administrative and financial management of the Obstetrics and Gynaecology department. Ensure the rational use of resources (medical/surgical sundries and equipment). Ability to perform basic laparoscopic surgery. Assist the Head of the department with Antibiotic stewardship, patient audits and Clinical Governance. Assist with the training of all clinical staff, including 6th year UCT medical students and elective students. Partake in Outreach and Support services to the district and sub-district (PHC) as well as provide ESMOE training and simulation drills.

ENQUIRIES : Dr ZM North, Tel no: (044) 802-4535
APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
FOR ATTENTION : Mr MZ Emandien
CLOSING DATE : 12 May 2017

POST 17/93 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)**
(West Coast District)

SALARY : R394 665 (PN-A5) per annum
CENTRE : Lapa Munnik Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to work overtime should the need arise, day or night. Competencies (knowledge/skills): Good decision-making skills. Embrace the concept of change. Proven leadership qualities. Knowledge of the current applicable requirements for the maintaining of high clinical standards. Proven sound interpersonal and management skills and/or management qualification. Computer literacy. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Coordinate optimal holistic nursing care provided within set standards and a professional/legal framework within areas. Manage, supervise and effectively utilise all resources. Maintain professional growth/ethical standards and self-development. Provide effective support to Nursing Services. Participate in training and research. Supervise support services in cooperation with Sub-district Management including: effective management of cleaning services, food services, information management, finance management with input in budget monitoring meetings, people management, case management, grounds maintenance. Direct interaction and involvement in the primary health care services platform of the Bergriver Sub-district and commitment to the promotion of integrated health care service.

ENQUIRIES : Ms PE Robyn, Tel no: (022) 487-9204
APPLICATIONS : The Manager: Medical Services, Swartland Hospital, Private Bag X, Malmesbury, 7299.

FOR ATTENTION : Ms C Julius
CLOSING DATE : 12 May 2017

POST 17/94 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**

SALARY : Grade 1: R340 431 (PN-B1) per annum
Grade 2: R418 701 (PN-B2) per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General/Medical and Surgical Nursing Science: Critical Care Nursing: Child. Experience: Grade 1: A minimum of 4 years appropriate/ recognised experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Availability to do an extensive after hour call for the transplant-service. May be required to work shifts, weekends, night duty, public holidays and assist in departments. Valid Code (B/EB) drivers licence. Competencies (knowledge/skills): Computer literacy in Microsoft Office. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to function independently, as well as part of a multi-disciplinary team. Effective interpersonal and counselling skills. Good organisational skills and the ability to function under pressure. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to

obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status").

DUTIES : Key result areas/outputs: The individual will be based in the Emergency Services and be primarily responsible for: Provide a transplant co-ordination service, and holistic, comprehensive specialised nursing care within a professional/legal framework in emergency services. Effectively manage and utilise Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms M Franken, Tel no: (021) 658-5187
APPLICATIONS : The Chief Director: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Mr P Petersen
CLOSING DATE : 12 May 2017

POST 17/95 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**
 (Chief Directorate: Metro District Health Services)

SALARY : Grade 1: R340 431 (PN-B1) per annum
 Grade 2: R418 701 (PN-B2) per annum

CENTRE : Kraaifontein Community Health Centre
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year accredited with SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1 year post-basic qualifications as mentioned above. Inherent requirements of the job: Willingness to work shifts, including extended hours. Willingness to work at Durbanville in outreach facility. Competencies (knowledge/skills): Good interpersonal, planning and organisational skills. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office). Knowledge of the Nursing Act and relevant Regulations. Knowledge of the Mental Health Care Act, Child Health Act, and other relevant legislation. Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

DUTIES : Key result areas/outputs: Render an effective and comprehensive nursing treatment and care to patients. Provide continuous holistic and comprehensive nursing care, manage financial and administration duties and manage human resources. Work as part of the multi-disciplinary team to ensure quality nursing

care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Data collection.

ENQUIRIES : Ms L Steyn, Tel no: (021) 987 0080
APPLICATIONS : The Director: Tygerberg/Northern Sub-structure Office, Nurses Home, 1st Floor, Karl Bremer Hospital, Private Bag X99, Bellville, 7535.
FOR ATTENTION : Ms A Kader
CLOSING DATE : 19 May 2017

POST 17/96 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
(Overberg District)

SALARY : R281 418 per annum
CENTRE : Overstrand Sub-district, (Overberg District)
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate knowledge and experience in Information Management. Inherent requirements of the job: Valid driver's licence (Code B) and willingness to travel. Willingness to perform overtime duties when required. Competencies (knowledge/skills): Technical knowledge, report writing and data management skills. Advanced knowledge and experience in the National and Provincial Information Systems and Databases. People management and Project management. Knowledge and experience in planning and policy development process. Knowledge and experience in HAST data management will be an advantage. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Ensure effective information management to all relevant role players within the Sub-District. Report writing and information management during campaigns. Adherence and maintenance of quality data at all times within the Sub-District. Conduct audits within the Sub-District. Project management with regards to IT matters and Systems optimisation. Perform Supervisory function within the Health Information Management team within the Sub-district.

ENQUIRIES : Ms MA Samuels, Tel no: (028) 313 5301
APPLICATIONS : The Director: Overberg District, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Ms A Brits
CLOSING DATE : 19 May 2017

POST 17/97 : **RADIOGRAPHER (RADIOLOGY ONCOLOGY) 5/8TH**

SALARY : Grade 1: R219 699 per annum
Grade 2: R258 792 per annum
Grade 3: R304 845 per annum

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practice Radiographer in Radiation Oncology. Registration with a professional council: Registration with the HPCSA as an Independent Practice Radiographer in Radiation Oncology. Experience: Grade 1: None after registration with the HPCSA in Radiography Oncology. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Radiography Oncology. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in Radiography Oncology. Inherent requirement of the job: Willingness to work after-hours. Competencies (knowledge/skills): Render administrative and information support to Unit Manager. Clinical training of students. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Radiotherapy treatment and planning according to clinician's instructions and taking care of patients. Perform quality assurance procedures. Keep accurate records. Participate in continuing professional development activities. Perform effectively as part of a multi-disciplinary team.

ENQUIRIES : Ms R Wessels, Tel no: (021) 938-4701
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505
FOR ATTENTION : Ms V Meyer
CLOSING DATE : 12 May 2017

POST 17/98 : **PORTER 2 POSTS**
(Chief Directorate: General Specialist and Emergency Services)

SALARY : R90 234 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, including nightshift. Willingness to handle bodies (corpses). Competencies (knowledge/skills): Good interpersonal skills. Ability to communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post

DUTIES : Key result areas/outputs: Accompany walking and immobile patients to various sections in the facility. Assist with loading patients in/out of ambulances/vehicles and assist staff with the transfer of patients to beds/trolleys. Collect patient records in various service areas for filing purposes. Assist with shifting medical equipment to and from rooms. Responsible for cleaning trolleys and wheelchairs and report faulty equipment to Supervisor. Assist with transporting deceased bodies from Emergency room to the mortuary.

ENQUIRIES : Mr Y George, Tel no: (021) 402 6182
APPLICATIONS : The Chief Executive Officer: New Somerset Hospital, Private Bag, Green Point, 8005

FOR ATTENTION : Mr Z Sonkwala
CLOSING DATE : 19 May 2017

POST 17/99 : **FOOD SERVICES AID**
(Chief Directorate: Metro District Health Services)

SALARY : R90 234 per annum
CENTRE : False Bay Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numerical skills. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirements of the job: Willingness to work shifts and overtime which include weekends and public holidays. Must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Financial Management and Human Resource support to Supervisor.

ENQUIRIES : Mr H Johnson, Tel no: (021) 782 1121
APPLICATIONS : The Manager: Medical Services, False Bay Hospital, PM Office, Bag X1, Vallyland, Fish Hoek, 7978.

FOR ATTENTION : Ms L Shoosmith
CLOSING DATE : 19 May 2017

POST 17/100 : **CLEANER**
(Chief Directorate: Metro District Health Services)

SALARY : R83 766 per annum
CENTRE : Nolongile Community Health Centre
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a Cleaner in a Health Facility. Experience with the use of cleaning equipment, materials and detergents. Infection Control and Occupational Health and Safety experience. Inherent requirement of the job: Willingness to work flexible hours. Competencies (knowledge/skills): Fluency 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 a clean and hygienic environment in and outside the health care facility to prevent the spread of infection. Plan and organise cleaning of facility with available resources. General cleaning and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows and walls). Ensure that cleaning equipment, (i.e. polisher and scrubbing machines, mops, brooms and buckets) are

clean after usage and securely stored. Actively involved in infection control and occupational health and safety activities.

ENQUIRIES
APPLICATIONS

: Ms B Gaji-Mbunge, Tel no: (021) 387 4230
: The Director: Khayelitsha Eastern Sub-structure, Khayelitsha District Hospital,
Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.

FOR ATTENTION
CLOSING DATE

: Ms Z Willie
: 12 May 2017