

## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 25 OF 2017**

**DATE ISSUED: 23 JUNE 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 AGRICULTURE, FORESTRY AND FISHERIES

**APPLICATIONS**

: Human Communications has been retained to handle all responses. Please forward your application, quoting the relevant reference number, to PO Box 1305, Rivonia 2128 or hand deliver at 3 Autumn Street, Rivonia, or you can apply online at [www.humanjobs.co.za](http://www.humanjobs.co.za) Applications can also be submitted electronically to Human Communications via the e-mail or fax number indicated at each post or hand delivered at any one of the Department of Agriculture, Forestry and Fisheries Offices as indicated below (please place in the blue box marked for applications). ENQUIRIES: Naomi Nortje tel. (011) 257-8012

Gauteng: Reception, Agriculture Place, 20 Steve Biko Street (formerly Beatrix Street), Arcadia, Pretoria

KwaZulu-Natal: Reception (5th Floor), Old Mutual Building, 185 Langalibalele Street, Pietermaritzburg

Limpopo: Reception (Ground Floor), Magistrates Building, 103 cnr Landdros and Munnik Streets, Makhado

Mpumalanga: Reception (Ground Floor), Permanent Building, 27 Brown Street, Nelspruit

Eastern Cape: King William's Town: Reception (Ground Floor), Old SABC Building, 2 Hargreaves Avenue

Mthatha: Reception (3rd Floor), PRD Building, Sutherland Street

Western Cape: Cape Town: Reception (Ground Floor), Foretrust Building, 3 Martin Hammerschlag Way, Foreshore

Stellenbosch: Reception (Support Building), Quarantine Station, Polkadraai Road

7 July 2017

**CLOSING DATE**  
**NOTE**

: It is the Department's intention to promote equity through the filling of posts, according to set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the Internet at <http://www.daff.co.za/doaDev/doc/Z83.pdf> which must be signed and dated (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric Certificate must also be attached) and ID document and driver's licence (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make appointment(s) to the advertised post(s). Applications submitted via e-mail, fax or online, must be legible and must include the post title and reference number in the subject line and a scanned, signed and dated Z83 form (a Z83 form without a physical signature and date will disqualify an application) together with all relevant documents as indicated above. Persons with disabilities are encouraged to apply. Kindly take note that it is the responsibility of the applicant to ensure that applications submitted via fax or e-mail include all required information attached in one e-mail or fax and that the documents are legible and in an accessible format. Queries in this regards can be directed to (011) 257-8012 before the closing date at 17:00. The Department and Human Communications will not be held liable for any ineligible and/or inaccessible documents received.

**OTHER POSTS**

**POST 25/01** : **DEPUTY DIRECTOR: NATIONAL PLANT AND PLANT PRODUCTION INSPECTION**  
**REF NO: 140/2017**  
Directorate: Inspection Services

**SALARY** : R779 295 per annum (all-inclusive package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a National Diploma or Bachelor's degree in Agriculture with Horticulture/Agronomy/Plant Pathology/Entomology/Food Technology/Biotechnology or Plant Genetics as a major subject(s) (you are required to furnish a credit certificate and/or a statement of results). Extensive technical experience with regard to the development and monitoring of the Agricultural Pests Act, 1983 (Act 36 of 1983), the Animal Diseases Act, 1984 (Act 35 of 1984), the Meat Safety Act, 2000 (Act 40 of 2000), the Plant Improvement Act, 1976 (Act 53 of 1976), the Liquor Products Act, 1989 (Act 60 of 1989), Genetically Modified Organisms Act, 1990 (Act 119 of 1990) to be in line with other related legislation, international standards and agreements as well as the provision of World Trade Organisation on the application of Sanitary and Phytosanitary Measures (WTO-SPS), Technical Barriers to Trade (TBT) and the Convention on Biodiversity principles (CBD). Good communication skills. Planning, organising, problem-solving, interpersonal relations, analytical and negotiation skills. Computer literacy in MS Office software. Valid driver's licence and the ability to drive.

**DUTIES** : Develop and monitor policies, guidelines, norms and standards to be in line with the relevant agricultural legislation. Oversee the provision of effective quality, sanitary and phytosanitary inspection services for regulated agricultural products in line with the relevant legislation. Oversee and manage inspection with regard to plant health quality and food hygiene. Manage audits on the relevant system and assignees. Manage the resources of the Sub- directorate (physical, human and financial).

**ENQUIRIES** : Mr K.E Phoku, tel. (012) 309-8702  
**APPLICATIONS** : [daff7@humanjobs.co.za](mailto:daff7@humanjobs.co.za) or fax: 086 762 2966  
**NOTE** : In terms of the departmental employment equity targets, priority will be given to African females and people living with disabilities.

**POST 25/02** : **ICT TECHNICIAN SECURITY REF NO: 188 /2017**  
Directorate: ICT Service Delivery and Operations

**SALARY** : R334 545 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a National Diploma in Information Technology/BSc Computer Science with appropriate experience. Cisco training certificate (CCNA/CCNP certified), checkpoint Firewall-1 NGX training, CCSA / CCSE certificate. Experience in network / security management and troubleshooting. Good communication skills. Report-writing skills. Team player. Drivers Licence

**DUTIES** : The incumbent will be responsible to investigate and create solutions that developed ICT applications can be accessible and secure on Network Security as per Directorate requirements. Provide general and specialised advice on ICT network security to all levels of the organisation and sometimes to stakeholders outside the DAFF. Execute network security services to make sure the effective utilisation through operational planning, control, quality assurance and intervention with a view to directly support service delivery to DAFF clients.

**ENQUIRIES** : Mr. A. Vermaak, tel. (012) 319-6202  
**APPLICATIONS** : [daff1@humanjobs.co.za](mailto:daff1@humanjobs.co.za) or fax: 086 762 2863  
**NOTE** : In terms of the departmental employment equity target, priority will be given to African males and people with disabilities.

**POST 25/03** : **RESOURCE CONSERVATION OFFICER REF NO: 141/2017**  
Directorate: Land Use and Soil Management

**SALARY** : R281 418 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Bachelor's degree or National Diploma in Agriculture/Resource Utilisation/Soil Science/Rangeland Management. Knowledge in the application of the Public Finance Management Act, Act No 1 of 1999. Knowledge of grasses of South Africa and veld condition, CARA and Subdivision of Agricultural Land Act (SALA), Division of Revenue Act (DORA) and the integrated Development Planning

(IDP) process and soil and degradation hazards. Ability to conduct research, gather and analyse information, develop and interpret policies and work well under pressure. Report-writing, negotiation and communication skills (verbal and written). Good computer skills (MS Word, Excel and PowerPoint) and presentation skills. Valid driver's licence and willingness to travel.

**DUTIES**

: The incumbent will be responsible to provide analysis of LandCare business plans for allocated provinces prior to National Assessment Panel (NAP) and Provincial Assessment Panel workshops. Compile technical reports on the performance of LandCare implemented projects allocated to provinces. Provide inputs on the technical reports on the monitoring of LandCare conditional grant outputs. Participate in awareness activities ie project launches, farmer days and conferences. Compile reports of allocated provinces on job created, that contributes to the Expanded Public Works Programme (EPWP). Update LandCare projects database. Monitor the LandCare implemented projects in allocated provinces. Support the implementation of projects as per approved business plan. Facilitate the compliance of monthly EPWP reporting by provinces using the reporting system approved by the Department of Public Works. Provide inputs on LandCare project implementation towards compliance with legislation of relevant departments. Provide inputs on developed survey framework that will be utilised by allocated provinces during the implementation of LandCare-funded projects. Monitor and provide projects performance and provide recommendations. Facilitate the issuing of notification for non-compliant provinces. Give input on the generated technical and scientific annual evaluation of quarterly output reports of LandCare projects.

**ENQUIRIES**

**APPLICATIONS**

**NOTE**

: Mr R.K. Mampholo, tel. (012) 319-7687  
: [daff2@humanjobs.co.za](mailto:daff2@humanjobs.co.za) or fax: 086 76 22864  
: In terms of the departmental employment equity targets, priority will be given to African, Coloured, and White males and Coloured females and people living with disabilities.

**POST 25/04**

**SENIOR HUMAN RESOURCES PRACTITIONER REF NO: 189 /2016**

Directorate: Employee Relations

**SALARY**

**CENTRE**

**REQUIREMENTS**

: R281 418 per annum  
: Pretoria  
: Applicants must be in possession of a National Diploma/degree in Human Resources Management/Industrial Psychology/Public Administration. Good communication (written and verbal), research, presentation, analytical and computer skills.

**DUTIES**

: The incumbent will be responsible to promote good governance through the development of Human Resource policies and practices. Develop and maintain HR policies and practices by proactively analysing relevant Acts, Regulations and other statutory documents. Conduct research in order to identify the development of a policies and practices. Consult and submit policies for approval to relevant structures. Communicate the approved policies. Render advice on HR policies and practices to employees and managers in the Department. Assist in the development and roll out of the HR Plan by obtaining information from all the relevant role-players and quality assure information obtained. Monitor the implementation of HR Plan by developing HR Plan Implementation Report. Analyse HR information in order to render advice to managers by developing/suggesting proposals and interventions to address challenges.

**ENQUIRIES**

**APPLICATIONS**

**NOTE**

: Ms. K. Maboe, tel. (012) 319-6734  
: [daff4@humanjobs.co.za](mailto:daff4@humanjobs.co.za) or fax: 086 762 2910  
: In terms of the departmental employment equity target, priority will be given to African males, Coloured and White females and people living with disabilities.

**POST 25/05**

**VETTING OFFICER REF NO: 181/2017**

Directorate: Security Services

This is a re-advertisement of Ref: 22/2017. Applicants who previously applied should re-apply if still interested.

**SALARY**

**CENTRE**

**REQUIREMENTS**

: R226 611 per annum  
: Pretoria  
: Applicants must be in possession of a Bachelor's degree/National Diploma in Forensic Investigations/Psychology/Social Science with relevant investigation experience. Knowledge and investigation experience included SAPS and Military. Knowledge of National Strategy Intelligence Act, 1994 (Act 39 of 1994), National Vetting Strategy in the Public Service, Protection of Information Act 2000 (Act 84 of 2004), Minimum

Information Security Standard and Criminal Procedure Act, 1997 (Act 51 of 1997). Good verbal and writing skills, good interpersonal relations and computer skills. Be prepared to work over time. Valid driver's licence.

**DUTIES**

: The incumbent will be responsible to conduct vetting fieldwork investigation. Conduct security awareness in the Department. Conduct one on one vetting investigations in respect of secret and top secret levels. Collect information through interviews with the subject, declared and undeclared references. Liaise with relevant stakeholders/security organisations. Compile a vetting field investigation report outlining the findings and recommendations. Complete minimum of three files Top Secret/Secret and twenty confidential files vetting field investigation per month. Submit vetting field investigations files which may contain security relevant information (i.e. espionage, terrorism, subversion etc) to the State Security Agency for further investigation. Conduct vetting field investigation and security-related research (i.e. information security, personnel security) and development. Facilitate personnel suitability (PSC) process. Perform administrative duties in relation to vetting.

**ENQUIRIES**

: Mr. R. Naidoo, tel. (012) 319-6305

**APPLICATIONS**

: [daff5@humanjobs.co.za](mailto:daff5@humanjobs.co.za) or fax: 086 762 2920

**NOTE**

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

**CIVILIAN SECRETARIAT FOR POLICE**

*The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police service is committed to the achievement and maintenance of diversity and equity employment.*

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception.
- CLOSING DATE** : 07 July 2017, NB: Please ensure that your application reaches this office before 17h00 on week-days.
- NOTE** : Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. 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. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria.

**MANAGEMENT ECHELON**

- POST 25/06** : **DIRECTOR: POLICY DEVELOPMENT REF NO: CSP/26/2017**
- SALARY** : R 898 743.00 Per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree in Public Policy, Criminology, Law or Sociology. 4-5 years appropriate research, policy development with 5 years middle management experience. Good understanding of policing, crime and safety practices, and knowledge and understanding of the criminal justice system and relevant policy environment. Ability to establish a network in the policing or security establishment. People management skills. Knowledge of governmental procurement process and the PFMA. Good verbal skills and excellent writing skills. High level of proficiency in relevant computer applications.
- DUTIES** : Develop sound and clear police-related policies through conducting research, analysing findings, and providing recommendations. Collaborate with the Departments Civilian Oversight, Monitoring and Evaluation and Partnership unit for the development of policies, and to enhance the implementation of policies, practices and procedures. Undertake extensive consultation on all policies in the provinces and through public engagements. Develop policy and discussion papers on aspects of policing as requested by the Chief Director and the Secretary for Police Service. Perform any other duties as may be assigned by the Chief Director.
- ENQUIRIES** : Mr S Chauke / Mr K Shiphamele (012-393-1873)

## DEPARTMENT OF GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

## OTHER POST

- POST 25/07** : **DEPUTY DIRECTOR: MEDIA LANDSCAPE**  
One-Year Contract  
Directorate: Government Communications Monitoring and Evaluation
- SALARY** : All-inclusive salary package: R612 822
- CENTRE** : PRETORIA
- REQUIREMENTS** : Applicants must should be in possession of a relevant 3 years Degree (NQF 7) or National Diploma (NQF 6) plus at least three years' experience in Media and Communication. In-depth understanding of the media landscape. Extensive project management experience. Experience in managing the process of writing, editing, design, layout, and printing a book. Ability to develop policy developments. The ability to work independently and under pressure. Good communication/liaison, networking, planning, problem-solving and research skills. Inclination to pay attention to detail and willingness to take initiative. Advanced computer skills.
- DUTIES** : The successful candidate will be required to develop briefing documents and plans, source, coordinate and consolidate contributions from experts in the media industry. Manage the process of writing of the book starting the briefing of the writers till the printing and launch of the book. Oversee the editing, layout, design and printing of the book. Develop specifications for the appointment of service providers, including the management of the service level agreements. Coordinate and liaise with reference team. Provide regular reports to Management. Coordinate implementation workshops for the Government Communication Policy and the development of Monitoring and Evaluation system for the Policy.
- ENQUIRIES** : Ms Nkele Sebasa: (012) 473 0207



**GOVERNEMENT PRINTING WORKS**

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

**APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria 0001

**FOR ATTENTION** : Ms. M. Mbokane, Human Resources, Tel no: 012 748 6271.

**CLOSING DATE** : 10 July 2017

**NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. The Government Printing Works reserves the right to fill or not fill the above-mentioned posts. General information: Short-listed candidates must be available for interviews at a date and time determine by the Government Printing Works. Successful candidates may be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**OTHER POSTS**

**POST 25/08** : **SPECIALIST SYSTEMS ADMINISTRATOR: UNIFIED COMMUNICATIONS (3RD LEVEL SUPPORT) 2 POSTS REF NO: 17/24**

**SALARY** : R657 558.00 per annum (all-inclusive salary package) (Salary level 11)

**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 12 or equivalent qualification plus a National Diploma/Degree in Information Technology/Information Management/ Business Informatics/Computer Science/Software Development with 5 - 7 years' experience in ICT Support and a minimum of 3 years Unified Communications Systems Administration experience or Grade 12 plus an IT Certificate in Microsoft and Lync Server 2013, Microsoft Exchange Server 2013 or higher international certificate, MCSE/MCTS/MCSA plus 8 – 10 years' experience in ICT Support and a minimum of 5 years Unified Communications Systems Administration, ITIL Foundations and CompTIA Security+ certifications will be an added advantage.

**DUTIES** : To provide third level support for Unified Communications Infrastructure, and ensure calls are resolved within SLA, Ensure minimal disruptions on the unified communications infrastructure during business hours, Monitor email queues to ensure incoming and outgoing emails are delivered timeously, Manage unified communications infrastructure performance and capacity, and implement performance enhancements, Manage Microsoft Exchange & Lync upgrade projects, Analysing system logs and identify potential issues, Manage mailbox security and prevent unauthorised access, Provide advance management of windows DHCP and DNS services, Apply patches on all Unified Communication systems servers monthly, to strengthen the operating systems and mitigate vulnerabilities, Manage Forefront Security for SharePoint deployment and administration, Installing, Configuring and Maintaining Microsoft Exchange servers and Microsoft Lync servers, Manage Active Directory Administration and Maintenance, Configure and Manage Windows File and Print server, Installing, configuring and administration of RightFax services, Manage Telephone Management System and the reporting thereof, Write scripts for automation of server administration, Administer and manage SharePoint Servers, Create and deploy Group Policies, Document all problems on servers and client computers and their solutions for future reference, Research and test new technologies and ways to improve ICT service offerings, Ensure change control process are adhered to when making changes on the production systems, Implement mailbox data backup and archiving plan and periodically test mailbox restores, Implement exchange server

**ENQUIRIES** : redundancy or high availability configuration, Implement Lync infrastructure server redundancy or high availability configuration  
Mr. Lindani Ngema, tel no: (012) 748 6104

**POST 25/09** : **SPECIALIST SYSTEMS ADMINISTRATOR (VIRTUAL INFRASTRUCTURE) REF NO: 17/25**

**SALARY** : R657 558.00 per annum (all-inclusive salary package) (Salary level 11)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 or equivalent qualification plus a National Diploma/Degree in Information Technology/Information Management/ Business Informatics/Computer Science/Software Development with 5 - 7 years' experience in ICT Support and a minimum of 3 years server support experience or Grade 12 with relevant international certifications [MCSE/ MCSA/ VCP] plus 8 – 10 years' experience in ICT Support and a minimum of 5 years' server support experience, Experience with migration tools (P2P, P2V, V2V, and V2P), Advanced technical knowledge of VMWare virtualization technologies (vCenter, vSphere, ESXi, DRS, vMotion, HA, vSAN), VMWare, VMWare View, data backup management and shared storage [SAN, vSAN] administration \* ITIL Foundations certification will be an added advantage.

**DUTIES** : Manage problem and service tickets ensuring timely resolution to meet Service Level Agreements, Handle third level support calls, Provide advanced troubleshooting and problem resolution of the Virtualization Infrastructure, Responsible for Physical Hardware, HP Blade and ProLiant Servers deployment and management, Responsible for VMWare View administration and support (Advanced), Administer all Virtual server hosts, Migrating data from old to new equipment during hardware refresh periods, Regularly check event logs, Manage Backups schedules and rotation of offsite storage check available media & disk space (Third level Capacity Planning), Manage Veeam and HP data protector administration, Create and schedule backup jobs, Restore of data as and when required, Test backups restores, Participate in Business Continuity Disaster Recovery, Configure and design the Virtual infrastructure in line with best practices and international standards, Ensure minimal systems downtime on the Virtual Infrastructure for all production systems servers, Monitor performance and resource utilisation across the virtual servers and storage, Clone and create server snapshots, Provide virtual servers as required, Ensure that Virtual server deployments aligns with license agreements, Patching Microsoft servers to harden the Operating Systems to avert risks and vulnerabilities, Build, install, configure, and maintain VMware products including ESXi servers, Hyper-converged systems, High Availability clusters and Virtual Centre.

**ENQUIRIES** : Mr. Lindani Ngema, tel no: (012) 748 6104

**POST 25/10** : **SPECIALIST ICT ADMINISTRATOR: SECURITY REF NO: 17/26**

**SALARY** : R657 558.00 per annum (all-inclusive salary package) (Salary level 11)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 or equivalent qualification plus a National Diploma/Degree in Information Technology/Information Management/ Business Informatics/Computer Science/Software Development with 5 - 7 years' experience in ICT technical functions and a minimum of 3 years network security experience or Grade 12 with certificate(s) in CISSP, MCSE: Security, CompTIA Security+ or higher international certifications plus 8 – 10 years' experience in ICT Support and a minimum of 5 years' network security experience, Working knowledge of Intrusion Prevention/Detection Systems, Advanced technical knowledge of SonicWALL products [Firewall and SSLVPN], ITIL Foundations certification will be an added advantage.

**DUTIES** : Responsible for the integrity and protection of the organisation's information systems from unauthorised access and violations, Analyses potential security risks, evaluates trends, anticipates requirements and develops incident response plans, Monitor and audit systems for abnormal activity, reports violations and executes corrective action, Conducts periodic audits or penetration tests, Manage problem and service tickets ensuring timely resolution to meet Service Level Agreements, Briefs staff on security awareness and processes and provide network security training to junior ICT personnel, Research and advice ICT management of new trends and vulnerabilities in the information security space, Document all network security related problems and their solutions for future reference, Configure and design the network security in line with

best practices and international standards, Manage Firmware upgrade and patch management of all Firewall devices, Public DNS Management and External Mail Flow, Partake in supporting and Administering SSLVPN and setting up VLAN, Ensure that all GPW infrastructure has the correct level of protection to ensure secure operation, Analyses potential security risks, evaluates trends, anticipates requirements and develops incident response plans protects systems by defining access privileges, control structures and resources for staff and guests, Ensure minimal number of security related service downtime, Implement and monitor Intrusion Prevention/Detection Systems

**ENQUIRIES** : Mr. Lindani Ngema, tel no: (012) 748 6104

**POST 25/11** : **INVITATION TO PARTICIPATE IN AN APPRENTICESHIP PROGRAMME**  
Government Printing Works is contributing towards skills development by providing unemployed youth with opportunities to be trained in the printing environment through apprenticeship programme, Applications are invited from all candidates who are between the ages of 18-35 who would like to participate in the apprenticeship programme to obtain an accredited qualification as Artisans in the Printing Industry.

**SALARY CENTRE** : R109, 926 per annum  
: Origination: Electronic Originator/Graphic Design 2POSTS Ref No: GPW17/26  
Special Products Continuous Stationery 2 Posts Ref NO: GPW17/27  
Webfed Printing Rotary Offset: Web-fed 3 Ref NO: GPW17/28  
Webfed Printing Sheet-fed Lithography 2 Posts Ref NO: GPW17/29  
Sheet – fed Printing Finishing Mechanized Soft-cover and Hard-cover Operations 7 Posts Ref No: GPW17/30  
Bookbinding Maintenance Printer’s Mechanic and Printer’s electrician 2 Posts Ref No: GPW17/31

**REQUIREMENTS** : Application must be in the possession of a Senior Certificate/ Grade 12 or equivalent qualification, and can apply for the following trades: Important note: All apprentice will be allocated a mentor and will be stationed in PRETORIA. Successful candidates will be offered a three –year contract in line with the SETA requirements to prepare them successfully for both theory and practical until they complete a trade test and receive their qualification, Shortlisted candidates must be available for the interviews and competency assessment on a date that will be determined by the Government Printing Works, All Apprentices will be required to sign an Agreement with GPW for the duration determined by GPW.

**ENQUIRIES** : Mr. Dericht Nicklin, tel. (012) 748-6275

## DEPARTMENT OF JUSTICE AND COSTITUTIONAL DEVELOPMENT

<b><u>CLOSING DATE</u></b>	:	10 July 2017
<b><u>NOTE</u></b>	:	Interested applicants may visit the following website: <a href="http://www.justice.gov.za">www.justice.gov.za</a> or <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> . A Z83 form & CV must be accompanied by original certified copies of qualifications and identity document and a driver's licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. 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. 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). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Shortlisted candidates will be subjected to a personnel vetting process. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## MANAGEMENT ECHELON

<b><u>POST 25/12</u></b>	:	<b><u>STATE ATTORNEY: REF NO: 17/08/SA</u></b> This Post is a Re-Advertisement: Candidates who previously applied are encouraged to Re-apply
<b><u>SALARY</u></b>	:	R1 068 564 – R1 277 610 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	MTHATHA
<b><u>REQUIREMENTS</u></b>	:	An LLB or Four year recognized legal qualification at NQF 7; 6 - 10 years' experience on senior managerial level; Admission as an Attorney; Minimum of 8 years litigation experience; Administrative and management experience. Skills and Competencies: Legal research and drafting; Computer literacy (MS Office share point portal, MS Outlook, JutaStat); Communication skills (written and verbal) with ability to motivate and direct people; Creative and analytical thinking; Strategic leadership capability; Performance Management; Analytical thinking, problem solving and decision making; Project management, Research and Development; Knowledge Management; Change management; Financial management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage and coordinate the development and implementation of the strategic and annual performance plans; Manage and facilitate the provision of representation of government on all legal and litigation matters including debt collection; Manage and facilitate the provision of conveyancing and notarial services; Manage and facilitate drafting and provision of legal opinions and contracts; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Ms. K. Ngomani ☎ (012) 357 8661
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal Address: Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria, 0001.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.

## DEPARTMENT OF LABOUR

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

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hand deliver at Corner Pniel and Compound Streets, Kimberley

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Kimberley

**CLOSING DATE** : 10 July 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](http://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 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 POST

**POST 25/13** : **EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/8/266**

**SALARY** : R 226 611 per annum

**CENTRE** : Provincial Office: Kimberley

**REQUIREMENTS** : Three year relevant tertiary qualification with either Accounting/Finance/Internal Audit plus one year functional experience in Auditing and/or Financial Management and a valid drivers licence. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, Communication Written and Verbal, Innovative, Analytical, Research, Project management.

**DUTIES** : Monitor the implementation of UIA and COIDA. Investigate the systems that provide advice on sector specific UIA and COIDA matters. Organise the procedure that monitor and evaluate impact of UIA and COIDA programs. Assist in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.

**ENQUIRIES** : Mr IS Vass, Tel: (053) 838 1500

### NATIONAL SCHOOL OF GOVERNMENT

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



**APPLICATIONS FOR ATTENTION** : Principal: National School of Government, Private Bag X759, Pretoria, 0001  
 : Ms L Raseroka, HR Unit , National School of Government by hand at ZK Matthews Building, 70 Meintjes Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted. Enquiries: In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.

**CLOSING DATE** : 07 July 2017 @ 16h00

**NOTE** : Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short listed candidates will be required to submit certified copies of their identity document and qualifications before the interviews. The short listed candidate. During the interview the shortlisted candidates will be required to write a technical exercise test that is relevant to the post. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

### OTHER POST

**POST 25/14** : **ASSISTANT DIRECTOR: INDUCTION REF NO: NSG 09/2017**  
 Branch: Training Management and Delivery

**SALARY CENTRE REQUIREMENTS** : (Salary level 9) commencing at R334, 545 per annum  
 : Pretoria.  
 : A relevant Degree or equivalent in Public Administration, Education or management. A minimum of five year experience in Public Service at least two years of delivering high-volume training in the Public Service. Experience in capacity building/training in induction training. Knowledge: Knowledge of statutory prescripts and national priorities pertaining to the Public Service. Knowledge of the Education, Training and Development (ETD) environment, National Qualifications Framework, adult and action learning principles and strategies. Ability to apply qualitative and quantitative information towards decision taking. Good understanding of the interface with other functional areas and ability to integrate effectively. Proven ability to analyse and assess new developments and apply innovation to the function. Competencies/Skills: Good project, time, stakeholders and people management skills; Advanced proficiency in communication and presentation skills; Advanced proposal and report writing skills; Excellent organising and planning skills; Computer literacy in Microsoft Office Suite; Service oriented work ethic and professionalism. Personal Attributes: Innovative, Professionalism, Confidence, Integrity, Diplomacy, Assertiveness, Team work and Resilience.

**DUTIES** : Manage the implementation of Induction programmes. Annual review of existing course materials and make recommendations for improvement and assist with course content review and customisation according to client needs. Participate in cross-functional curriculum development team meetings. Provide facilitators with updates pertinent to Induction Programmes. Ensure on board capacity exists in client Departments for the delivery of Induction interventions. Assist with the professionalisation and registration of facilitators for induction programmes. Collaborate with other units within the branch to

ensure that training course / programme are marketed and delivered effectively. Participate on the inter- and intra- departmental task teams in all three spheres of government. Liaise with Human Resource Development Coordinators to enrol learners on Induction training programmes, to enable the achievement of APP targets. Attend to request from clients for induction programme enquiries. Enable the provisioning of learner and programme/ course support by managing the e-platform and providing support to all facilitators to ensure quality training is rendered. Collaborate with Learner Records Directorate on course administration, Trainer Management System, case file management, the issuing of certificates, the Assessment, Moderation and Verification process.

**ENQUIRIES**

: Ms L Lapan, 012 441 6088

## DEPARTMENT OF TRADITIONAL AFFAIRS

*The Department of Traditional Affairs is poised to play a key strategic role - not only in assisting the institution of traditional leadership to transform itself to be a central partner with Government in the development of traditional communities, including the Khoi-San communities - but also in coordinating the traditional affairs activities of this Department and those of other Government departments at National, Provincial and Local Government levels, so as to ensure that the needs of traditional and Khoi-San communities (of development, service delivery, governance, access to indigenous knowledge systems, traditional courts and indigenous law, traditional healers and indigenous languages, etc) are sufficiently met. In addition, the Department must ensure that sufficient resources (human, financial and infrastructural) are provided by the State to transform the landscape in the functional domain of the Department of Traditional Affairs.*

- APPLICATIONS** : Please forward your application for the above position via post to: P.O Box, 394, Menlyn, 0063 or e-mail to: [cogta@basadzi.co.za](mailto:cogta@basadzi.co.za) quoting the relevant reference in the subject line). Enquiries for applications: Buli Malaba, at tel: 012 998 8953
- CLOSING DATE** : 14 July 2017
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified ID, copies of qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

## OTHER POST

- POST 25/15** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**
- SALARY** : R 334 545 per annum. (Salary Level9)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year National Diploma or three year Bachelor's Degree and a minimum of 3 to 5 years' experience in a related field. A qualification in Public Administration/ Financial Management/ Logistics/ Supply Chain Management will be an added advantage. Generic competencies: Applied strategic thinking, problem solving and decision making, project management, developing others, team leadership, diversity management and communication and information management. Technical competencies: Public Finance Management Act, Framework for Supply Chain Management, transversal systems .i.e. LOGIS and BAS, tender and contract administration, Asset Management Framework, financial management, Preferential Procurement Policy Framework Act and BEE Framework and BBBEE Act.
- DUTIES** : The successful candidate will perform the following duties: Develop and implement the supply chain management procurement policy and procedures. Develop and implement the asset management policy and procedures. Provide effective internal controls and implementation of cost saving, value for money procurement and utilization of goods and services. Implement effective management controls, corporate policies and procedures and reconcile asset transaction on LOGIS to BAS.
- ENQUIRIES** : Mr L Motlhabedi, Tel: (012) 334 4982



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

- APPLICATIONS** : Post to: Human Resource, Nkonkobe Sub-District, P.O Box 967, FORT BEAUFORT, 5720 or hand delivery to Human Resource, Nkonkobe Sub-District, Room 8 First floor Heald Road, FORT BEAUFORT, 5720.  
Enquires: Ms N.A Mcetywa - TEL NO: 046 645 2695. Post to: Human Resource Office, Mbhashe Sub-District, Private bag X1212, IDUTYWA, 5000 Enquires: Ms X.O Bushula - TEL NO: 047 489 2416. Post to: Human Resource Office, Frontier Hospital, Private bag X 7063, QUEENSTOWN, 5320 or hand delivery to Frontier Hospital, 5320.  
Enquires: Mrs P Marongo - TEL NO: 045 8084 272. Post to: Human Resource Office, Buffalo City Metro, Private bag X 9015, Main Post Office, EAST LONDON, 5200 or hand delivery to Sheffield Road, Woodbrook/Wesbank, EAST LONDON, 5200 Enquires: Ms Sawula - TEL NO: 043 708 1700. Post to: Human Resource Office, Frere Hospital, Private bag X 9047, EAST LONDON, 5200 Enquires: Ms N Mthitshana or P Zasawe - TEL NO: 043 709 2487/2532. Post to: Human Resource Office, Intsika Yethu Sub-District, Private bag X90, COFIMVABA, 5380. Enquires: Ms A Mabentsela – TEL NO: 047 874 0079
- NOTE** : Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified in the past 03 months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the dept. of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Applications directed to the addresses as indicated below or Hand Delivered as indicated below.

**MANAGEMENT ECHELON**

- POST 25/16** : **HEAD: CLINICAL DEPARTMENT- PAEDIATRICS GRADE 1-2-REF NO. ECHEALTH/HCD/FTH/03/06/2017**
- SALARY** : R1 938 279 – R2 249 457 per annum (OSD)
- CENTRE** : Frere Tertiary Hospital
- REQUIREMENTS** : Registration with HPCSA as a Specialist plus at least ten (10) years of appropriate experience in the respective department after registration with the HPCSA as a specialist of which six years of management experience in a hospital environment. Leadership, administration, programmes planning, assessment of patients within candidate's field of expertise. Management of diversity in the workplace. Counseling and conflict resolution skills.
- DUTIES** : Co-ordinate specialist services within the central region to ensure equitable distribution of resources to achieve optimal patient care within the defined level of services. Problem solving, participate in the provision of tertiary and central services. Provide outreach services to clinicians including expert advice to clinicians to manage patients appropriately. Active participation in the academic undergraduate and postgraduate training programmes. Direct clinical governance activities in the department. Establish

	:	protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients.
<b><u>ENQUIRES</u></b>	:	Ms Mthitsana Tel no 043 709 2487/2532
<b><u>POST 25/17</u></b>	:	<b><u>HEAD: CLINICAL UNIT 6 POSTS</u></b>
<b><u>SALARY CENTRE</u></b>	:	R1 550 331 – R1 645 464 per annum (OSD) Frere Tertiary Hospital REF NO. ECHEALTH/HCUM/FTH/03/06/2017) – MEDICAL REF NO: ECHEALTH/HCUIM/FTH/03/06/2017) – INTERNAL MEDICINE REF NO: ECHEALTH/HCUU/FTH/03/06/2017) – UROLOGY REF NO: ECHEALTH/HCUA/FTH/03/06/2017) - ANAESTHESIA REF NO: ECHEALTH/HCUE/FTH/03/06/2017) - ENT REF NO: ECHEALTH/HCUP/FTH/03/06/2017) - PAEDIATRICS
<b><u>REQUIREMENTS</u></b>	:	Registration with HPCSA as a Specialist plus at least ten (10) years of appropriate experience in the respective department after registration with the HPCSA as a specialist of which six years of management experience in a hospital environment. Leadership, administration, programmes planning, assessment of patients within candidate's field of expertise. Management of diversity in the workplace. Counseling and conflict resolution skills.
<b><u>DUTIES</u></b>	:	Co-ordinate specialist services within the central region to ensure equitable distribution of resources to achieve optimal patient care within the defined level of services. Problem solving, participate in the provision of tertiary and central services. Provide outreach services to clinicians including expert advice to clinicians to manage patients appropriately. Active participation in the academic undergraduate and postgraduate training programmes. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients. Lead and supervise departmental research activities.
<b><u>ENQUIRES</u></b>	:	Ms Mthitsana Tel no 043 709 2487/2532
<b><u>POST 25/18</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1-2 (SURGERY) REF. ECHEALTH/MSS/FTH/03/06/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R 991 857 – R 1 645 464 per annum (OSD) Frere Tertiary Hospital An appropriate qualification that allows registration with HPCSA as a Medical Specialist. Current registration with the HPCSA as a Medical Specialist in General Surgery. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 2: Minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a specialty.
<b><u>DUTIES</u></b>	:	Training of undergraduate and post graduate medical students. Active participation in quality improvement programmes including clinical audits and continuous professional development activities. Attend to administrative matters as pertains to the unit. The candidate will under the direction of the head of the Department of General Surgery inter alia: Undertake regular ward rounds, maintain and develop specialist services according to clinical service demands. Attend to patients requiring surgical services. Attend to patients in Surgery outpatient clinics. Conduct specialist ward rounds Provide after hour cover in general surgery and clinical support to junior staff. Provide advice to district/regional level hospitals. Manage/supervise allocated human resources. Ensure equipment is maintained. Undertake administration of surgery unit and have input into the unit's administration Undertake undergraduate and postgraduate training and support relevant clinical research and clinical trials. Assist with the setting of protocols for management for General Surgery. Develop measures to ensure quality assurance for the General surgery unit. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical stand.
<b><u>ENQUIRES</u></b>	:	Ms Mthitsana Tel no 043 709 2487/2532
<b><u>POST 25/19</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1-2 –REF NO: ECHEALTH/MS/FTH/03/06/2017</u></b>
<b><u>SALARY</u></b>	:	R 991 857 – R 1 645 464 per annum (OSD)

**CENTRE** : Frere Tertiary Hospital

**REQUIREMENTS** : An appropriate qualification that allows registration with HPCSA as a Medical Specialist. Current registration with the HPCSA as a Medical Specialist in General Surgery. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 2: Minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a specialty.

**DUTIES** : Training of undergraduate and post graduate medical students. Active participation in quality improvement programmes including clinical audits and continuous professional development activities. Attend to administrative matters as pertains to the unit. The candidate will under the direction of the head of the Department of General Surgery inter alia: Undertake regular ward rounds, maintain and develop specialist services according to clinical service demands. Attend to patients requiring surgical services. Attend to patients in Surgery outpatient clinics. Conduct specialist ward rounds Provide after hour cover in general surgery and clinical support to junior staff. Provide advice to district/regional level hospitals. Manage/supervise allocated human resources. Ensure equipment is maintained. Undertake administration of surgery unit and have input into the unit's administration Undertake undergraduate and postgraduate training and support relevant clinical research and clinical trials. Assist with the setting of protocols for management for General Surgery. Develop measures to ensure quality assurance for the General surgery unit. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical stand.

**ENQUIRES** : Ms Mthitsana Tel no 043 709 2487/2532

#### **OTHER POSTS**

**POST 25/20** : **OPERATIONAL MANAGER SPECIALITY 2 POSTS**

**SALARY** : R499 953 – R562 698 per annum (OSD)

**CENTRE** : Mbashe Sub-district- (Nqabara-Willowvale Clinic) REF NO. ECHEALTH/OM/NWC/03/06/2017  
Bomvana Clinic REF NO. ECHEALTH/OM/BOM/03/06/2017

**REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC as a General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES** : Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal Framework. Effective utilisation of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRES** : Ms X.O Bushula Tel no 047 489 2416

**POST 25/21** : **CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO. ECHEALTH/CNP/MKHO/03/06/2017**

**SALARY** : R340 431 – R514 962 per annum (OSD)

**CENTRE** : Mbashe Sub-district (Kwa-Mkholoza Clinic)

**REQUIREMENTS** : Senior Certificate. Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification in “Curative Skills in Primary Health Care” with

duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse.

Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

: Provision of quality comprehensive Primary Health Care, promotive, Preventative curative and Rehabilitative, assessment, screening, diagnosis and treatment of patients/clients. To integrate HCT to PHC package of services and evaluate patients' conditions and counsel according to needs. Participate and support the implementation of quality improvements programmes. Maintain accurate patients/clients records. Ensure proper and effective utilization of resources equipment, pharmaceuticals and other supplies. Implementation of ARV/PMTCT services support. Provision of support and supervision of lower categories according to the code of conduct in Public Service. To demonstrate effective communication with patients, supervision and other staff members. To work as part of Multi-Disciplinary team to ensure quality nursing care at PHC setting in all health programmes. Compile monthly, quarterly statistics reports.

**ENQUIRES**

: Ms X.O Bushula Tel no 047 489 2416

**POST 25/22**

**CLINICAL NURSE PRACTITIONER GRADE 1-2 11 POSTS**

**SALARY CENTRE**

: R340 431 – R514 962 per annum (OSD)  
: Tshabo Clinic-REF NO.ECHEALTH/CNP/TSHABO/03/06/2017  
: Zanempilo Clinic REF NO ECHEALTH/CNP/ZANE/03/06/2017  
Thembisa NU7 Clinic- REF NO. ECHEALTH/CNP/NU7/03/06/2017  
NU 9 Luyolo Clinic- REF NO. ECHEALTH/CNP/NU9/03/06/2017  
NU 5 Zingisa Clinic x3-REF NO. ECHEALTH/CNP/NU5/03/06/2017  
Dimbaza CHC- REF NO. ECHEALTH/CNP/DIMBAZA/03/06/2017  
NU 17 Clinic- REF NO. ECHEALTH/CNP/NU17/03/06/2017  
Ncera Clinic- REF NO. ECHEALTH/CNP/NCERA/03/06/2017  
Welcomewood Clinic- REF NO. ECHEALTH/CNP/WW/03/06/2017

**REQUIREMENTS**

: Senior Certificate. Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification in "Curative Skills in Primary Health Care"with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse.

Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

: Provision of quality comprehensive Primary Health Care, Promotive, Preventative, curative & Rehabilitative Assessment, screening, diagnosis and treatment of patients/clients. To integrate HCT to PHC package of services and evaluate patients' conditions and counsel according to needs. Participate and support the implementation of quality improvements programmes. Maintain accurate patients/clients records. Ensure proper and effective utilization of resources equipment, pharmaceuticals and other supplies. Implementation of ARV/PMTCT services support. Provision of support and supervision of lower categories according to the code of conduct in Public Service. To demonstrate effective communication with patients, supervision and other staff members. To work as Part of Multi-Disciplinary team to ensure quality nursing care at PHC setting in all health programmes. Compile monthly, quarterly statistics reports.

**ENQUIRES**

: Ms Sawula Tel no 043 708 1700

**POST 25/23**

**CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO. ECHEALTH/CNP/IYS/03/06/2017**

**SALARY CENTRE**

: R340 431 – R514 962 per annum (OSD)  
: Intsika Yethu Sub-district

**REQUIREMENTS** : Senior Certificate. Basic R425 qualification (i.e Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse. Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC. Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES** : Provision of quality comprehensive Primary Health Care, Promotive , Preventative curative and Rehabilitative Assessment, screening, diagnosis and treatment of patients/clients. To integrate HCT to PHC package of services and evaluate patients' conditions and counsel according to needs. Participate and support the implementation of quality improvements programmes. Maintain accurate patients/clients records. Ensure proper and effective utilization of resources equipment, pharmaceuticals and other supplies. Implementation of ARV/PMTCT services support. Provision of support and supervision of lower categories according to the code of conduct in Public Service. To demonstrate effective communication with patients, supervision and other staff members. To work as part of Multi-Disciplinary team to ensure quality nursing care at PHC setting in all health programmes. Compile monthly, quarterly statistics reports

**ENQUIRES** : Ms A Mabentsela Tel no 047 874 0079

**POST 25/24** : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 (2 Posts) REF NO. ECHEALTH/PNS2/FTH/03/06/2017**

**SALARY** : R340 431 - R514 962 per annum (OSD)

**CENTRE** : Frere Tertiary Hospital

**REQUIREMENTS** : Senior Certificate. Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse. Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC. Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES** : Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Act as shift leader in Unit (where necessary). Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provision of support to nursing services. Maintain professional growth or ethical standards and self -developments.

**ENQUIRES** : Ms Mthitsana Tel no 043 709 2487/2532

**POST 25/25** : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 2 POSTS**

**SALARY** : R340 431 – R514 962 per annum (OSD)

**CENTRE** : Duncan Village CHC- REF NO. ECHEALTH/PN/DVDH/03/06/2017  
NU8 Zingisa Clinic- REF. ECHEALTH/PN/NU8/03/06/2017

**REQUIREMENTS** : Senior Certificate. Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse. Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC. Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES** : Provide comprehensive nursing treatment and care to patients in a clinic/CHC setting in a cost effective, efficient and equitable manner. Act as shift leader in Unit (where

necessary). Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provision of support to nursing services. Maintain professional growth or ethical standards and self-development.

**ENQUIRES** : Ms Sawula Tel no 043 708 1700

**POST 25/26** : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO. ECHEALTH/PN/FH/03/06/2017**

**SALARY** : R340 431 – R514 962 per annum (OSD)  
**CENTRE** : Frontier Hospital  
**REQUIREMENTS** : Senior Certificate. Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse. Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC. Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES** : Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Act as shift leader in Unit (where necessary). Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provision of support to nursing services. Maintain professional growth or ethical standards and self-developments.

**POST 25/27** : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 -REF NO. ECHEALTH/PN/TCHC/03/06/2017**

**SALARY** : R340 431 – R514 962 per annum (OSD)  
**CENTRE** : Thornhill CHC  
**REQUIREMENTS** : Senior Certificate. Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse. Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC. Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES** : Provide comprehensive nursing treatment and care to patients in a specialty unit In a cost effective, efficient and equitable manner. Act as shift leader in Unit (where necessary). Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provision of support to nursing services. Maintain professional growth or ethical standards and self-developments.

**POST 25/28** : **OPERATIONAL MANAGER SPECIALITY- REF NO. ECHEALTH/OM/VIC/03/06/2017**

**SALARY** : R499 953 – R562 698 per annum (OSD)  
**CENTRE** : Nkonkobe Sub-district – (Victoria East Gateway)  
**REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC as a General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES** : Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRES** : Ms N Mcetywa Tel no 046 645 2695

**POST 25/29** : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2-REFNO.**  
**ECHEALTH/PN/SHE/03/06/2017**

**SALARY** : R340 431 – R514 962 per annum (OSD)  
**CENTRE** : Nkonkobe Sub-district – (Sheshegu Clinic)  
**REQUIREMENTS** : Senior Certificate. Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse. Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC. Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES** : Provide comprehensive nursing treatment and care to patients in a clinic setting in a cost effective, efficient and equitable manner. Act as shift leader in Unit (where necessary). Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provision of support to nursing services. Maintain professional growth or ethical standards and self-developments.

**ENQUIRES** : Ms N Mcetywa Tel no 046 645 2695

**PROVINCIAL ADMINISTRATION: FREE STATE**  
**DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS**  
*Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive pREF.*

<b><u>APPLICATIONS</u></b>	:	Quoting the REF number, applications must be forwarded to the Head of Department: Economic, Small Business Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand to in Room 105, 1 <sup>ST</sup> floor North Wing, Agriculture Building, Zastron Street, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Ms K Molusi /Ms MA Parkies.
<b><u>CLOSING DATE</u></b>	:	02 July 2017 at 16:00
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The department reserves the right not to appoint. All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. All short listed candidates will be subjected to screening and security vetting to determine their suitability for employment, as well as qualification verification. Successful candidate will be expected to enter into a performance agreement.

**MANAGEMENT ECHELON**

<b><u>POST 25/30</u></b>	:	<b><u>DIRECTOR: SUPPLY CHAIN &amp; ASSET MANAGEMENT REF NO: DETEA 01/06/17</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive salary package of R 898 743 p.a (Salary level 13). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund (15%) and flexible portion that may be structured in terms of the applicable guidelines
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein An appropriate three-year Bachelor's degree/diploma in Supply Chain Management/ Public Management/ Administration or equivalent qualifications. Extensive relevant experience in Supply Chain Management environment and Asset Management. Knowledge of PFMA, SCM Regulatory Framework and all prescripts governing procurement in the Public Service. RECOMMENDATIONS: A further post-graduate qualification in SCM/Procurement will be an added advantage
<b><u>DUTIES</u></b>	:	Manage and coordinate the sourcing and purchasing decision of all goods and services in the Department. Maintain, monitor and manage relationships between acquisition management and suppliers. Evaluate that spending of goods and services is according to the Demand Management Plan of the Department. Coordinate supplier scheduling, delivery times and supply continuity. Develop and maintain manuals on SCM policies and procedures. Source goods and services with fair, equitable, transparent, competitive and cost-effective system. Set performance standards in respect to service delivery to departmental clients. Manage assets and disposal in the Department. Manage all properties of the Department. Manage fleet which include subsidized and state-owned vehicles of the Department. Provide and manage auxiliary service which



include central registry and messenger. Manage losses in the Department. Manage the resources of the Directorate, i.e. human, asset and financial resources.

**ENQUIRIES** : Mr. J Motsetse, Tel. No: (051)-400 4734

**POST 25/31** : **DIRECTOR: SECURITY SERVICES, FRAUD AND ANTI-CORRUPTION REF NO: DESTEA 02/06/17**

**SALARY** : An all-inclusive salary package of R 898 743 p.a (Salary level 13). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund (15%) and flexible portion that may be structured in terms of the applicable guidelines

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An appropriate Degree / Diploma in Security Management / Policing / Public Management/Administration or equivalent qualifications. An extensive experience the administration of total security, coupled with 3-5 years in a managerial position. PSIRA registered or willing to register. Computer literacy. A valid driver's license.

**DUTIES** : Provide leadership to include case planning, case review and case assignment for requests for investigative services. Assess allegations reported in line with approved investigative methodology, decide on investigative approach and scope, monitor cases allocated to Investigators from inception of investigation till investigation is finalized. Oversee and assist investigators in liaison with law enforcement agencies and ensure that cases referred to law enforcement agencies are of the highest quality. Initiate investigation projects within the organisation and provide plans and strategies on how to conduct them. Provide a leadership role in the investigation of allegations of fraud and corruption and ensure that investigations are conducted in terms of the Department's investigation strategy and within timeframes. Review all monthly and quarterly reports generated by Investigators to ensure that quality of work is of required standard. Coordinate information and monitor statistics with regard to investigations. Provide guidance to investigators on the investigation assignments and ensure that the investigation conducted is of high standard and is conducted in terms of the project plans. Develop and monitor investigation project plans for investigators and ensure that they are adhered to, and give proper guidance to Investigators. Manage the flow of information with various law enforcement agencies and others. Ensure a proper relationship with both internal and external stakeholders and coordinate the line of reporting. Identify potential areas of vulnerability to fraud risk within the region of responsibility and ensure that corrective measures for problematic areas are put in place. Keep up to date with compliance and regulatory requirements (such as Treasury Regulations) and liaise with all relevant stakeholders within and external to the Department to ensure accurate implementation. Ensure training and qualifications for investigative staff. Perform other duties and responsibilities assigned from time to time by Director: Anti-fraud and Corruption Unit.

**ENQUIRIES** : Adv. T. Phahlo 051 400 9402

#### **OTHER POSTS**

**POST 25/32** : **DEPUTY DIRECTOR: SALARY ADMINISTRATION REF NO: DESTEA 03/06/17**

**SALARY** : All-inclusive salary package of R 657 558 p.a (Salary level 11). The total package includes 75 or 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An appropriate Bachelor's Degree/ Diploma in Financial Accounting or Accounting or equivalent qualifications. Relevant experience in Financial Management in the Public Service. Knowledge of Public Services Regulations, PFMA, and Treasury Regulations, Treasury guidelines and best practices relating to salary administration. Basic Persal/Salary Admin training. Computer literacy. A valid driver's license.

**DUTIES** : Monitoring the process of salary related payments to officials. Management of payroll functions and ensure payroll certification. Implementing and monitoring salary deductions for reporting purpose. Ensure the compilation of Tax reconciliations. Monitor the processing of Pensions and Leave gratuity. Ensure the checking and verification of financial transactions to avoid unwanted expenditures. Monitoring and

	:	ensuring the safekeeping of financial transactions. Liaise with Auditor-General on enquiries relating to salaries in the Department. Ms. P. Rantekane; Tel 051 400 4753
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 25/33</u></b>	:	<b><u>RESERVER MANAGERS 3 POSTS</u></b>
<b><u>SALARY</u></b>	:	R 439 917 – 502 992 per annum (OSD) Appropriate salary will be determined by the relevant experience according to the regulatory framework based on OSD.
<b><u>CENTRE</u></b>	:	Rustfonteindam Nature Reserve – Botshabelo Ref No: 05/06/17 Kalkfonteindam Nature Reserve – Fauresmith Ref No: 06/06/17 Willem Pretorius Nature Reserve – Ventersburg Ref No: 07/06/17
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/Diploma in Nature Conservation or Wildlife Management or equivalent qualifications. Relevant experience in Nature Conservation. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the infrastructure to ensure the functional utilization, maintenance and development of the Protected Area. Preserve the biodiversity of the Reserve to ensure the continued livelihood thereof. Manage risks and security aspects on the Reserve. Manage internal and external relationship with all interested and affected stakeholders to the Reserve. Perform and manage administrative and related functions. Manage human and financial resources of the Reserve.
<b><u>ENQUIRIES</u></b>	:	Mr. D. Hayter, Tel. No: 051-400 9502
<b><u>POST 25/34</u></b>	:	<b><u>ASSISTANT DIRECTOR: SALARY ADMINISTRATION REF NO: DESTEA 04/06/17</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum (Level 9)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/ Diploma in Financial Accounting or Accounting or Grade 12 with extensive experience in financial management environment or equivalent qualifications. Relevant experience in Financial Management. Knowledge of Public Services Regulations of 2001, PFMA, and Treasury Regulations. Extensive Persal/Salary administration training. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Monitoring the processing of salary related payments of officials. Management of payrolls and ensure payroll certification. Implementing and monitoring salary deductions. Monitor and ensure monthly clearing of PERSAL exceptions on BAS. Monitoring the processing of payments to Financial Institutions. Financial PERSAL Controller functions. Monitoring and ensuring the safe keeping of financial transaction. Supervision of officials and other resources within the division.
<b><u>ENQUIRIES</u></b>	:	Ms. P Rantekane, Tel no. 051 400 4753.
<b><u>POST 25/35</u></b>	:	<b><u>RESORT MANAGERS 6 POSTS</u></b>
<b><u>SALARY</u></b>	:	R 344 545 per annum (Salary Level 9)
<b><u>CENTRE</u></b>	:	Tussen Die Reviere Resort – Bethulie Ref No: 08/06/17 Koppiesdam Resort – Koppies Ref No: 09/06/17 Seekoeivlei Resort – Memel Ref No: 10/06/17 Gariëpdam Resort – Gariëp Ref No: 11/06/17 Maria Moroka Resort - Thaba Nchu Ref No: 12/06/17 Sandveld Resort – Hoopstad Ref No: 13/06/17
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/Diploma in Tourism Management /Hospitality Management or equivalent qualifications. Relevant experience in Tourism Hospitality. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Ensure effective management and marketing of all departmental resorts in order to attract provincial, national and international tourists. Ascertain that all Provincial resorts are graded in order to improve and maintain their standards. Develop and implement a database of visitor statistics and keep track of the tourism trends in the industry so as to determine the needs of the industry. Assis in the determination of tariffs in the resorts.
<b><u>ENQUIRIES</u></b>	:	Mr. T Sibeko, Tel. No: 051-400 9497
<b><u>POST 25/36</u></b>	:	<b><u>OFFICE MANAGER: OFFICE OF THE DDG: ECONOMIC DEVELOPMENT REF NO: DESTEA 14/06/17</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum (Salary Level 9)
<b><u>CENTRE</u></b>	:	Bloemfontein

<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/Diploma in Office Management & Technology/Public Administration or equivalent qualifications. Relevant experience in office administration. Computer Literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Undertake policy or line function tasks as required to execute research, analyze information and compile complex documents for the DDG. Provide support to the DDG by collecting and compiling information, and record minutes/resolutions and communicate/disseminate to relevant role-players. Manage general support services in the office of the DDG. Manage the resources of the Office of the DDG: determine and collate information with regard to the budget needs for the office; keep record of expenditure commitments, monitor expenditure and alert the DDG with regard to possible over- and under spending.
<b><u>ENQUIRIES</u></b>	:	Dr. M. Nokwequ, Tel: 051 400 4923
<b><u>POST 25/37</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER REF NO: DESTEA 15/06/17</u></b>
<b><u>SALARY</u></b>	:	R331 692 – R446 736 per annum (OSD) Appropriate salary will be determined by the relevant experience according to the regulatory framework based on OSD.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein
<b><u>DUTIES</u></b>	:	LLB / B Proc or a four year recognized legal qualification. At least 8 years' appropriate post qualification legal experience
<b><u>DUTIES</u></b>	:	Analyse, interpret, advise and conduct research that will provide information and case law relevant to the legal matter at hand. Present and advice on motivation/ proposals on how the specific case should be approached to obtain a desirable/justifiable outcome / result. Draft legal documents and advice on the legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success I this regard. Successfully conduct an interview in order to determine the client's goals and objectives. Advice the client on possible coursed of action during the consultation process, in relation to legal entitlements and client's instructions. Document interview and all advice given during legal consultation in writing. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client. Assist line functions in drafting of policies.
<b><u>ENQUIRIES</u></b>	:	Ms. C. Sefo; Tel: 051 400 4725

#### **DEPARTMENT OF HUMAN SETTLEMENTS**

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

<b><u>APPLICATIONS</u></b>	:	Applications for the department of Human Settlements to be submitted to: HR Manager, P.O Box 211, Bloemfontein 9300 or delivered by hand in the box provided in the entrance at OR Tambo Building Bloemfontein.
<b><u>CLOSING DATE</u></b>	:	30 June 2017
<b><u>NOTE</u></b>	:	Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

## MANAGEMENT ECHELON

<b><u>POST 25/38</u></b>	:	<b><u>CHIEF DIRECTOR CORPORATES SERVICES REF NO: HS 01/2017</u></b>
<b><u>SALARY</u></b>	:	Level 14- An all-inclusive salary package of R1068 564.00 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13 <sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein An undergraduate qualification (NQF Level 7), preferable in the Human sciences field, as recognized by SAQA. A minimum of 5 years' experience at senior managerial level in the public or private sector. Extensive experience with regard to implementing turn-around strategies. Special knowledge of the relevant legislation and policies applicable to corporate support issues. Knowledge of corporate support issues in the Free State/Human Settlements and in South Africa. Strategic thinking, analytical and problem solving skills.
<b><u>DUTIES</u></b>	:	Strategically plan, direct, co-ordinate, manage and oversee the development and successful implementation, monitoring and evaluation of departmental policies, strategies and services with regard to the following: Strategic Plan, Annual Performance Plan, Operational Plan and the Annual Report. Oversee effective implementation of Performance Monitoring and Evaluation of Non-Financial Performance Information, Service Delivery Improvement, Organizational Development, Corporate Communication, Employee Performance Management, Employee Health and Wellness, Employment and Gender Equity, Employee Capacity – and Skills Development, HR Planning and Information Communication Technology, HR Practices, Labour Relations, Compensation Management and Conditions of Services, Employee Relations, Knowledge and change Management, Risk Management, Implementation of MPAT and provision of Executive Support and Auxiliary Services such as: Secretariat Support, Physical Planning, and Departmental Record Management Centre. Attend Provincial and National Forums regarding transverse corporate issues for purpose of improving policy/strategies and or reporting on progress with implementation in the Department of Human Settlements. Liaise with provincial, national and international stakeholders in order to obtain information on the latest developments with regard to human resources, organizational development, training and development and information technology. Overall management of the component to ensure the effective and efficient utilization of resources including the management of the performance of the personnel falling under this component
<b><u>ENQUIRIES NOTE</u></b>	:	Mr. N. Mokhesi, Telephone 051 403 3883 This appointment is subjected to the signing of an employment contract, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subject 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.
<b><u>POST 25/39</u></b>	:	<b><u>DISTRICT DIRECTOR 3 POSTS</u></b>
<b><u>SALARY</u></b>	:	Level 13- An all-inclusive package of 898 743.00 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13 <sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.
<b><u>CENTRE</u></b>	:	Mangaung Ref No: HS 02/2017 Fezil Dabi Ref No: HS 03/2017 Letjweleputswa Ref No: HS 04/2017
<b><u>REQUIREMENTS</u></b>	:	Engineering degree Civil (B Eng/BSC (Eng) or BTECH qualification). Four years post qualification experienced required and eligible to register as a Professional Engineer.

Valid driver's licence and extensive managerial experience in a similar environment  
COMPETENCY: This post requires a person with a proven record of managerial and leadership capabilities, planning and analytical skills couple with excellent interpersonal relationship skills. An in-depth knowledge of and extensive experience in a similar environment is a pre-requisite.

**DUTIES**

: Project design and analysis effectiveness: Perform final review and approvals or audits on project designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or re-direct project services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services, Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organization needs and objectives, Manage the commercial added value of the discipline-related programmes and projects, Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles, Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management.

**ENQUIRIES**

: Mr. N. Mokhesi, Telephone 051 403 3883

**OTHER POSTS**

**POST 25/40**

: **CONSTRUCTION PROJECT MANAGER (PRODUCTION) GRADE C REF NO: HS 05/2017**

**SALARY**

: OSD – An all-inclusive package of R830 172.00 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car Allowance, home owner's allowance and medical aid assistance.

**CENTRE**

**REQUIREMENTS**

: Bloemfontein  
National higher diploma (built Environment field) with a minimum of 6 year's experience as a registered Professional Construction Project Manager with the SACPCMP. B.Tech (Built Environment field) with a minimum of 6 years experience, registration with SACPCMP or equivalent. Honours degree in any Built Environment field with a minimum of 6 years experience as a registered Professional Construction Project Manager with the SACPCMP. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment.

**DUTIES**

: Project design and analysis effectiveness: Perform final review and approvals or audits on project designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or re-direct project services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial added value of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organizational requirements: Provide technical consulting services for the operation of project related matters to minimize possible project risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment.; Continuously

monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Mr. F Tokwe, Telephone 051 4055008

**ENQUIRIES**

**POST 25/41**

**DEPUTY DIRECTOR: AUXILIARY SERVICES REF NO: HS 06/2017**

**SALARY**

Salary level 11- An all-inclusive package of R657 558.00 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance

**CENTRE REQUIREMENTS**

Bloemfontein  
An appropriate degree/diploma/equivalent qualification. The candidates who are in position Grade 12 with exposure in the related field may also apply.

**DUTIES**

Ensure that an effective and efficient support services is rendered to the corporate services chief directorate, security management and anti-corruption directorate, internal audit directorate, office of the MEC and / or office of the HOD. This includes the development and implementation of policies and / or strategies related to executive support services. Oversee and promote implementation of OHS Act and provide adequate accommodation to all departmental officials (physical planning). Ensure the rendering of an effective and efficient support services to Departmental meetings chaired by the HOD and /or MEC, including the keeping of resolutions, following up on the implementation thereof, etc. Oversee the rendering of an effective and efficient records management service to the department in the line with archive requirements and to ensure the rendering of general support services, e.g. reproduction services, messenger / driver services, postal services, etc. Manage all departmental resources. This post requires a person with outstanding planning and analytical skills, couple with the ability to provide strategic direction on improved planning systems within Department of Human Settlements. A proven record of managerial and leadership capabilities and in depth knowledge of and extensive managerial experience in a similar environment is a prerequisite

**ENQUIRIES**

Mr. T.S Mokoena, Telephone 051 403 3643

**POST 25/42**

**DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: HS 07/2017**

**SALARY**

Salary level 11- An all-inclusive package of R657 558.00 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE REQUIREMENTS**

Bloemfontein  
An appropriate degree/diploma/equivalent qualification. The candidates in position of Grade 12 with practical experience of ten (10) years or more in the Human Resource Management related field may also apply.

**DUTIES**

To develop and ensure the successful implementation of Human Resource Management Policy/Strategy in the Department in line with national and provincial frameworks. To advice management in the Department on matters related to human resources management including the following: Personnel Provisioning, Personnel utilization, Deviations. To serve on various For a in the FSPG on matters related to human resources management such as the Provincial JE Quality Assurance Committee, the Provincial Strategic HR Committee, Thandile Health Risk Manager etc. to ensure the rendering of an effective and efficient registry service to the department. To provide training on matters related to Human Resources Management, both within and outside the department. To optimally plan, co-ordinate, manage and development all resources in the unit. To oversee and manage the rendering of effective and professional Human Resources Management initiatives in the line with the strategic objectives and competency needs of the Department. Develop internal controls, policies and procedures on recruitment and selection, conditions of service, remuneration and

employee benefit in the line with Human Resources practices, procedures, guidelines and policies and ensure the implementation thereof. Manage and co-ordinate the recruitment, selection and appointment processes. Manage and network with relevant stakeholders. Manage resource (physical and human). Plan, develop, monitor, review and evaluate the implementation of Employment Equity. Monitor and evaluate the implementation of Human Resources Planning Strategies.

**ENQUIRIES**

: Mr. T.S. Mokoena, Telephone 051 403 3643

**POST 25/43**

: **PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A (OSD) 3 POSTS**

**SALARY**

: OSD – An all-inclusive package of R637 875 .00 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE**

: Bloemfontein 2 Posts REF NO: HS 8/2017

**REQUIREMENTS**

: Lejweleputswa 1 Post REF NO: HS 9/2017  
National higher diploma (built Environment field) with a minimum of 4 years and six months certified experience or equivalent. B. Tech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment.

**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. Project accounting and financial management: Report project progress to Chief Construction Project Manager; and Manage project budget and resources; Office administration: Provide inputs to other professionals with tender administration; liaise and interact with service providers, client and management; contribute to the human resources and related activities; maintain the record management system and the architectural library; and utilize resources allocated effectively. Research and development: 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.

**ENQUIRIES**

: Mr. F Tokwe, Telephone 051 4055008

**POST 25/44**

: **ASSISTANT DIRECTOR: DATA AND INFRASTRUCTURE MANAGER REF NO: HS 10/2017**

**SALARY**

: Level 9 a basic salary of R334 545.00 per annum

**CENTRE**

: Bloemfontein

**REQUIREMENTS**

: 3 years tertiary qualifications in relevant area and / or extensive administrative experience in the IT related field with at least 3-5 years' experience in IT environment Valid Driver's license.

**DUTIES**

: to ensure that an ICT Data and Infrastructure Management unit are established and maintained within the IT Unit of the Corporate Services Chief Directorate of the Department of Human Settlements and thereby ensuring optimized, efficient and effective ICT service delivery to the internal and external clients of the Department, Assisting the Department to meet its objectives. Manage operational level Data and Information Management in the Department. Manage and control ICT Infrastructure management in the Department. To manage and control ICT Security Management in the Department. To provide assistance to the DITC. General staff supervision and management of the resources of the unit by means of planning, co-ordination, monitoring and improvement of work. This post requires a person with outstanding planning and analytical skills, couple with the ability to provide strategic direction on improved planning systems within Department of Human Settlements.

**ENQUIRIES**

: Ms. M.E. Rapulungoana, Telephone 051 402 5214

**POST 25/45** : **ASSISTANT DIRECTOR: PRIORITY AND INTERVENTION PROGRAMMES REF NO: HS 11/2017**

**SALARY** : Level 9 a basic salary of R334 545.00 per annum  
**CENTRE** : Fezile Dabi District  
**REQUIREMENTS** : RVQ 13 or NQF Level 4 with at least 2-5 years' experience in similar environment. The candidates with Grade 12 having at least ten (10) years experience in Priority and Intervention Programmes field may also apply.

**DUTIES** : Determine, in liaison with municipalities, the demand for housing within the district, keep and maintain a District, Demand database and communicate such to Head office monthly, quarterly and or annual basis towards informing the Provincial housing demand database. Facilitate the implementation of all subsidy programmes within the District. Supervise the housing audit in terms of all subsidy programmes. Assist, support and liaise with municipalities, housing beneficiaries and/ or other stakeholders within the District on matters related to housing delivery and facilities solutions to identified challenges. Foster good working relations with and between all housing stakeholders. Provide inputs to and ensure the successful implementation of Housing policies within the District towards improving housing delivery. Promote a proper understanding amongst all stakeholders within the District on matters related to housing delivery by means of information sessions, Marketing workshops, capacity building initiatives, etc. Ensure smooth running of projects on a continuous basis. Represent the Department in various committees and or fora on matters related to the above.

**ENQUIRIES** : Mr. T.B Roberts, Telephone 016 976 9013

**POST 25/46** : **PHYSICAL PLANNER REF NO: HS 12/2017**

**SALARY** : Salary level 9 – A basic salary of R334 545 00 per annum.  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An appropriate degree/diploma/equivalent qualification. Candidates with Grade 12 and extensive exposure in the related field.

**DUTIES** : To ensure the provision and maintenance of adequate accommodation and facilities for the department in line with the occupational health and safety act towards promoting effective and efficient service delivery functions: Develop and successfully implement departmental policies, including norms and standards, with regard to office accommodation and related facilities. Ensure the successful implementation of the Occupational Health and Safety Act, monitor and report thereon and render advice on such matters. Conduct regular inspections on the status of office accommodation and related facilities and submit monthly, quarterly and annual reports on such matters. Administer service level agreements related to office accommodation and related facilities. Perform all supervisory functions as Head of the Component.

**ENQUIRIES** : Mr. T.S. Mokoena, Telephone no: 051 403 3643

**POST 25/47** : **HOUSING TECHNICIAN 2 POSTS**

**SALARY** : level 9 – A basic salary of R281 418.00 per annum.  
**CENTRE** : Thabo Mofutsanyana District: REF NO: HS 13/2017  
Fezile Dabi District: REF NO: HS 14/2017

**REQUIREMENTS** : Appropriate degree in building / Civil Engineering/ or National Diploma in Building / Civil Engineering. Registration with the appropriate professional body will a plus. Candidate to have knowledge of the following: BNG Housing industry. Project Management Principles. Building Engineering Process. Building Milestones. Building Industrial Practices. Housing Code. National Building Standards and Regulations. NHBRC Building Manual, 3years experience will be an added advantage.

**DUTIES** : Technical plan, direct, co-ordinate, manage, and oversee the rendering of the following services, in the Province. Quality inspections on BNG housing projects allocated in the province. Undertake, approve and control building milestone for payments. Meetings with contractors, consulting engineers and NHBRC technical inspectors to discuss noncompliance. Compile building cost estimate (Bills of Quantity) to inform management decision. Compile material specification in accordance with the departmental specification for all the projects. The receipt of request for the testing of building materials not covered by the departmental norms and standards (specifications). The receipt and the evaluation of the housing development proposals relating to alternative building methods and materials. Solve technical problems in



accordance with the policy and priority with regard to inspection of BNG Houses. Compile tender specifications and regulations. Writing reports on the quality of houses and material inspected on site.

**ENQUIRIES** : Mr. F Tokwe, Telephone number: 051 405 5008

**POST 25/48** : **SENIOR STATE ACCOUNTANT: BUDGET MANAGEMENT REF NO HS 15/2017**

**SALARY** : Level 8- Basic salary of R281.418.00 per annum

**CENTRE** : Bloemfontein

**REQUIREMENTS** : NQF level 6 or equivalent finance qualification in financial management Degree/Diploma in Accounting, Public Finance and Economics. RECOMMENDATIONS: Degree/Diploma in Accounting, Public Finance, extensive knowledge of BAS, and EXCEL spreadsheet. Knowledge and understanding of the financial management environment, Knowledge, interpretation and application of DORA, (Division of revenue Act) PFMA (Public Finance Management Act) and Treasury Regulations. Knowledge and experience in government budget processes (budget experience). The applicant must be willing to work overtime and under pressure. Valid driver's license

**DUTIES** : Prepare financial data for compilation of the Appropriation Statement, Main & Adjustment budgets and presentations. Compilation & reporting of the monthly In-Year-Monitoring (IYM) and revenue performance. Analyze monthly expenditure trends of the sub-programmes and departmental expenditure, and preparation of internal expenditure reports and presentations for meetings. Shift funds/Virements whenever it is necessary to do so and capturing of the budget on BAS. Calculation of savings on the different items for the preparation of the Adjustment budget and roll overs. Provide leadership to the subordinates in the directorate. Assist the manager with In-depth analysis of the budget requests from different sections of the department, and also assist with the consolidation of the financial data for Adjustment budget. Assist the manager to compile letters for budget inputs, schedules and annexures for MTEF guidelines. Capturing of the projects, main & adjustment budget on BAS. Render a financial management advisory service to the Department by investigating, analysing, benchmarking and interpreting legislation and other financial management related issues to promote an effective financial management environment. Research, analyse, monitor and review Departmental policies, guidelines and procedures in order to contribute to the consistent and effective application of financial management practices. Ensure compliance to PFMA and all relevant regulations and provide financial information and knowledge management services to the Department.

**ENQUIRIES** : Ms. M Leeuw, Telephone 051-403 3223

**POST 25/49** : **HUMAN RESOURCE PRACTITIONER REF NO: HS 17/2017**

**SALARY** : Salary level 8 – A basic salary of R281 418.00 per annum.

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An appropriate Diploma/Degree or equivalent qualification. The candidates with Grade 12 and having at least ten (10) years' experience in Human Resource Management field may also apply. In depth knowledge and understanding on Human Resource Management, Legislation, policies, practices and procedures. Business strategy translation and alignment. Leadership skills. Planning and organizing skills. Problem solving skills. Policy Development skills. Presentation skills. Interpretation skills. Creativity.

**DUTIES** : Render HR advice & liaison services and determine best practices related to service benefit practices, oversee the implementation of Leaves administration, Housing Allowance, Service terminations, COIDA, Overtime and, Long Service Recognition applications Obtain statistic of HR functional matters performed by subordinates and analyze these reports. Assist with the development of policies within the service benefits scope. Responsible for Asset management as well as human resource management which includes the electronic approval of transaction captures by Personnel Practitioners. Render HR advice liaison services and determine best practices with regard to recruitment matters, Oversee the advertising, interview and selection process and provide information on advertised posts. Obtain statistic of HR functional matters performed by subordinates and analyze these reports. Oversee the facilitation of pre-employment suitability check for short listed candidates. Arrange the competency assessment on candidates through liaison with service provide approved by DPSA.

Administer the appointment of approved candidates and life cycle even of the departmental employees. Direct the maintenance of the electronic structure on PERSAL. Assist with the development of policies within the recruitment and life Cycle Management scope. Responsible for asset management as well as human resource management which includes the electronic approval of transaction captures by Personnel Practitioner.

**ENQUIRIES** : Mr. T.S Mokoena, Telephone 051 403 3643

**POST 25/50** : **STATE ACCOUNTANT: CLAIMS PROCESSING AND VERIFICATION REF NO HS16 /2017**

**SALARY** : Level 8- Basic salary of R226 611.00 per annum.

**CENTRE** : Bloemfontein

**REQUIREMENTS** : NQF level 6 or equivalent finance qualification in RECOMMENDATIONS: BAS and LOGIS training, 6 years' work experience in the finance environment. Knowledge and understanding of the financial management environment, knowledge of financial management legislation and directives, Knowledge of policies and implementation strategies, extensive knowledge of HSS, Valid driver's license.

**DUTIES** : Supervise the activities of the State Accounting Clerks and State Accountants to contribute to the rendering of professional financial management service for example: Personnel development, Performance and discipline, ensure quality of work. Supervise the implementation and maintenance of Financial Management practices (HSS/ LOGIS/ BAS/Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service. Capture and verify housing claims on HSS. Assist the contractors in resolving queries timeously to facilitate claims payments within 30 days. Render a Financial Management advisory service to the Department by investigating, analysing, benchmarking and interpreting legislation and prescripts and other Financial Administration related issues to promote an effective Financial Management environment. Promote effective financial management by researching, analysing, developing, monitoring and reviewing departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Financial Management practices. Monitor and evaluate Financial Management Policies, procedures and practices. Provide Financial Information and Knowledge Management Services to the Department, for example: Maintain databases and draw relevant reports in relation to the implementation of Financial Management Policies, procedures and practises. Manage the selection, generation and presentation of Financial management information taking into account the strategic and operational management information requirements, Prepare reports on financial management issues and statistics. Compile monthly reconciliation's i.r.o. HSS /BAS/LOGIS – accounts and finalization of outstanding payments / submissions/ recommendations.

**ENQUIRIES** : Mr. J.M Zoko, Telephone 051 405 5391

**POST 25/51** : **PERSONAL ASSISTANT 4 POSTS**

**SALARY** : Salary level 7 – A basic salary of R226 611.00 per annum.

**CENTRE** : District Director Mangaung Ref No: 18/2017

Financial – Budget Management Ref No: 19/2017

Director Technical Services Ref No: 20/2017

Chief Director: Project Management Ref No: 21/2017

**REQUIREMENTS** : An appropriate National Diploma or equivalent qualification. The candidates who are in position Grade 12 with exposure in the related field may also apply. This post requires a person with excellent planning and organizing skills coupled with good interpersonal relationships. A working knowledge of SM Word, EXCEL and Power Point as well as a proven record of being able to set up and maintain a record system is a pre-requisite.

**DUTIES** : It will be expected of the successful candidate to ensure that the office of the Chief Director/Director functions effectively by planning, overseeing, co-coordinating and/ or performing the following functions: manage engagements of the SMS member to improve service delivery: liaise with and/or sensitize the SMS regarding engagements, compile realistic programmes of appointments and journeys, prioritize appointments ensure that appointments are made. Implement administrative measures to ensure the efficient functioning of the office of the SMS: ensure an efficient flow of information and documents to and from the Office of the SMS, compile and distribute confidential

documents and cabinet memoranda and general correspondence to relevant stakeholders, deal with enquiries received, internally and externally to the relevant stakeholders, keep record of documents, memoranda, etc., which are dealt with by the SMS, stay updated with information from various media and to bring such information to the attention of the SMS, arrange for the placements of items on the agenda of meetings chaired by the SMS and to ensure circulation of accompany memoranda. Arrange for the attendance of the SMS at meetings and other relevant gatherings, produce/ prepare relevant correspondence/ paper in connection with the above arrangements, do certain research for the SMS, render a secretarial function for committees chaired by the SMS, assist the SMS with regard to meetings attended by him/her so as to enable the SMS to efficiently execute his/her duties/responsibilities: compile all necessary documents for the SMS in terms of the meetings to be attended and to sensitize the SMS on the contents thereof, prioritize documentation, correspondence, etc., engage members of the public, officials of other Departments and other role-players to determine the scope of issues to be discussed at meetings attended to and/or chaired by the SMS, to conduct research thereon and to prepare briefing documents, prepare and co-ordinate, as directed by the SMS, submissions, documents, briefing notes, etc., record decisions and to communicate it, with the purpose of executions, to role-players, to follow-up on progress made and to prepare briefing notes for the SMS, attend meetings with the SMS with the purpose of minuting resolutions and interaction with role-players to ensure the implementation of such resolutions.

**ENQUIRIES** : Mr. T.S. Mokoena, Telephone 051 403 3643

**POST 25/52** : **SUPPORT OFFICER: SPECIAL PROGRAMME REF NO: HS22/2017**

**SALARY** : Level 07 a basic salary of R 226 611.00 per annum

**CENTRE** : Bloemfontein

**REQUIREMENTS** : an appropriate National Diploma or equivalent qualification. The candidates who are in position Grade 12 with exposure in related field may also apply. Relevant experience in the related field. Computer skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills. Knowledge of Employee Wellness programme.

**DUTIES** : provide administrative support services. Draft routine correspondence (type documents). Receive, register and trace records or documents posted for further processing in the administration component of the Directorate. Develop and assist in the managing of the Directorate's Special programme to ensure effectiveness. Exercise expenditure control to ensure the effective utilization of funds. Handle all matters pertaining to personnel enquiries in the Directorate. Represents the Directorate on the Health and Safety Committee of the Department. Handle travel and accommodation arrangements for officials of the Directorate to ensure coordinated and cost effective travelling as well as handling of subsistence and travel claims. Supervises and controls resources to ensure a satisfactory workflow and service delivery.

**ENQUIRIES** : Mr. C. Somiah, Telephone 051 403 3883

**POST 25/53** : **SUBSIDY ADMINISTRATION OFFICER 3 POSTS REF NO: HS24/2017**

**SALARY** : Level 06 a basic salary of R 183 558.00 per annum

**CENTRE** : Bloemfontein

**REQUIREMENTS** : grade 12 certificate. With at least 2- 5 years relevant experience in the related field will be added advantage, computer literacy, communication skills and accounting skills. The person must have values/ attitudes in loyal, trustworthy and responsible.

**DUTIES** : implement and ensure successful completion and processing of housing subsidy applications in line of Housing subsidy programme. Process housing forms in respect of projects and programmes, queries receiving from payment authorization.

**ENQUIRIES** : Ms. M. Ridgard, Telephone 051 405 4728

**POST 25/54** : **LEJWELEPUTSWA DISTRICT SERVICES SUBSIDY ADMIN OFFICER REF NO: HS23/2017**

**SALARY** : Level 06 a basic salary of R 152 862.00 per annum

**CENTRE** : Lejweleputswa DC18

**REQUIREMENTS** : grade 12 certificate. With at least 2- 5 years relevant experience in the related field and be Computer Literate. Code 8 Valid Driver's License.

**DUTIES** : Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices)

**ENQUIRIES** : Mr. S.J. Mohlabane, Telephone 057 916 8560

**POST 25/55** : **SUBSIDY ADMIN OFFICER REF NO: HS25/2017**

**SALARY** : Level 05 a basic salary of R 152 862.00 per annum

**CENTRE** : Lejweleputswa DC18

**REQUIREMENTS** : grade 12 certificate. With at least 2- 5 years relevant experience in the related field and be Computer Literate. Code 8 Valid Driver's License.

**DUTIES** : Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration and maintain personnel records in the component. Keep and maintain the attendance register of the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

**ENQUIRIES** : Mr. S.J. Mohlabane, Telephone 057 916 8560

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF ECONOMIC DEVELOPMENT**

**NOTE** : Apply online to the <http://professionaljobcentre.gpg.gov.za> website only. application form should be accompanied by a recently updated CV as well as originally 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. Kindly note that: successful candidates will be subjected to a security clearance in terms of a criminal record check, verifications of qualifications. All short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job, for which the logistics will be communicated by the department.

**OTHER POSTS**

**POST 25/56** : **DD ECONOMIC RESEARCH AND KNOWLEDGE MANAGEMENT**  
Directorate: Economic Research and Knowledge Management

**SALARY** : R 657 558 per annum (inclusive of benefits) to R 774 576.00 per annum (inclusive of benefits) Salary Level: 11

**CENTRE REQUIREMENTS** : Umnotho House Johannesburg  
A 3-4 year degree in Economics. A post graduate qualification in Economics will be an added advantage. At least 3 to 5 years' experience in Economic analysis, Data Manipulation, Research and 3 years in junior management. Must have experience in economic application (provision of economic attribution), report writing and presentation of economic research outcomes. Must have an understanding of the Gauteng City Region Economic Development Plan, the Gauteng Industrial Policy Action Plan as well as the National Development Plan. Should have an excellent grasp of local/ regional economic development. Skills and Attributes: Project Management. Time management. Report writing. Presentation skills. Stakeholder management skills. Communication skills. Teamwork and collaboration skills. Consistent. Co-operative. Focused. Logical. Organised. Professional.

**DUTIES** : Assist in conducting and publishing on-going economic reviews and provide comprehensive insights on the provincial economic landscape. Provide assistance in the production of intelligence reports for decision making. Assist in preparation of indicator studies documenting and mapping the performance of the Gauteng economy on a quarterly basis. Contribute to the development and implementation of knowledge management concepts, strategy and systems. Identify areas of transversal research to support implementation of GDED programmes. Collect, maintain and disseminate economic data and information for decision making purposes.

**ENQUIRIES** : Siphwe Nhlapho 011 355 8540/ Lwandile Phaledi 011 355 8526  
**CLOSING DATE** : 29 June 2017

**POST 25/57** : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS**  
Directorate: International Relations and Special Projects

**SALARY** : R 657 558 per annum (inclusive of benefits) to R 774 576.00 per annum (inclusive of benefits) Salary Level: 11

**CENTRE REQUIREMENTS** : Umnotho House Johannesburg  
A National Diploma/ Degree specializing in International Relations, Politics, Foreign policy, Sociology or Equivalent qualification as recognised by SAQA (NQF Level 6) 3 to 5 years' experience in an International Relations environment and 3 years' experience in junior management. Understanding of the relevant Intergovernmental Relations Framework Act and Public Service legislative frameworks relating to International Relations. Skills and Attributes: Project management. Time management. Budget and financial management. Stakeholder management skills. Communication skills. Understanding of protocol. Analytical and quantitative skills. Interpretation of legislation. Strategic development, direction, planning and management. Policy analysis and

development. Negotiation skills and Decision making. Report Writing; and conflict management Consistent. Co-operative. Focused. Logical. Organised. Professional.

**DUTIES** : Provide the multilateral and bilateral relations in the department. Plan, organize and advice on the department's position with regard to multilateral and bilateral cooperation agreements. Facilitate and coordinate International Relations activities with an international dimension in line policies and guidance. Ensure corporate approach towards international relations activities that involve other countries. Ensure development of co-operation and collaboration with the neighbouring countries. Develop the International Relations policies and procedures and the implementation thereof. Ensure alignment of national, provincial and local government policies and initiatives pertaining to skills development. Gather information and align provincial strategy and programmes with the national framework. Consolidate inputs towards the development of International strategies. Developing monitoring tools for existing twinning agreements with international institutes in line with the Provincial IR strategy and priority. Develop monitoring tools for existing bilateral agreements with institutes working in the area of communicable disease prevention and control. Provide advice to management on international relations matters. Define budgetary requirements for the function as per guidelines and the PFMA requirements. Get approval through DED governance structures. Execute and report as per approvals. Ensure a prompt response to audit queries. Manage utilization of physical resources. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

**ENQUIRIES** : Sphiwe Nhlapho 011 355 8540/ Lwandile Phaledi 011 355 8526  
**CLOSING DATE** : 29 June 2017

**POST 25/58** : **DEPUTY DIRECTOR: SPECIAL PROJECTS**  
 Directorate: Special Projects

**SALARY** : R 657 558 per annum (inclusive of benefits) to R 774 576.00 per annum (inclusive of benefits) Salary Level: 11

**CENTRE** : Umnotho House Johannesburg  
**REQUIREMENTS** : A National Diploma or Degree in Special Projects, Public Administration, Business Administration or an NQF level 6 equivalent qualification. Ideal candidate must have at least 3 – 5 years' experience in a project management related field and a track record in project management and 3 years' experience in junior management. Understanding of the relevant Public Service legislative frameworks relating to International Relations. Proven ability to engage, support and interrogate internal stakeholders in a manner that provides good resource management for the unit and meet GDED's, short, medium and long-term requirements. Skills and Attributes: Project management. Time management. Stakeholder management skills. Communication skills both written and verbal. Teamwork and collaboration skills. Understanding of protocol. Consistent. Co-operative. Focused. Logical. Organised. Professional

**DUTIES** : Drive the implementation of the internal communication strategy. Manage, coordinate and provide strategic leadership for the implementation on GEGDS and projects. Monitoring and evaluation of projects. Compile monthly and quarterly projects progress reports ,expenditure budgets and employee performance reports. Manage incubated projects as per project management practices.

**ENQUIRIES** : Sphiwe Nhlapho 011 355 8540/ Lwandile Phaledi 011 355 8526  
**CLOSING DATE** : 29 June 2017

**POST 25/59** : **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING**  
 Directorate: Management Accounting

**SALARY** : R 657 558 per annum (inclusive of benefits) to R 774 576.00 per annum (inclusive of benefits) Salary Level: 11

**CENTRE** : Umnotho House Johannesburg  
**REQUIREMENTS** : National Diploma/ Degree in Cost and Management Accounting/ Financial Management Honours or Master degree would be an advantage. At least four (4) years working experience in Management Accounting environment with three (3) years Junior Management experience. A valid code B drivers licence. Knowledge of Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions; Sound knowledge of Budget Formulation. Revenue and Expenditure Management and

Control. Cash Flow Management. Policy development skills. Skills and Attributes: Time Management. Good communication skills. Written and verbal communication. Interpersonal skills. Computer Literacy. Analytical. Presentation. Consistent. Co-operative. Focused. Logical. Organiser. Professional. Knowledge of Management Accounting. Knowledge of PFMA. Knowledge of Treasury Regulation.

**DUTIES**

: Assist the Director: Management accounting with proper and timeous implementation of the budget circulars. Manage the Departmental MTREF budget process and associated Medium Term Expenditure Committee (MTEC) process. Revenue and Expenditure management and control for the entire Vote (3). IYM and Cash flow Reporting. Prepare the Appropriation Statement inputs into the Annual Financial Statements. Coordinate budget adjustment and MTEF input from Programmes (Branches). Prepare and undertake budget bilateral meetings with all branches. Responsible for initial review of monthly variance reporting. Assist with compilation and distribution of monthly management accounts reports. Manage and drive audit processes with the external auditor. Compile and distribute monthly management reports. Coordinate monthly expenditure meetings with programme managers and keeping minutes. Responsible for the development of quarterly and annual appropriation statements. Assist branches with expenditure planning and forecasting. Assist with management of information systems used in budgeting and reporting. Responsible for integrity of budgeting data and reports. Oversee the capturing of budget data and responsible maintenance of database. Ensure that reporting deadlines are observed religiously and enhance the quality of monthly reports sent to the Provincial Treasury. Responsible for monthly, Quarterly and Annual cash flow projections for the Department. Assist agencies with PFMA compliance and reporting issues. Establish filing systems, Train staff on filing and records retention. Responsible for staff supervision, training, and development. Establish culture of professionalism and inculcate good working ethics. Assist the Director: Management accounting with ad - hoc tasks.

**ENQUIRIES**

: Siphiwe Nhlapho 011 355 8540

**CLOSING DATE**

: 29 June 2017

**POST 25/60**

: **DEPUTY DIRECTOR: MONITORING, EVALUATION AND PERFORMANCE AUDITING**  
Directorate: Monitoring and Evaluation

**SALARY**

: R 657 558 per annum (inclusive of benefits) to R 774 576.00 per annum (inclusive of benefits) Salary Level: 11

**CENTRE**

: Umnotho House Johannesburg

**REQUIREMENTS**

: Degree in Public Management and Development/Public Administration Honours or Master degree would be advantageous. Training and courses in monitoring and evaluation will be an added advantage. 4 years working experience in monitoring and auditing environment (3) years Junior Management experience. A valid driver's licence is essential. Experience in monitoring, evaluation and auditing is essential Skills and Attributes: Time Management. Good communication skills. Written and verbal communication. Interpersonal skills. Computer Literacy. Consistent. Co-operative. Focused. Logical. Organised. Professional. Interpersonal skills. Financial Management. Knowledge of PFMA.

**DUTIES**

: Manage the implementation of the Monitoring and Evaluation policy framework, systems and process in line with the Medium Term Expenditure Framework. i.e. 1.1. Monitoring and Evaluation cycle and systems (planning preparation, implementation, monitoring, reporting, decision making) of departmental and its entities performance through the implementation of the monitoring and evaluation policies, guidelines and systems of the Department and as per the Provincial and National Performance monitoring Guidelines, Legislation, Regulations and Practice Notes. Assess performance of Departmental KPI's and advise the department on progress and risks. Plan and coordinate departmental quarterly / bi annual performance review sessions and conduct performance monitoring and evaluation of Departmental Performance to inform departmental management teams and systems on departmental performance and service delivery. Manage the development and maintenance of required statistical data on programme performance and service delivery monitoring targets. Manage the coordination of departmental reporting processes in accordance with the requirements of various oversight bodies. Organise departmental quarterly / bi annual performance review sessions and ensure relevant reports and documentation are compiled and

distributed on time. Conduct Evaluation studies of socio-economic impact of departmental policies and programmes. Working in collaboration with the Risk Management Directorates in respect of monitoring and evaluation of performance information. Work in collaboration with other related stakeholders in respect of monitoring and evaluation and analyze departmental performance and service delivery. Input into the Provincial and compile and monitor the Departmental Evaluation Plan. Implement Evidence based monitoring and evaluation to ensure supporting evidence is accurate, verified and complete to assist in the accurate and completeness of performance reporting. Develop and maintain M&E committees, task teams and communities of practices within the Department. Oversee and respond to the Departmental Performance Information Audit by Internal and External Auditors. Supervise team (Supervisees) to solve workplace problems and conflict. Manage Monitoring and Evaluation sub-directorate and support the Directorates activities

**ENQUIRIES** : Siphwe Nhlapho 011 355 8540  
**CLOSING DATE** : 29 June 2017

**POST 25/61** : **DEPUTY DIRECTOR: BOARD SECRETARIAT**  
 Directorate: Board Secretariat

**SALARY** : R 657 558 per annum (inclusive of benefits) to R 774 576.00 per annum (inclusive of benefits) Salary Level: 11

**CENTRE** : Umnotho House Johannesburg

**REQUIREMENTS** : National Diploma / Degree in Public Administration / Public Administration Honours or Masters Degree would be advantageous. 3 to 5 years working experience in Liquor and or related environment. 3 years junior management experience. A valid driver's licence is essential. Experience in board secretariat is essential. Skills and Attributes: Time Management. Good communication skills. Written and verbal communication. Interpersonal skills. Computer Literacy. Consistent. Co-operative. Focused. Logical. Organised. Professional. Interpersonal skills. Financial Management. Knowledge of PFMA.

**DUTIES** : Facilitate the development of liquor licensing strategies, policies, programmes and the implementation thereof. Ensure alignment of national, provincial and local government policies and initiatives liquor affairs. Gather information and align provincial strategy and programmes with the national framework. Consolidate inputs towards the development of the liquor licensing strategies. Lead the entourage that briefs the Premier on legislative changes. Manage and organise all activities of the Liquor Board, provide guidance, advice and support to the Liquor Board. Provide secretarial services to the Board and its Committee. Ensure provision of facilities for inspection of Board documents. Schedule Board meetings, draw notices and agendas of meetings. Management of all logistical arrangements (relating to claims and queries). Ensure that all meetings are electronically recorded for future transcribing where necessary. Prepare and distribute documents and minutes of meetings. Liaise with external shareholders on issues relevant to the Board. Design and implement interventions to conduct best practice. Conducts a Board audit to evaluate its effectiveness. Analyse internal and external environmental factors. Provide advice on the provision of the Code of Corporate Practices and Conduct. Manage the orientation of all Board members and oversee and Incorporates all changes to the Board's memoranda. Maintain all statutory forms and required register.

**ENQUIRIES** : Siphwe Nhlapho 011 355 8540  
**CLOSING DATE** : 29 June 2017

**POST 25/62** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION**  
 Directorate: Monitoring and Evaluation

**SALARY** : R 334 545.00 per annum (inclusive of benefits) to R 404 121.00 per annum (inclusive of benefits) Salary Level: 09

**CENTRE** : Umnotho House Johannesburg

**REQUIREMENTS** : National Diploma/ Degree in Public Development & Management/ Finance/ Auditing or equivalent. 3-5 years experience in the monitoring and evaluation environment. A valid driver's licence is essential. Experience in board secretariat is essential. Skills and Attributes: Recording of tasks undertaken and reporting on activities. Time Management. Good communication skills. Written and verbal communication,



<b><u>DUTIES</u></b>	: interpersonal skills. Consistent. Co-operative. Focused. Logical. Organised. Professional. Client orientation. Report writing. Presentation. Research. Assist with oversight of the development and implementation of monitoring and evaluation systems to access the effectiveness in the following key results areas. Project Management, Audit, Transformation, and Risk Management. Assist in monitoring and evaluating the department and branches governance values and practices and establish a culture of compliance with statutory requirements. Assist in management, monitoring and evaluating Departments and Branch programmes and align them with the Departmental strategic goals and objective. Manage and coordinate reporting instruments and tools on monitoring and evaluation. Identify/Establish early warning system and monitoring and coordinating reporting on the performance of the Department and Branch. Guide and Support the department and branches in the development of their strategic objectives. Manage staff performance. Facilitate contract development with the agencies and manage service level agreements and facilitate funding disbursements. Undertake any other duties that are ancillary to the above functions as the Cluster Deputy Directors may require from time to time.
<b><u>ENQUIRIES</u></b>	: Siphwiwe Nhlapho 011 355 8540
<b><u>POST 25/63</u></b>	: <b><u>ASSISTANT DIRECTOR: SMME, CO-OPERATIVE SUPPORT AND DEVELOPMENT</u></b> Directorate: SMME, Co-operative Support and Development
<b><u>SALARY</u></b>	: R 334 545.00 per annum (inclusive of benefits) to R 404 121.00 per annum (inclusive of benefits) Salary Level: 09
<b><u>CENTRE REQUIREMENTS</u></b>	: Umnotho House Johannesburg National Diploma/ Degree in Development Economics / Business Economics or co-operatives development and management. Post graduate qualification will be an added advantage. 3-5 years' experience in Co-operatives Support and Development environment. A valid driver's license. Skills and Attributes: Basic knowledge of Co-operatives (financial co-operatives) sector policy and legislation. Time Management. Good communication skills. Written and verbal communication, interpersonal skills. Consistent. Co-operative. Focused. Logical. Organised. Professional. Client orientation. Report writing. Presentation. Research.
<b><u>DUTIES</u></b>	: Assist in the design, development and implementation of co-operative financial institutions, support strategies and programs to the provincial departments and municipalities. Implement Gauteng Co-operative Financial Institutions growth and modernisation programme. Collate co-operatives monthly data. Assist in the development and review of the compliance report. Assist internal communication and research units to ensure the developed co-operatives strategy is communicated. Liaise with internal and external stakeholders in organising co-operatives forums. Provide information that lead to monthly, quarterly and annual reports. Assists with other administrative tasks. Assist with monitoring the implementation of the Gauteng co-operatives strategy and policy. Liaise with relevant stakeholders to create a platform for co-operatives sustainability. Mentor and coach graduate and interns.
<b><u>ENQUIRIES</u></b>	: Siphwiwe Nhlapho 011 355 8540
<b><u>POST 25/64</u></b>	: <b><u>OFFICE MANAGER: BUSINESS REGULATION AND GOVERNANCE</u></b> Directorate: Office of the DDG: Business Regulation and Governance
<b><u>SALARY</u></b>	: R 334 545.00 per annum (inclusive of benefits) to R 404 121.00 per annum (inclusive of benefits) Salary Level: 09
<b><u>CENTRE REQUIREMENTS</u></b>	: Umnotho House Johannesburg Grade 12 with Diploma / Degree in Public Administration or equivalent (NQF L6). Able to work with MS Office, (Excel, Access, Word, Power Point and E-mail). Knowledge of Project Management will be advantageous. Good written and verbal communication skills. Preference will be given to an experienced professional who has previously supported this SMS role. Must have 3 – 5 years' secretarial and extensive administrative experience. 3-5 years' experience in an office of a Director or higher. Skills and Attributes: Able to Develop, maintain and administered a document management system. Organizing and planning. Customer relationship management. Written and verbal communication, interpersonal skills. Able to outside the box and be able to anticipate the DDG's needs. Must be well groomed, conservative and able to manage confidential information. Results oriented, innovative, persuasive, customer focused, assertive, professional, self- starter / self confident. Must have impeccable attention to

<b><u>DUTIES</u></b>	:	detail abilities, organisational and time management skills. Must be able to shift priorities effortlessly, demonstrate a sense of urgency and initiative. Consistent. Co-operative. Focused. Logical. Organised. Professional. Client orientation.
<b><u>ENQUIRIES</u></b>	:	Be the professional face and image of the Branch. Provide administrative management functions to the DDG. Develop, manage and maintain a document management system (for the office) aligned to the main filing system. Liaise on behalf of the DDG with other departmental officials, stakeholders of other governments (also international) and the public. Co-ordinate and administer projects initiated from the office of the DDG. Prepare presentations and documents on behalf of the DDG. Conduct research and gather information to support the smooth running of the office of the DDG. Diary management (manual and electronic), coordinate meetings, workshops and conferences. Take minutes, make official travel arrangements, reconcile and process subsistence and travel claims. Manage procurement in the office of the DDG.
<b><u>POST 25/65</u></b>	:	<b><u>SENIOR COMMUNICATION OFFICER: INTERNAL</u></b> Directorate: Office of the DDG: Business Regulation and Governance
<b><u>SALARY</u></b>	:	R 281,418.00 per annum (inclusive of benefits) to R 331,497.00 per annum (inclusive of benefits) Salary Level: 08
<b><u>CENTRE REQUIREMENTS</u></b>	:	Umnotho House Johannesburg
<b><u>DUTIES</u></b>	:	A National Diploma or Degree in Marketing or Communication or an NQF level 6 or equivalent qualification. Ideal candidate must have at least 3 – 4 years' experience in marketing and or communications, and a track record in project management. Understanding of the relevant Public Service legislative frameworks relating to International Relations. Proven ability to engage, support and interrogate internal stakeholders in a manner that provides good resource management for the unit and meet GDED's, short, medium and long-term requirements. Project management. Time management. Stakeholder management skills. Communication skills. Teamwork and collaboration skills. Understanding of protocol Consistent. Co-operative. Focused. Logical. Organised. Professional
<b><u>ENQUIRIES</u></b>	:	Be the professional face and image of the Branch. Provide administrative management functions to the DDG. Develop, manage and maintain a document management system (for the office) aligned to the main filing system. Liaise on behalf of the DDG with other departmental officials, stakeholders of other governments (also international) and the public. Co-ordinate and administer projects initiated from the office of the DDG. Prepare presentations and documents on behalf of the DDG. Conduct research and gather information to support the smooth running of the office of the DDG. Diary management (manual and electronic), coordinate meetings, workshops and conferences. Take minutes, make official travel arrangements, reconcile and process subsistence and travel claims. Manage procurement in the office of the DDG.
<b><u>POST 25/66</u></b>	:	Siphiwe Nhlapho 011 355 8540/ Lwandile Phaledi 011 355 8526
<b><u>SALARY</u></b>	:	<b><u>PERSONAL ASSISTANT TO DIRECTOR: RESOURCE BASED (PRIMARY) AND MANUFACTURING (SECONDARY)</u></b> Directorate: Resource Based (Primary) and Manufacturing (Secondary)
<b><u>CENTRE REQUIREMENTS</u></b>	:	R 226 611.00 per annum (inclusive of benefits) to R 266,943.00 per annum (inclusive of benefits) Salary Level: 07 Umnotho House Johannesburg
<b><u>DUTIES</u></b>	:	A Grade 12 Matric Certificate One to two years' experience in a management support services preferably within a communication environment. Computer Literacy, High level of reliability, Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Skills and Attributes: Sound organizational skills. Good people skills. Presentation. Written and verbal communication skills. Project management. Time management. Budget and financial management. Stakeholder management skills. Teamwork and collaboration skills. Good grooming. Self-management and motivation. Consistent. Co-operative. Focused. Logical. Professional. Understanding of protocol
<b><u>DUTIES</u></b>	:	Provide secretarial support service to the Directors. Render administrative support services. Provides support to Directors regarding meetings. Support the Directors with the administration of the budget. Study the relevant Public Service and Departmental

prescripts/policies and other documents and ensure that the application thereof is understood properly

**ENQUIRIES** : Sipiwe Nhlapho 011 355 8540/ Lwandile Phaledi 011 355 8526

**POST 25/67** : **PERSONAL ASSISTANT TO CHIEF DIRECTOR: COMMUNICATION**  
Directorate: Communication

**SALARY** : R 226 611.00 per annum (inclusive of benefits) to R 266,943.00 per annum (inclusive of benefits) Salary Level: 07

**CENTRE** : Umnotho House Johannesburg

**REQUIREMENTS** : A Grade 12 Matric Certificate. One to two years' experience in a management support services preferably within a communication environment. Computer Literacy, High level of reliability, Ability to act with tact and discretion, Ability to do research and analyse documents and situations. Knowledge of the relevant legislation/ policies/ prescripts and procedures and Basic knowledge of financial administration. Skills and Attributes: Sound organizational skills. Good people skills. Presentation. Written and verbal communication skills. Project management. Time management. Budget and financial management. Stakeholder management skills. Teamwork and collaboration skills. Understanding of protocol. Good grooming. Self-management and motivation. Consistent. Co-operative. Focused. Logical. Professional

**DUTIES** : Provide secretarial support service to the Chief Director. Render administrative support services. Provides support to Chief Director regarding meetings. Support the Chief Director with the administration of the budget. Study the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Sipiwe Nhlapho 011 355 8540/ Lwandile Phaledi 011 355 8526

**POST 25/68** : **PERSONAL ASSISTANT TO CHIEF FINANCIAL OFFICER**  
Directorate: Financial Management

**SALARY** : R 226 611.00 per annum (inclusive of benefits) to R 266,943.00 per annum (inclusive of benefits) Salary Level: 07

**CENTRE** : Umnotho House Johannesburg

**REQUIREMENTS** : One to two years' experience in a management support services preferably within financial management environment. Computer Literacy, High level of reliability, Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Knowledge of the relevant legislation/ policies/ prescripts and procedures and Basic knowledge of financial administration. Computer Literacy, High level of reliability, Ability to act with tact and discretion, Ability to do research and analyse documents and situations. Knowledge of the relevant legislation/ policies/ prescripts and procedures and Basic knowledge of financial administration. Skills and Attributes: Sound organizational skills. Good people skills. Presentation. Written and verbal communication skills. Project management. Time management. Budget and financial management. Stakeholder management skills. Teamwork and collaboration skills. Understanding of protocol. Good grooming. Self-management and motivation. Consistent. Co-operative. Focused. Logical. Professional.

**DUTIES** : Provides support to Chief Financial Officer regarding meetings. Support the Chief Financial Officer with the administration of the budget. Study the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly

**ENQUIRIES** : Sipiwe Nhlapho 011 355 8540/ Lwandile Phaledi 011 355 8526

**POST 25/69** : **DATA COORDINATOR**  
Directorate: Liquor Affairs

**SALARY** : R 152 862.00 per annum (inclusive of benefits) to R 180 063.00 per annum (inclusive of benefits) Salary Level: 05

**CENTRE** : Umnotho House Johannesburg

**REQUIREMENTS** : Grade 12 / Matric. 1 to 2 years experience in the registry environment. Valid driver's license will be an added advantage. Skills and Attributes: Computer Literacy. Good communication skills (both verbal and written). Sound interpersonal skills, computer literacy. Good record management, familiar with documentation system. Sound organisational skills. Good minute taking. Ability to work effectively and efficiently under

<b><u>DUTIES</u></b>	:	pressure. Good understanding of government operations. Consistent. Co-operative. Focused. Logical. Organised. Professional. Client orientation. Team player. Maintain electronic filing system to store. Retrieve and update file information. Receive and dispatch requested files. Keep register of incoming and outgoing files. Sort and file licensing documents and correspondences. Maintain the condition of files and persevering file contents. Scan and capture files into central repository. Ensure files are kept according to prescribed filing formats.
<b><u>ENQUIRIES</u></b>	:	Siphiwe Nhlapho 011 355 8540/ Lwandile Phaledi 011 355 8526
<b><u>POST 25/70</u></b>	:	<b><u>DATA CAPTURER</u></b> Directorate: Liquor Affairs
<b><u>SALARY</u></b>	:	R 152 862.00 per annum (inclusive of benefits) to R 180 063.00 per annum (inclusive of benefits) Salary Level: 05
<b><u>CENTRE</u></b>	:	Umnotho House Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 / Matric. 1 to 2 years experience in the registry environment. Valid driver's license will be an added advantage. Skills and Attributes: Computer Literacy. Good communication skills (both verbal and written). Sound interpersonal skills, computer literacy. Good record management, familiar with documentation system. Sound organisational skills. Good minute taking. Ability to work effectively and efficiently under pressure. Good understanding of government operations. Consistent. Co-operative. Focused. Logical. Organised. Professional. Client orientation. Team player
<b><u>DUTIES</u></b>	:	Maintain electronic filing system to store. Retrieve and update file information. Receive and dispatch requested files. Keep register of incoming and outgoing files. Sort and file licensing documents and correspondences. Maintain the condition of files and persevering file contents. Scan and capture files into central repository. Ensure files are kept according to prescribed filing formats.
<b><u>ENQUIRIES</u></b>	:	Siphiwe Nhlapho 011 355 8540/ Lwandile Phaledi 011 355 8526

#### **DEPARTMENT OF HEALTH**

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

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

<b><u>POST 25/71</u></b>	:	<b><u>STOMATOLOGIST: GRADE1</u></b> Directorate Maxillofacial and Oral Radiology
<b><u>SALARY</u></b>	:	R 991 857.00 per annum (all inclusive remuneration)
<b><u>CENTRE</u></b>	:	Medunsa Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Registration with HPCSA. Master's degree in the area of Maxillofacial and Oral Radiology or equivalent. A minimum of 10 years clinical experience as a dentist with three (3) of those in Maxillofacial and Oral Radiology. Understanding/ proven record of teaching and involvement in curriculum development. Good/proven research track record including record of publications. Excellent interpersonal and communication skills. Additional the level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.
<b><u>DUTIES</u></b>	:	Supervision and effective utilization of professional staff. General Service rendering to patients in the discipline. Interpretation of radiographs and report writing. Research and research supervision. Education and training of undergraduate students.
<b><u>ENQUIRIES</u></b>	:	Dr SA Matjila Tel No: (012) 521 3079
<b><u>APPLICATIONS</u></b>	:	Application must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the

HPCSA. Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001  
Ms. EM Shibambo  
10 July 2017

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

**OTHER POSTS**

**POST 25/72** : **MEDICAL OFFICER GRADE 1-3 REF NO: S/001063**  
Directorate: Medical Unit

**SALARY** : Grade 1:R736 425 per annum (all-inclusive package)  
Grade 2::R842 028- per annum (all-inclusive package)  
Grade 3:R977 199 per annum (all-inclusive package)

**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : MBChB or equivalent qualification that allows registration with HPCSA as a Medical practitioner. Medical officer Grade 1: No experience required after completion of community service. Medical Officer Grade 2: 5 years appropriate experience after registration with HPCSA as an independent Medical Practitioner. Medical officer Grade 3: 10 year's appropriate experience after registration with HPCSA as a Medical Practitioner.

**DUTIES** : Interview ,examine ,investigate, diagnose and oversee the treatment of patients, including chronic medical ailments /conditions ,medical surgical, Obstetric and gynaecological emergencies ,HIV and TB patients ,sick children ,antenatal, intrapartum and postnatal patients ,mental health care users .Provision of good quality ,patient-centred and community -orientated care for all patients. Promote and ensure internal control and risk management, adhere to Batho Pele Principles and patients comprehensively. Ensure comprehensive clinical record keeping. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment)

**ENQUIRIES** : Dr O.B Modise, Tel No: (012) 717 9338/9302  
**APPLICATIONS** : Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. Application documents must be submitted to Jubilee District Hospital Human Resource Department Private bag x449. Hammanskraal 0400 or hand delivered. Or apply online at; [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 07 July 2017

**POST 25/73** : **ASSISTANT MANAGER: CRITICAL CARE – NURSING - PNB4 REFS/001052**  
Directorate: Nursing

**SALARY** : R508 148 per annum (plus benefits)  
**CENTRE** : Tembisa Provincial Tertiary Hospital  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of R425 or equivalent qualification the allows registration with SANC as a Professional Nurse. Plus a post basic Critical Care Nursing qualification with at least 1 year accredited with SANC in terms of R212. Diploma or Degree in nursing administration and education will be an added advantage. A minimum of 10 years appropriate/recognizable experience in nursing after registration as professional nurse with the SANC in general nursing. At least 6 years of the period referred to above must be appropriate/Recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality – Critical Care Nursing. At least 3 years' experience in management level.

**DUTIES** : To ensure safe and effective clinical nursing practice general and Critical Care Nursing. Ensure effective management of quality nursing service. Co-ordination of optimal, holistic specialized nursing care provided within set standards and professional / legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth / ethical standards and self – development mentoring of Operational Managers. Ability and knowledge to carry out Critical Care Nursing procedures and management as per scope or practice. Ensure ongoing monitoring and evaluation of Critical Care services. Provision of quality Nursing Care, assist team members with Quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, do hospital calls. Maintain, manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and

protocol for the department, ability to deal with conflict and knowledge of DoH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the Department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

**ENQUIRIES** : Mr. W.N. Mothwane, Tel No: (011) 923-2050  
**APPLICATIONS** : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 07 July 2017

**POST 25/74** : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM (RE-ADVERTISEMENT) REF NO: S/001070**  
Directorate: Nursing Division Psychiatric Clinic Area 558

**SALARY** : R 499 953.per annum (plus benefits)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Basic R25 qualification (diploma / degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in advanced Psychiatry Nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Advanced Psychiatric Nursing.

**DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in Accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices

**ENQUIRIES** : Mr. O.C. Selebi, Tel (011) 488 3155  
**APPLICATIONS** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, HPCSA and Qualifications to be attached. 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. Successful candidates will undergo a medical screening test. Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10. No 17 Jubilee Road, Parktown. Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 07 July 2017

**POST 25/75** : **CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: S/001048**

**SALARY** : R414 069 per annum (plus benefits)  
**CENTRE** : Cullinan Care and Rehabilitation Centre (CCRC)  
**REQUIREMENTS** : Degree in Occupational Therapy or an appropriate qualification that allows for the required registration with the Health profession council of South Africa (HPCSA) in the relevant profession (where applicable).A minimum of 3 years appropriate experience in

an Occupational Therapy profession after registration with HPCSA of which 2 years should be in a supervisory position. Completion of community service and registration with HPCSA in Occupational Therapy. Proof of current registration with HPCSA as an Occupational Therapist for 2017 period. Planning, Filing and organizing skills, good communication skills (written and verbal). Knowledge of public service legislations, policies, procedures and other related health policies. Knowledge of PFMA and related legal frameworks. Experience in neurology, psychiatry and disability. Computer literacy and Valid Driver's license.

**DUTIES** : Manage (plan, coordinate and implement) Occupational Therapy Services. Provide leadership, expert advice on complicated clinical conditions. Monitor and motivate for equipment and other resources. Promote and implement continued professional development of staff. Monitoring and implementing of effective record keeping, accurate statistics collection and analysis. Ensure compliance with quality assurance standards. Manage personnel performance and review process. Monitor RWOPS. Manage utilization of Human and other resources.

**ENQUIRIES** : Mr. N.P. Mabaso, Tel: (012) 734 7000 x 270  
**APPLICATIONS** : The applications must be submitted on Z83 with CV. Certified copies of ID and qualifications to be attached. Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000 or apply on line at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 07 July 2017  
**NOTE** : People with disability are encouraged to apply.

**POST 25/76** : **CLINICAL COORDINATOR REF NO: S/001071**  
 Directorate: Employee Health and Wellness Programme

**SALARY** : R 394 665 – 444 195 per annum (plus benefits)  
**CENTRE** : Tara the H. Moross Centre, Sandton  
**REQUIREMENTS** : Diploma in General Nursing/ B-Tech/ National Diploma in Occupational Health Nursing Science. Evidence of registration with Professional Regulatory Body. A minimum of Three years' experience in the implementation of health and wellness programmes: EAP, HIV AIDS, STI & TB, OHS. Valid driver's licence  
**COMPETENCIES:** Knowledge of the Public Service Act and Regulations, EHWP Strategic Framework, the Employment Equity Act, DPSSA directives, employee assistance programme standards, the Occupational Health and Safety Act. **SKILLS:** Sound organising, planning, presentation and facilitation skills. Counselling, Good communication, crisis and trauma management, coordination, research and marketing skills. Good interpersonal relations, Conflict resolution.

**DUTIES** : Provide operational and effective management of the integrated Employee Health and Program which include the following-policy and procedures: strategy development implementation in line with the Public Service framework pillars. Provide confidential assessments, counselling, and follow-up on referrals. Identify and maintain relationships with all relevant stakeholders for effective implementation of the programme. Provide onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service or lifestyle development interventions Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programmes to enhance the health and wellness of employees and the organization. Provide Occupational Health services to employees that will promote, protect and restore employee's health within a safe working environment. Perform Medical Surveillance (which may include clinical examinations, biological monitoring and medical tests and diseases. Management of occupational injuries and TB, HEP B, lost time statistic's and cost data report for safety committee. Inspect facilities, observe operations and activities and investigate health and safety complaints. Ensure that OHS committee meets monthly and compile report for management. Management of waste within the institution. Perform audits at hazardous-waste disposal areas. Liaise with private waste collection companies. Keep statistical records and prepare reports ensuring that current waste disposal/handling/transportation legislation is complied with. Monitor levels of pollution from waste disposal sites. Identify waste materials, training management and staff on the proper safety guidelines to follow, and conducting risk assessments on hazardous materials. Evaluate and coordinate storage and handling of hazardous waste

**ENQUIRIES** : Mr. T.D Mabuza Tel no: (011) 535 3030  
**APPLICATIONS** : Applications must be delivered to:- Tara the H. Moross Centre, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara H. Moross Centre Private Bag x7 Randburg 2125 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 07 July 2017

**POST 25/77** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**  
Directorate Supply Chain Management

**SALARY** : R 334 545.00 per annum plus benefits  
**CENTRE** : Medunsa Oral Health Centre  
**REQUIREMENTS** : Three years tertiary qualification in Supply Chain Management or equivalent qualification plus five years' experience on a supervisory level within supply chain environment. Knowledge of Public Financial Management Act (PFMA). Treasury Regulations, in-depth knowledge of the SCM framework, PPPFA, BBBEE. Valid Driver's licence. Client orientation and customer focus .Report writing skills. Ability to interpret financial information. Knowledge of Microsoft Office, Excel, Word and Power Point and Sap. Good problem solving skills.

**DUTIES** : ensure effective and efficient systems related to the acquisitions, receiving, storage, control, distribution and payment of goods and services. Provide administration support to management. Monitor stock counts and submission of reports to supervisor. Provide technical support to the Bid Adjudication committee on an adhoc basis. Ensure timeous processing of orders and payments according to the relevant prescripts. Coordinate, review and collate information for demand plan. Compile annual procurement plan, compile product specifications. Manage subordinates. Deal with queries relating to processing of requisitions order and payment for goods and services within the SCM process, contract management and assets management. Participate in various committees within the institution. Ensure compliance with National Core Standards Assist with infrastructure projects.

**ENQUIRIES** : Dr JR Ndhlovu, Tel No (012) 521 4913/4914  
**APPLICATIONS** : Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the HPCSA. Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001

**FOR ATTENTION** : Ms EM Shibambo  
**CLOSING DATE** : 10 July 2017

**POST 25/78** : **LABOUR RELATIONS OFFICER**  
Directorate Human Resource Management

**SALARY** : R 226 611.00 per annum plus benefits  
**CENTRE** : Medunsa Oral Health Centre  
**REQUIREMENTS** : A relevant Labour Relations qualification with at least minimum 3 years' experience in the discipline. Computer literacy with good interpersonal, negotiations, analytical and problems solving skills. Extensive appropriate experience in Labour Relations. Familiar and conversant with Labour related legislation such as LRA, BCEA, EEA, PSCBC Resolutions and SDA.

**DUTIES** : Manage Labour relations issues. Build contractive relationships between all stakeholders. Advice, consults, facilitate and sensitize on Labour Relations structures for day to day practical aspects of Labour Relation Functions. Manage the implementation and application of disciplinary, grievance and policies. Maintain and update all Labour Relations procedures ensuring the enforcement and adherence of these policies and procedures. Conduct all in service training programmes on LRA and related Acts, collective agreements and various transformation legislative. Facilitate and maintain a good working relationship with organised labour movements. Compile and submit Labour Relations reports. Assist with human resource administration duties.

**ENQUIRIES** : Ms EM Shibambo Tel No: (012) 521 4881  
**APPLICATIONS** : Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the HPCSA. Applications can be hand delivered to Medunsa Oral Health Centre. Human



Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre,  
Private Bag x848, Pretoria, 0001

**FOR ATTENTION** : Ms EM Shibambo  
**CLOSING DATE** : 10 July 2017

**POST 25/79** : **DENTAL ASSISTANT 2 POSTS**  
Directorate Dental Assisting

**SALARY** : Grade 1 R148 221.00 per annum plus benefits  
Grade 2 R 174 591.00 per annum plus benefits

**CENTRE** : Medunsa Oral Health Centre  
**REQUIREMENTS** : Grade 12 with appropriate qualification that allows registration with the HPCSA as a Dental Assistant. Registration with HPCSA as a Dental Assistant and proof of current registration. Ability to work under pressure, organisational skills, good communication skills, self-motivated and goal orientated.

**DUTIES** : Assist Clinicians with the oral health procedures. Preparation of instruments and dental material for the dental procedures. Cleaning and sterilization of instruments. Ordering of consumables as needed. Do inventory of dental instruments. Perform administrative duties. Adhere to the Health Care Waste Management Legislation and principle.

**ENQUIRIES** : Ms J Peteke Tel No: (012) 521 5631  
**APPLICATIONS** : Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the HPCSA. Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001

**FOR ATTENTION** : Ms EM Shibambo  
**CLOSING DATE** : 10 July 2017

**POST 25/80** : **LAUNDRY SUPERVISOR REF NO: HRM 37/2017**  
Directorate: Admin & Logistics- Linen

**SALARY** : R127 851 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Minimum Grade 12 with 2-3 years in linen and laundry services. Good communication skills, problem skills and organizational skills. Supervisory skills will be an added advantage. Be able to work shifts and under pressure.

**DUTIES** : Inspection of all clinical sections. Monitor the tying, packing, collection, distribution and supply, of clean and dirty linen to inpatients, outpatients and theatres. Replenish linen in accordance to set standards. Record linen counted, inventory taking and condemning. Supervise the loading and off-loading of the Masakhane truck. Provide daily reports on the linen and laundry status. Adhere nce to the National Quality Core Standards. Assisting in any other linen/ laundry and curtain management activities. Relieve were necessary.

**ENQUIRIES** : Mr. MF Monama Tel: (012) 354 1421  
**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 07 July 2017

**POST 25/81** : **MESSENGERS 6 POSTS REF NO: HRM 38/2017**  
Directorate: Admin & Logistics

**SALARY** : R90 234 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Minimum ABET level4/ Grade 10. Knowledge of messenger's activities will be added advantage. Knowledge of customer services, self-driven and motivated able to read, write and work in a team. Able to work shifts. Able to relief and follow senior instructions.

**DUTIES** : Responsible for distribution of mail, circulars, internal notices and documents. Collection of blood specimen, drug books, theatre lists and file from wards to patient accounts. Perform routine messenger tasks as directed by supervisor.

**ENQUIRIES** : Mr. MF Monama Tel: (012) 354 1421  
**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 07 July 2017

**POST 25/82** : **CLEANER 8 POSTS REF NO: HRM 39/2017**  
 Directorate: Admin & Logistics

**SALARY** : R90 234 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 10 with 5 years' experience/ Grade 12 with 2 years cleaning experience. Willingness to work shifts; Rotation of workstations according to supervisor's instructions.

**DUTIES** : Cleaning of windows/ glass where applicable; Mopping of floors; Mopping of staircase where applicable. Cleaning of toilets seats and urinals; polishing vinyl flooring daily; Maslin sweeping of floor daily. Consistency in keeping clean corners & shinning floors; strip and seal vinyl floors when necessary. Cleaning of domes /pyramids where applicable; clean and pick up litter on staircase and floors. Removal of Medical /General waste to passage where applicable; careful use of polisher machine and other equipment; washing of equipment and pads after use; replacement of toilet /roll papers and refill soap dispensers consistently throughout the shift; updating toilet check list.

**ENQUIRIES** : Mr. MF Monama Tel: (012) 354 1421  
**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 07 July 2017

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL  
DEPARTMENT OF HEALTH**

**NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS, THERE WILL BE NO PAYMENT OF S&T CLAIMS.

**OTHER POSTS**

**POST 25/83** : **MEDICAL OFFICER GRADE 1/2 REF NO: HRM 09/2017**  
Directorate: Dept of Haematology

**SALARY** : GR 1: R736 425.00 – R 793 341.00 p.a. (All inclusive salary package) None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner  
GR 2: R842 028 .00 – R 920 703.00 (All inclusive package) 5 years to less than 10 years experience after registration with the HPCSA as an Independent Medical Practitioner

**CENTRE REQUIREMENTS** : King Edward VIII Hospital (KEH)  
: MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2017/2018). Knowledge, Skills, Training and Competencies required: Good clinical and communication skills, clinical or theoretical knowledge of Haematology, function as part of a team

**DUTIES** : Key Performance Areas: Provide clinical haematology services to King Edward VIII Hospital, provide after hour care in accordance with the commuted overtime contract, participate in the academic program in the department, teach junior staff and medical students

**ENQUIRIES APPLICATIONS** : Dr. N. Rapiti - 031 3603039  
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or posted to Private Bag X02, Congella, 4013.

**CLOSING DATE** : 7 JULY 2017

**POST 25/84** : **ASSISTANT MANAGER NURSING (SPECIALTY AREA) ICU TRAUMA & EMERGENCY AND RENAL UNIT REF NO: HRM 10/2017**  
Kindly note that this is a re-advert, those who applied before must re-apply

**SALARY** : R546 315.00 per annum (an all-inclusive remuneration package)  
: King Edward VIII Hospital  
**CENTRE REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent PLUS degree/diploma in General Nursing and Midwifery, post basic registration degree/diploma in Critical Care, Minimum of 8 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing, proof of current registration with SANC (2017), at least 3 years of the period referred to above must be appropriate/recognizable experience at a Management Level, certificate of service endorsed by HR as a proof of experience. KNOWLEDGE, SKILLS, TRAINING, AND COMPETENCIES REQUIRED: Knowledge and insight into nursing processes and procedures, knowledge and insight

into nursing statutes and other relevant public service acts, decision making and solving skills, interpersonal skills and conflict management skills, knowledge and implementation of batho pele principles, good communication skills, supervisory and analytical thinking skills, ability to implement national core standards, basic computer literacy, basic understanding of hr and financial policies and practices.

**DUTIES**

: Key Performance Areas: Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost effective manner, manage and supervise utilization of all resources in the units/wards, ensure effective utilization of all infection control and prevention practices by all staff including support service and cleaning staff, supervise implementation of health care delivery policies, procedures, clinical guidelines, protocols, operational and strategic plans aimed at improving service delivery, facilitate and ensure the implementation of department priorities and national core standard, monitor and evaluate the care and management of all patients and ensure the keeping of accurate and complete patients' records, demonstrate a concern for patients, promoting and advocating proper treatment and care, monitor and evaluate staff performance, ensure effective data management, ensure ethics and professional is maintained, demonstrate effective and professional is maintained, demonstrate effective communication with staff, patients, and multidisciplinary team, excercises control over discipline grievance an all labour related issues.

**ENQUIRIES  
APPLICATIONS**

: Mr. B.B. Khoza – 031 360 3026  
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.

**CLOSING DATE**

: 30 June 2017

**POST 25/85**

: **ASSISTANT MANAGER NURSING (SPECIALTY AREA) ICU TRAUMA & EMERGENCY AND RENAL UNIT REF NO: HRM 10/2017**

Kindly note that this is a re-advert, those who applied before must re-apply

**SALARY  
CENTRE  
REQUIREMENTS**

: R546 315.00 per annum (an all-inclusive remuneration package)  
: King Edward VIII Hospital  
: Senior Certificate (Grade 12) or equivalent PLUS degree/diploma in General Nursing and Midwifery, post basic registration degree/diploma in Critical Care, Minimum of 8 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing, proof of current registration with SANC (2017), at least 3 years of the period referred to above must be appropriate/recognizable experience at a Management Level, certificate of service endorsed by HR as a proof of experience. KNOWLEDGE, SKILLS, TRAINING, AND COMPETENCIES REQUIRED: Knowledge and insight into nursing processes and procedures, knowledge and insight into nursing statutes and other relevant public service acts, decision making and solving skills, interpersonal skills and conflict management skills, knowledge and implementation of batho pele principles, good communication skills, supervisory and analytical thinking skills, ability to implement national core standards, basic computer literacy, basic understanding of hr and financial policies and practices.

**DUTIES**

: Key Performance Areas: Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost effective manner, manage and supervise utilization of all resources in the units/wards, ensure effective utilization of all infection control and prevention practices by all staff including support service and cleaning staff, supervise implementation of health care delivery policies, procedures, clinical guidelines, protocols, operational and strategic plans aimed at improving service delivery, facilitate and ensure the implementation of department priorities and national core standard, monitor and evaluate the care and management of all patients and ensure the keeping of accurate and complete patients' records, demonstrate a concern for patients, promoting and advocating proper treatment and care, monitor and evaluate staff performance, ensure effective data management, ensure ethics and professional is maintained, demonstrate effective and professional is maintained, demonstrate effective communication with staff, patients, and multidisciplinary team, excercises control over discipline grievance an all labour related issues.

**ENQUIRIES  
APPLICATIONS**

: Mr. B.B. Khoza – 031 360 3026  
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.

**CLOSING DATE**

: 30 June 2017

<b><u>POST 25/86</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY GRADE 1&amp;2 (O&amp;G) REF NO: HRM 14/2017 – 3 POSTS</u></b>
<b><u>SALARY</u></b>	:	R340 431.00 per annum (an all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	King Edward VIII Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12) or equivalent PLUS degree/diploma in General Nursing and Midwifery, post basic registration degree/diploma in Critical Care, Minimum of 8 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing, proof of current registration with SANC (2017), at least 4 years of the period referred to above must be appropriate/recognizable experience as a General Nurse, certificate of service endorsed by HR as a proof of experience. <b>KNOWLEDGE, SKILLS, TRAINING, AND COMPETENCIES REQUIRED:</b> Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework, leadership, organizational, decision making and problem solving abilities within the limit of the public sector, interpersonal skills include public relations, negotiation, conflict and counselling skills, financial and budgetary knowledge pertaining to the relevant resources under management, insight into procedure and policies pertaining to the nursing care, supervisory and analytical thinking skills, good communication skills.
<b><u>DUTIES</u></b>	:	<b>KEY PERFORMANCE AREAS:</b> Develop and implement quality assurance programs, policies and operational plans for the unit, promote quality of nursing care as directed by the professional scope of practice and standard as determined by the institution, exercise control over discipline, grievances and all labour relations issues, develop/establish and maintain constructive working relation with nursing and other stakeholders, provide a safe therapeutic environment that allows for the practice of nursing care as laid by the nursing act, occupational health and act and all other application of prescripts, to provide nursing care that leads to improve service delivery by upholding Batho Pele principles, Manage and efficient and effective use of Human and material resource.
<b><u>ENQUIRIES</u></b>	:	Mrs. M.B.Madlala – 031 360 3025
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.
<b><u>CLOSING DATE</u></b>	:	30 June 2017

**DEPARTMENT OF TREASURY**

*The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.*

<b><u>APPLICATIONS</u></b>	:	KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg 3200
<b><u>FOR ATTENTION</u></b>	:	Mrs L Mthimunye
<b><u>CLOSING DATE</u></b>	:	7 July 2017
<b><u>NOTE</u></b>	:	Applications must be submitted with a signed and dated Z83 Form, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with originally certified copies of your qualification including an academic record for all relevant qualification and a Matric certificate. Kindly attach an originally certified copy of a Driver's licence if required and your ID/Passport. Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and a letter from the respective Human Resources for occupying acting positions It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment.

**MANAGEMENT ECHELON**

<b><u>POST 25/87</u></b>	:	<b><u>SPECIALIST: TECHNICAL LEGAL ADVISOR REF NO: KZNPT 17/25</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive package of R 1 766 946 per annum. (3 year contract)

<b><u>CENTRE REQUIREMENTS</u></b>	:	KZN Provincial Treasury, Pietermaritzburg
	:	An undergraduate Legal qualification (NQF level 7) PLUS a post graduate qualification, preferably Legal (NQF level 8). A minimum of 10 years' experience at an executive level within a legal environment. A valid Driver's license is a must and in the case of people with disabilities who are unable to personally drive, proof of ability to meet work travel commitments has to be attached. Candidates with 10 years or more proven track record of executive level Legal Advisory and litigation experience within organs of state will be given preference. Skills, Competencies and Knowledge: Very strong legal, strategic, analytical, and negotiating skills. Policy and research skills are essential. Must be able to deliver strategic legal presentations. Strong verbal and written communications abilities, as well as advanced report writing, the ability to provide legal opinions on complex issues, and the ability to work under pressure with very tight deadlines. Strong conflict management skills.
<b><u>DUTIES</u></b>	:	Draft executive legal correspondence on behalf of HOD and MEC. Provide expert Legal support and advice to Legal staff pertaining to areas of litigation. Analyze all strategies MOU's and SLA's to identify potential legal weaknesses and develop appropriate strategies to address these shortcomings. Review and advice management on legal implications of internal policies and procedures. Provide high level Contract Management/Tender document advisory services to the HOD and MEC. Ensure the vetting of the accuracy of Forensic Reports from a legal perspective. Review Strategic internal policies and ensure they are in compliance with all statutory or legal requirements. Develop and implement appropriate strategies to address the legal skills shortage. Candidates must have the ability to evaluate and weigh all legal aspects and / or situation, and be able to provide sound solutions, with the ultimate aim of protecting the legal rights of the Department
<b><u>ENQUIRIES</u></b>	:	Mr SL Magagula, Tel No (033) 897 4307
<b><u>POST 25/88</u></b>	:	<b><u>TECHNICAL ADVISOR TRANSVERSAL INFORMATION TECHNOLOGY SYSTEMS</u></b> <b><u>REF NO: KZNPT 17/26</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive package of R 1 299 501 per annum. (3 year contract)
<b><u>CENTRE</u></b>	:	KZN Provincial Treasury, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	An undergraduate Information Technology Systems qualification (NQF level 7 PLUS a post graduate qualification, preferably Legal (NQF level 8). A minimum of 7 years senior managerial experience in the public service coupled with a minimum of 5 years' experience in the ITS environment (including 2 years' experience in Provincial and National Financial and related systems). Knowledge and experience in project management is also a requirement Skills, Competencies and Knowledge: Knowledge of PFMA and Treasury Regulations, Supply chain management practices and instructions, strategic planning and analytical skills. Advanced knowledge of BAS, PERSAL, Hardcat and the Biometric Access Control systems. Proficiency in project management, report writing, and in MS packages i.e. word, excel and power point.
<b><u>DUTIES</u></b>	:	Provide technical advisory services on all transversal ITS support offered by KZN Provincial Treasury to the KZN Provincial Administration. Ensure the continuous enhancement of the transversal ITS in order to improve systems efficiency. Provide technical advisory services on the implementation of the ITS solutions for the department in order to ensure value for money. Provide technical advisory services on the performance of all external ITS services providers. Prepare and submit periodic reports to the Head of KZN Treasury. Conduct research and propose progressive development on ITS.
<b><u>ENQUIRIES</u></b>	:	Mr SL Magagula, Tel No (033) 897 4307

## PROVINCIAL ADMINISTRATION: NORTHWEST

## THE HEAD OF DEPARTMENT, DEPARTMENT OF RURAL, ENVIRONMENT AND AGRICULTURAL DEVELOPMENT

*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 and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.*

- APPLICATIONS** : The Director: Human Resource Management, Department of Rural, Environment and Agricultural Development, Private Bag X2039, Mmabatho 2735 or delivered at the Agricentre Building, corner Dr James Moroka and Stadium Roads, Mmabatho,
- FOR ATTENTION** : Ms T Lentsokwane Tel. Nr (018) 389 5280.
- CLOSING DATE** : 07 July 2017 at 16H30
- NOTE** : Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID-document/National Identity card. 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 Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. 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. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

## OTHER POSTS

- POST 25/89** : **SPECIALIST AGRICULTURAL ADVISOR CROP REF NO: 01/06/17**  
Chief Directorate: Farmer Support And Development  
Directorate: Farmer Support (Extension Recovery Programme)
- SALARY** : R 417 552 pa (level 10)
- CENTRE** : Taung Irrigation Scheme
- REQUIREMENTS** : An appropriate 4 year degree or equivalent qualification (NQF 7) with Crop Science/ Production as a major or specialisation. Relevant post graduate qualification in both crops and irrigation will be an added advantage. Proof of SACNAPS registration. Valid driver's licence (code B). 3 years appropriate experience. Computer skills. Knowledge of extension methodology. Advanced communication and presentation skills. Knowledge of project planning and management.
- DUTIES** : Interpret and adapt research output to optimize agricultural extension methods and production. Provide commodity specific specialization extension and advisory services. Provide professional support to projects and programmes. Perform administrative and related functions.
- ENQUIRIES** : Dr MB Matiwane, Tel. Nr (018) 389 5243
- POST 25/90** : **ASSISTANT DIRECTOR: IRRIGATION REF NO: 02/06/17**  
Chief Directorate: Farmer Support And Development  
Directorate: Farmer Support (Extension Recovery Programme)
- SALARY** : R 334 545 pa (level 09)
- CENTRE** : Taung Irrigation Scheme

<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor Degree or equivalent qualification in crop science and Irrigation. At least 5 years' experience in the field of Agricultural Extension and Advisory service as well as in Irrigation. A Postgraduate qualification in Extension and Irrigation will be an added advantage. Knowledge of public service prescripts. Conflict Management and Leadership Skills. Technical knowledge in the fields of crop, horticulture and irrigation. Knowledge of project management. Computer Literacy. Good communication skills. Driver's licence. Ability to work with developing and commercial farmers. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Manage the development and implementation of provision of Agricultural Extension. Manage the development and implementation of agricultural related projects. Promote cooperative governance amongst stake holders. Manage the key performance areas of the managed. Compile and manage the utilisation of irrigation budget and other resources. Compilation of reports. Report progress on irrigation activities and liaise with other departments, Municipalities, NGO's and farmer organisations in order to promote intergraded planning and development in the irrigation scheme.
<b><u>ENQUIRIES</u></b>	:	Dr MB Matiwane, Tel. Nr (018) 389 5243
<b><u>POST 25/91</u></b>	:	<b><u>CONTROL INDUSTRIAL TECHNICIAN REF NO: 03/06/17</u></b> Chief Directorate: Farmer Support And Development Directorate: Farmer Support (Extension Recovery Programme)
<b><u>SALARY</u></b>	:	R 334 545 pa (level 09)
<b><u>CENTRE</u></b>	:	Taung Irrigation Scheme
<b><u>REQUIREMENTS</u></b>	:	An appropriate BTech or BSc Agric (Hons) or equivalent qualification majoring in Irrigation and/or water use management or BSc or equivalent qualification in Civil Engineering (even if not registered with ECSA). Knowledge of pumps and propulsions water catchment management will serve as a high recommendation. Creativity and ability to innovate systems. The following will be added advantage. Didactics qualifications. Registration with a professional statutory body. A valid driver's license. Proven training and development skills.
<b><u>DUTIES</u></b>	:	The incumbent will be expected to assume the role responsibilities of Control Industrial Technician for water use management as well as other associated tasks and responsibilities while at the same time performing the following duties. Planning and executing irrigation systems. Monitoring irrigation efficiency. Oversee maintenance of irrigation infrastructure. Monitoring irrigation and irrigation schedule.
<b><u>ENQUIRIES</u></b>	:	Dr MB Matiwane, Tel. Nr (018) 389 5243
<b><u>POST 25/92</u></b>	:	<b><u>SENIOR AGRICULTURAL ADVISOR: EXTENSION SUPPORT 3 POSTS REF.NO: 04/06/17</u></b> Chief Directorate: Farmer Support And Development Directorate: Farmer Support (Extension Recovery Programme)
<b><u>SALARY</u></b>	:	R 334 545 per annum (level 09)
<b><u>CENTRE</u></b>	:	Mahikeng – Head Office, Ngaka Modiri Molema And Bojanala Districts
<b><u>REQUIREMENTS</u></b>	:	An appropriate 4-year degree or equivalent (NQF 7). Proof of SACNASP registration. Valid driver's licence (code B). 3 years appropriate experience. Computer skills. Knowledge of extension methodology. Advanced communication and presentation skills. Knowledge of project planning and management.
<b><u>DUTIES</u></b>	:	Support rendering of Agricultural Extension Services to internal and external clients. Support the provision of Agricultural Advisory Services to organised agriculture and other agricultural stakeholders. Provide support & guidance to Agricultural Advisors. Perform administrative functions related to the job. Coordinate and manage the activities of Relevant district Extension Forums, development and Implementation of Extension Programmes. Support the implementation of Extension Recovery Plan. Contribute to the Analysis, monitoring and evaluation of compliance to Profession specific regulations. Advice the district on Extension strategies, methods and innovations.
<b><u>ENQUIRIES</u></b>	:	Dr MB Matiwane, Tel. Nr (018) 389 5243



**POST 25/93** : **ASSISTANT DIRECTOR – DISTRICT PROJECT COORDINATOR: MONITORING AND EVALUATION 5 POSTS REF NO: 05/06/17**  
 Chief Directorate: Farmer Support And Development  
 Directorate: Farmer Support (Extension Recovery Programme)

**SALARY CENTRE** : R311 784 pa (SL 0 9)  
 : Mahikeng – Head Office, Ngaka Modiri Molema, Dr Ruth Segomotsi Mompati, Dr Kenneth Kaunda And Bojanala Districts

**REQUIREMENTS** : A recognized Bachelor's Degree in Economics/or equivalent qualification. Three years appropriate experience in the field of Monitoring and Evaluation. Computer skills. Advanced communication and presentation skills. Knowledge of project planning and management. Course in Monitoring and Evaluation will be an added advantage. Valid driver's licence (code B).

**DUTIES** : Coordinate and develop programme business plans for the conditional grants and earmarked funds. Monitor and evaluate programmes and projects implemented. Compile statutory programme and related reports in compliance with Dora and other Legislative requirements (CASP, LandCare, Illima/Letsema, and ERP). Coordinate planning of programmes and project for conditional grants to be implemented in the district. Manage resources and performance of subordinates. Compile reports as per Treasury regulations. Develop and implementation of Monitoring & Evaluation Framework.

**ENQUIRIES** : Ms E Mnguni, Tel. Nr (018) 389 5049

**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.

**MANAGEMENT ECHELON**

**POST 25/94** : **HEAD: CLINICAL UNIT (ANAESTHESIOLOGY AND CRITICAL CARE)**

(This is a Join Staff Appointment with the SU-FMHS)

**SALARY** : R 1 550 331 per annum (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Anaesthesiology. Experience: A minimum of 3 years' appropriate experience after registration with the HPCSA as Medical Specialist in Anaesthesiology. Registration: Registration with the HPCSA as a Medical Specialist Anaesthesiologist. Inherent requirements of the job: Ability to work after hour's when required. Competencies (knowledge/skills): Ability to effectively function as a senior specialist managing a large amount of junior staff which spans a number of Theatres, operate within the Departmental organisation and rules and knowledge of Anaesthesiology at the level of Head of Clinical Unit. Absolute dedication to patient care and maintain professional integrity. Physical ability to manage all activities related to routine as well as emergency patients in Theatre. Be able to function well within a team and the department, good communication with all categories of staff as well as students and active participation in pre- and post-graduate teaching and training programmes. Participation in delegated administrative functions and the execution of these; Ability to keep neat and complete records. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Provide Patient Care in the operating rooms and critical care units at the standards required of a Specialist Anaesthesiologist at level of HOCU in Anaesthesiology, Critical Care, Perioperative Medicine and/or pain Management. Teach and Lecturer Anaesthesiology and Critical Care to Undergraduate, Postgraduate students and Peers and evaluation of students and peers. Staying abreast of latest developments in the field of Anaesthesiology and Critical Care. Managing the Hospital and University related managerial tasks and people management. Research related to Anaesthesiology, Critical care, and related topics which includes facilitating the research component required by registrars of the HPCSA for specialty registration and publishing in peer reviewed and accredited journals.

**ENQUIRIES** : Prof A Levin, tel. no. (021) 938-9226 or Dr AJA Müller, tel. no. (021) 938-4139

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

**FOR ATTENTION** : Ms C Dawood

**CLOSING DATE** : 14 July 2017

**OTHER POSTS**

**POST 25/95** : **PRIMARY HEALTH CARE MANAGER 2 POSTS**

(Cape Winelands Health District)

**SALARY** : R 779 295 per annum (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Post 1: Breede Valley Sub-District, Post 1: Langeberg Sub-District

**REQUIREMENTS** : Minimum educational qualification: Appropriate health related qualification (i.e. National Diploma/Degree) that allows registration with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC)/South African Pharmacy

Council (SAPC). Experience: Appropriate/recognisable experience in District Health Systems/Management/Services. Appropriate experience in PHC Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to attend to community needs after-hours. Competencies (knowledge/skills): Ability to function or make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Basic knowledge and experience in office administration, financial and procurement administration. Proficiency in at least two of the three official languages of the Western Cape (written and verbal) and Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Note: No payment of any kind is required when applying for this post. A Competency assessment will form part of the selection process.

**DUTIES** : (key result areas): Overall management of the PHC component of the Sub-district (Clinics, CDCs) and all health care programmes. Manage, co-ordinate, plan, monitor and evaluate facility based programmes as well as integration of these with Community Based Services in the Sub-district. Manage Human Resource, Skills Development and Labour Relations. Financial and budget management of the PHC component. Liaise and co-operate with multisectoral team, the community and other stakeholders. Ensure that prescribed policies and procedures are implemented and adhered to, to ensure integrated and quality services are rendered.

**ENQUIRIES** : Post 1: Breede Valley Sub-District: Dr D Theron, tel. No. (023) 348-1301 Post 2: Langeberg Sub-District: Dr EW Steinmann, tel. No. (023) 626- 8543

**APPLICATIONS FOR ATTENTION** : The Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.

**CLOSING DATE** : Ms JB Salie

7 July 2017

**POST 25/96** : **DEPUTY DIRECTOR: MEDICAL NATURAL SCIENTIST GRADE 1**

**SALARY** : R 769 026 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Biological Scientist. (MSc or PhD in Pharmacology or a related discipline). Registration with a professional council: Registration with the HPCSA as a Medical Biological Scientist (Pharmacology or related discipline). Experience: A minimum of 2 years' appropriate experience after registration with the HPCSA as a Medical Biological Scientist. Competencies (knowledge/skills): Good management skills and knowledge of principles of therapeutic drug monitoring. Thorough knowledge of application and principles of quality assurance and ISO 15189. Knowledge of pharmacokinetics and principles of assay development and validation. Experience in teaching and supervising postgraduate students. Three years' experience in pharmacology or similar laboratory will be an added advantage. Note: All candidates that have submitted applications for this post previously need not apply again. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payments of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).

**DUTIES** : (key result areas/outputs): Direct and manage the clinical pharmacology therapeutic drug monitoring laboratory. Maintain laboratory accreditation with SANAS. Develop and implement new drug assays for patient care. Teach and train staff and postgraduate students. Conduct and supervise research.

**ENQUIRIES** : Prof G Maartens, tel. no. (021) 406-6286 gary.maartens@uct.ac.za

**APPLICATIONS** : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION** : Ms N Mbilini

**CLOSING DATE** : 30 June 2017

**POST 25/97** : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT**  
 Directorate: Information Management

**SALARY** : R 334 545 (Level 9) per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate tertiary qualification with subjects relevant to Information Management. Experience: Appropriate experience in information and data management, monitoring and evaluation, and policy application. Inherent requirements of the job: Valid (Code E/EB) driver's licence. Willingness to work away from home on continuous basis. Competencies (knowledge/skills): Strong leadership and interpersonal skills and ability to perform confidently in a complex environment. Knowledge of analysis, development, implementation and monitoring and evaluation processes of public policy. Knowledge of operational and strategic planning. Excellent relationship, project, data management and advanced numeracy and report writing skills. Excellent computer skills (MS Office) and knowledge of ICT systems. Knowledge of Western Cape Government (WCG) Health electronic systems will be an advantage. Note: Candidates will have to complete a competency test. No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Develop an operational plan aligned with the strategic plan and ensure implementation of it through project management. System optimisation, develop, standardise and implement information products, processes and procedures aligned with the strategic imperatives or business purposes of the province in consultation with stakeholders. Ensure standardised departmental data meeting data quality criteria. Build and maintain excellent client relations and staff supervision. Provide data, information and reports according to client specifications. Facilitate training within the districts for data management within the Western Cape.

**ENQUIRIES** : Ms L Shand, tel. no. (021) 483-2639  
**APPLICATIONS** : The Director: Peoples Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

**FOR ATTENTION** : Ms C Dawood  
**CLOSING DATE** : 7 July 2017

**POST 25/98** : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS**

**SALARY** : R 281 418 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: An appropriate post matric qualification in Labour Relations or applicable National Diploma/Degree. Experience: Appropriate experience in Labour Relations. Competencies (knowledge/skills): Knowledge of Labour Relations and training standards and prescripts. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Excellent report writing, presentation, negotiation, conflict management and research skills. Ability to interpret labour legislation, policies and procedures. Computer literate. Ability to work under pressure and meet deadlines. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Case management with regards to disciplinary and grievance matters. Provide advice and support with regards to labour relations matters. Facilitating the training & development of staff in respect of Labour Relations. Responsible for preparation of documents for mandates conciliation and arbitration meetings, as well as facilitate the effective functioning of the IMLC. Consult and advise Line Managers on all Labour Relations procedures and interventions. Supervision of staff in the Labour Relations Unit and maintain labour relations statistics.

**ENQUIRIES** : Mr R Japhta, tel. no. (021) 938-5184  
**APPLICATIONS** : The Chief Executive officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.  
**FOR ATTENTION** : Ms VG Meyer  
**CLOSING DATE** : 7 July 2017

**POST 25/99** : **ELECTRO ENCEPHALOGRAPHIC ASSISTANT GRADE 1 TO 2**

**SALARY** : Grade 1: R 185 301 per annum, Grade 2: R 218 274 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification (with duration of at least 2 years) or prescribed in-service training (with duration of at least 2 years) that allows for

the required legislation with the Health Professional Council of South Africa (HPCSA) in Electro Encephalographic. Registration with a professional council: Registration with HPCSA as Electro Encephalographic Technician/Assistant. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as mentioned above. Grade 2: A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as mentioned above. Competencies (knowledge/skills): Fluent in at least two of the three official languages of the Western Cape. Computer literacy skills. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Prepare Electro Encephalographic patients. Perform high quality Electro Encephalographics. Assist with sleep Electro Encephalographic's, mobile Electro Encephalographic's and long-term monitoring Electro Encephalographic's. Handle Electro Encephalographic patient statistics and general administration. Assist with training of personnel and development of skills in Electro Encephalographics.

**ENQUIRIES** : Mr DI Le Roux, tel. no. (021) 938-5500

**APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION** : Ms V Meyer

**CLOSING DATE** : 14 July 2017

**POST 25/100** : **ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)**  
Chief Directorate: General Specialist and Emergency Services

**SALARY** : Grade A: R 167 778 per annum, Grade B: R 197 631 per annum, Grade C: R 230 721 per annum

**CENTRE** : Valkenberg Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate (Carpentry). Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Willingness to perform standby duties after hours. Valid Code EB/EC drivers licence. Competencies (knowledge/skills): Extensive knowledge in the carpentry field especially in maintenance and repairs. Knowledge of the Occupational Health and Safety Act and Computer literacy (MS Word and Excel). Supervisory skills and the ability to write reports. The ability to communicate (verbal and written) 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): Manage the carpentry workshop to maintain buildings and areas such as the installation of new equipment and the maintenance and repair of existing equipment and furniture. Control and ensure the best utilisation of tools, equipment and material. Manage of workshop stock. Supervise, mentor and manage the performance of workshop personnel. Keeping abreast with new techniques and materials.

**ENQUIRIES** : Mr KJ Poggenpoel, tel. no. (021) 440-3192

**APPLICATIONS** : The Chief Executive Officer: Valkenberg Hospital, Private Bag X1, Observatory, Cape Town, 7935.

**FOR ATTENTION** : Ms M Page

**CLOSING DATE** : 14 July 2017

**POST 25/101** : **ADMINISTRATION CLERK: SUPPORT (GLOBAL FUND-YOUNG WOMEN AND GIRLS PROGRAMME)**  
2 year contract  
Chief Directorate: Metro District Health Services

**SALARY** : R 152 862 per annum

**CENTRE** : Klipfontein/Mitchells Plain Sub-structure Office

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate office experience. Competencies (knowledge/skills): Good communication skills. Task orientated attention to detail. Computer literacy (MS Office). Ability to effectively communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Record-keeping and dissemination of documents. Efficient administration and general office management. Organise meetings, take and disseminate minutes. Liaise with internal and external stakeholders. Provide administrative support to the delegated CHP manager.

**ENQUIRIES APPLICATIONS** : Ms F Peters, tel. no. (021) 370-5006  
: The Director: Klipfontein/Mitchell's Plain Sub-structure Office, Lentegeur Hospital, Highlands Drive, Mitchells Plain, 7785 or Private Bag X7, Lentegeur, Mitchells Plain, 7789.

**FOR ATTENTION CLOSING DATE** : Mr RS Jonker  
: 7 July 2017

**POST 25/102** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**

**SALARY** : R 152 862 per annum  
**CENTRE** : Overstrand Primary Health Care (stationed at Hermanus Hospital) (Overberg District)  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management and Financial Systems. Competencies (knowledge/skills): Computer literacy (i.e. MS Word, Outlook, and Excel). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge and exposure of the Public Finance Management Act (PFMA) and Regulations and Finance Instructions. Knowledge of Supply Chain Management Framework instructions and LOGIS (Logistical Information System). Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Obtain quotations for goods/services via the Electronic Purchasing System and ensure orders reach suppliers timeously. Ensure compliance with relevant laws and prescripts pertaining to Supply Chain Management. Assist with administration regarding drawing up of specifications and to substitute in other SCM/Finance posts when necessary. Maintain the 0-9 file and ensure regular follow-up of orders and daily filing of source documents. Handle telephonic and written enquiries from suppliers (companies) and user departments.

**ENQUIRIES APPLICATIONS** : Ms CE Langley, tel. no. (028) 313-5220  
**FOR ATTENTION** : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.  
**CLOSING DATE** : Ms A Brits  
: 14 July 2017

**POST 25/103** : **HEALTH PROMOTER**

**SALARY** : R 127 851 per annum  
**CENTRE** : Leeu-Gamka Clinic (Eden District)  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std7). Experience: Appropriate working experience in Primary Health Care Facilities. Competencies: (knowledge/skills): Ability to communicate well in at least two of the three official languages of the Western Cape - Proficiency in Afrikaans would be a recommendation as the region is predominantly Afrikaans speaking. Knowledge of Healthcare, including policies and guidelines. Appropriate health education and promotion experience. Ability to function as part of a team. Ability to follow through instructions independently. Drivers Licences would be a recommendation, but not a necessity. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Manage the burden of disease (i.e. chronic diseases program, child health, Maternal and Women's Health, HIV/AIDS and dental health). Implement the applicable focus areas of the Integrated Nutrition Program (i.e. provide disease specific nutrition education and support). Implement Nutrition Therapeutic Program. Monitor and promote growth monitoring in children under five years. Promote, protect, support breastfeeding and Nutrition Education. Assist with micro-nutrient malnutrition control. Collect and submit accurate data on all health promotion, as well as INP activities. Manage NTP products as well as other relevant consumables.

**ENQUIRIES APPLICATIONS** : Ms A Jooste, tel. no. (023) 414-8200  
**FOR ATTENTION** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.  
**CLOSING DATE** : Ms S Pienaar  
: 14 July 2017

**POST 25/104** : **STERILISATION OPERATOR PRODUCTION (CSSD)**  
Chief Directorate: Metro District Health Services

**SALARY** : R 107 886 per annum  
**CENTRE** : Khayelitsha District Hospital  
**REQUIREMENTS** : Minimum Educational Qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Experience and appropriate knowledge of CSSD. Inherent requirements of the job: Willingness to work shifts and overtime. Competencies (knowledge/skills): Knowledge of the sterilisation process. Good numerical skills. Effective cleaning and packing abilities of heavy and/or sterilised equipment. Good reading and writing skills 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): Deliver or collect soiled equipment to and from the theatres and various other departments with a heavy duty trolley. Decontaminate or clean, pack, control and sterilise instruments, linen and supplies, as well as assist with stock taking. Operate autoclaves and instrument washing machines. Issue sterile stock according to the departmental needs. Monitor, control and maintain stock levels. Fold and sterilise linen packs.

**ENQUIRIES** : Ms G Mashaba, tel. no. (021) 360-4200  
**APPLICATIONS** : The Chief Executive Officer: Khayelitsha District Hospital, Metro District Health Services, Private bag X6, Khayelitsha, 7783.

**FOR ATTENTION** : Mr A Ernstzen  
**CLOSING DATE** : 14 July 2017

**POST 25/105** : **STORES ASSISTANT**

**SALARY** : R 90 234 per annum  
**CENTRE** : Cape Winelands TB Centre (Cape Winelands Health District)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proficiency 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 the Provisioning Clerk with the handling of stock and assets (including asset management), receive and issue inventory items or assets. Deliver inventories and assets to end-users with government vehicle, rotate store stock (first in, first out). Perform certain messenger duties between the stores and other departments within the hospital or clinic environment when required. Clean various stores and non-storage areas within the main stores. Assist in other Stores when required.

**ENQUIRIES** : Mr E de Bruyn, tel. no. (023) 348-1383 or Mr JG Meiring, tel. no. (023) 348-1362  
**APPLICATIONS** : The Medical Manager: Brewelskloof Hospital, Private Bag X3044, Worcester, 6849.  
**FOR ATTENTION** : Mr E Booyse  
**CLOSING DATE** : 14 July 2017

**POST 25/106** : **HOUSEHOLD AID**

**SALARY** : R 90 234 per annum  
**CENTRE** : Knysna Hospital (Eden District)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a Cleaner in a housekeeping environment. Inherent requirements of the job: Ability to do physical tasks and operate heavy duty cleaning and household equipment. Render a shift service on weekends and public holidays, day and night duty. Rotate in wards according to the needs of the service. Ability to lift/move heavy equipment and supplies. Relief duties in other departments when necessary, perform overtime and night duty. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the cleaning equipment. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to work in a team. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Render assistance to the supervisor with general housekeeping duties. Attend in-service training appropriate to service delivery. Responsible for general hygiene and safe environment. Correct and cost effective usage and operation of equipment and chemicals. Dust, sweep, polish, scrub and mop

floors/passages/furniture and empty dustbins. Handle clean and dirty linen and dispose of refuse/waste products. Assist with the serving of meals and beverages to patients. Assist with the stock control of linen and non-surgical equipment at ward level.

**ENQUIRIES** : Ms GA Loyd, tel. no. (044) 302-8440  
**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 14 July 2017

**POST 25/107** : **FOOD SERVICES AID**

**SALARY** : R 90 234 per annum  
**CENTRE** : Prince Albert Hospital (Eden District)  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a food service environment. Inherent requirements of the job: Willingness to work shifts and overtime, which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principals. Ability to communicate (verbal and written) 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 receipt and storage of all provisions and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.

**ENQUIRIES** : Ms JA Gous, tel. no. 0(23) 541-1300  
**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 14 July 2017

**POST 25/108** : **CLEANER**

**SALARY** : R 83 766 per annum  
**CENTRE** : Knysna Hospital (Eden District)  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: General cleaning experience. Inherent requirements of the job: Ability to do physical tasks and operate heavy duty cleaning and household equipment. Ability to work shifts and on public holidays. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Knowledge and/or experience of housekeeping and cleaning. Ability to work in a team. Ability to perform duties under supervision.

**DUTIES** : Key result areas/outputs: Clean and polish floors of hospital and outside buildings, toilets and bathrooms of the public and staff. Empty dustbins and other refuse. Support the supervisor with general hygiene and neatness in hospital and outside buildings. Relief in other departments where service delivery is needed.

**ENQUIRIES** : Ms G Lloyd, tel. no. (044) 302-8400  
**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 14 July 2017

**POST 25/109** : **CLEANER**

**SALARY** : R 83 766 per annum  
**CENTRE** : Beaufort West Hospital (Eden District)  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Good communication and interpersonal skills. Proficient 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: Execute cleaning tasks in order to ensure a clean, hygienic and safe environment. Cost effective use and storage of cleaning equipment and cleaning materials. Ensure safe disposal of medical and other waste products. Render assistance to the supervisor with general housekeeping duties.



**ENQUIRIES** : Mr T W Ntombana, tel. no. (023) 414-8200  
**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 14 July 2017

**POST 25/110** : **GROUNDSMAN**

**SALARY** : R83 766 per annum  
**CENTRE** : West Coast TB Centre (Situated at Sonstraal Hospital, Paarl) (West Coast District)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in gardening. Inherent requirement of the job: Ability to be physically strong. Valid (Code(B/EB) drivers licence. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Good problem solving skills. Basic knowledge of garden tool maintenance. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs): Perform all grounds related tasks in conjunction with the Gardening Services Contract (i.e. cutting of trees, tend to flower beds, weed eradication, trimming and cleaning between the fences. Operate, maintain and safeguard all gardening equipment. Assist Handyman with maintenance and repair of equipment, terrain and buildings. Render an effective, efficient driver, porter and messenger service. General support functions to colleagues, supervisor and management. Move beds and equipment in wards and offices. Support to colleagues and supervisor. Waste management on Estate (municipal and medical).

**ENQUIRIES** : Ms S Daniels, tel. no. (021) 862-3176  
**APPLICATIONS** : The Director: West Coast District, Private Bag X15, Malmesbury, 7299.  
**FOR ATTENTION** : Mr E Sass  
**CLOSING DATE** : 14 July 2017

#### **PROVINCIAL TREASURY**

**APPLICATIONS** : To apply submit your application online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)  
**CLOSING DATE** : 10 July 2017 @ 16:00  
**NOTE** : Only applications submitted online will be accepted. 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.

#### **MANAGEMENT ECHELON**

**POST 25/111** : **CHIEF FINANCIAL OFFICER: PROVINCIAL TREASURY, REF NO. PT 10-2017**

**SALARY** : All-inclusive salary package of R 898 743 – R 1 058 691 per annum (Salary level 13). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

**CENTRE** : Provincial Treasury, Western Cape Government.  
**REQUIREMENTS** : A relevant and appropriate NQF 7 qualification as recognised by the National Qualifications Authority; 6 - 10 years' relevant management experience; and a valid driver's license. COMPETENCIES: Strategic management; Financial accounting and Reporting; Management accounting; Supply Chain Management; Internal control and Audit; Analytical skills; and Communication and Negotiation skills.

**DUTIES** : Strategic management of the Office of the Chief Financial Officer; Management of financial systems inclusive of, but not limited to: Information and Communication Technology, financial management policies and procedures, supply chain management, internal control mechanisms and anti-corruption measures, approved and signed delegations of authority, and compliance to financial legislative framework; Financial management support by providing timely and relevant financial management reports to all stakeholders and provide sound financial management advice to the

accounting officer and senior line managers in terms of their financial management responsibilities and delegated authority; Implementation of effective processes, support and coordination for the compilation of the Medium Term Expenditure Framework; Financial performance monitoring and reporting; Manage financial and other resources, including the prevention of unauthorized, irregular and fruitless and wasteful expenditure, internal controls and processes to management transfer of funds, safeguarding of assets and effective management of liabilities; and Effective liaison with Internal audit, Risk Management and Auditor-General.

**ENQUIRIES**

Mr Z Hoosain at (021) 483 3749

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**APPLICATIONS**

**CLOSING DATE**

**NOTE**

To apply submit your application online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

10 July 2017 @ 16:00

Only applications submitted online will be accepted. Communication will be limited to shortlisted candidates. If you do not receive a reply within 3 months after the closing date, please regard your application as unsuccessful. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency tests.

**MANAGEMENT ECHELON**

**POST 25/112**

**SPECIALIST ENGINEER, ROAD DESIGN, REF NO. TPW 2017- 83**

(6 years' contract position)

**SALARY**

All-inclusive salary package of R1 377 252 per annum (OSD as prescribed) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

**CENTRE**

**REQUIREMENTS**

Department of Transport and Public Works, Western Cape Government.

Masters degree in Engineering or relevant qualification; Compulsory registration with ECSA as a Professional Engineer; A minimum of 10 years' post qualification experience required as a registered professional Engineer; Valid driver's licence. RECOMMENDATIONS: Extensive road design experience including the documentation for procurement; Extensive Integrated Road Design team management; Proven experience across the roads infrastructure implementation value chain for multiple clients in the private and public sector; Direct supervision of candidates during their Professional Development Program with ECSA; Further post graduate studies in the field; Publications and papers published. COMPETENCIES: Knowledge of legal compliance; Engineering design and analysis knowledge; Financial Management, Conflict Management, People Management, Programme and Project Management and Change Management skills; Decision making, team leadership, analytical skills; Communication (written and verbal) in at least two of the official languages of the Western Province; Computer-aided engineering applications; Research and development; Technical report writing; Professional judgment. Behavioural competencies: Planning and organising, negotiation skills; Problem solving and analysis; Innovation; Networking.

**DUTIES**

To design new systems to solve complex engineering challenges and improve efficiency and enhance safety: Plan, design and lead engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Evaluate tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice or in the absence thereof, develop new standards; Research and development: Continuous professional development to keep up with new technologies and procedures; Lead, co-ordinate and conduct advanced research or knowledge

application; Ensure knowledge generation and dissemination; Conduct and lead engineering research; Publish and present research findings (results) and lead and liaise with relevant bodies/councils on engineering-related matters. Consultation: Provide expert advice on specialised engineering matters; Ensure cost-effective, safe designs/structures; Project Management; Allocate, control, monitor and report on all resources; Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements.

**ENQUIRIES**

: Ms Melanie K Hofmeyr at (021) 483 5713

**POST 25/113**

: **CHIEF ENGINEER: GEOMETRIC DESIGN, REF NO. TPW 2017-87**

**SALARY**

: All-inclusive salary package of R 935 172 per annum (as per OSD prescripts). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

**CENTRE REQUIREMENTS**

: Department of Transport and Public Works, Western Cape Government  
: Civil Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Civil Engineering; A minimum of 6 years post qualification experience required as a registered professional Engineer; Compulsory registration with ECSA as a Professional Engineer; A valid driver's licence. RECOMMENDATIONS: Post graduate studies, in the field; Extensive Integrated Geometric design-team management; Direct supervision of candidates during their Professional Development Program with ECSA; Publications and Papers published. COMPETENCIES: Knowledge of the following: Programme and Project Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) in at least two of the official languages of the Western Cape Province; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership. Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.

**DUTIES**

: Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate -111- structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources; Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and

adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES**

: Ms Melanie K Hofmeyr at (021) 483 5713

**POST 25/114**

: **CHIEF ENGINEER: STRUCTURAL DESIGN, REF NO. TPW 2017-88**

**SALARY**

: All-inclusive salary package of R 935 172 per annum (as per OSD prescripts). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

**CENTRE REQUIREMENTS**

: Department of Transport and Public Works, Western Cape Government  
: Civil Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Civil Engineering; A minimum of 6 years post qualification experience required as a registered professional Engineer; Compulsory registration with ECSA as a Professional Engineer; A valid driver's licence. RECOMMENDATIONS: Post graduate studies, in the field; Extensive Integrated Structural design-team management; Direct supervision of candidates during their Professional Development Program with ECSA; Publications and Papers published. COMPETENCIES: Knowledge of the following: Programme and Project Management; Financial management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Engineering and professional judgment; Strategic capability and leadership; Communication (written and verbal) in at least two of the official languages of the Western Cape Province; People Management, Planning and organising. Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Conflict management, Negotiation and Change Management skills.

**DUTIES**

: Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources; Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and

adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES**

: Ms Melanie K Hofmeyr at (021) 483 5713

**OTHER POSTS**

**POST 25/115**

: **PROFESSIONAL ENGINEER: DEVELOPMENT PLANNING REF NO: TPW 2017-84**

**SALARY**

: R 549 639 – R 977 883 per annum (OSD as prescribed) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

**REQUIREMENTS**

: Civil Engineering degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering (Persons not yet registered must provide proof that they submitted their application for registration); A valid driver's licence. RECOMMENDATIONS: Post graduate studies, in the field; Extensive experience in the field. Proof of submission to ECSA for registration as Professional Engineering. COMPETENCIES: Knowledge of the following: Programme and Project Management; People Management; Engineering design and analysis knowledge; Skills in the following: Computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province. Behavioural competencies: Problem solving and analysis; Decision making; Team work; Creativity; research and development; Customer focus and responsiveness; Planning and organising skills.

**DUTIES**

: Plan, design operate and maintain the provincial road network in a cost effective way; Human capital development including training of technical staff; Office administration and budget planning; Provide inputs for standardization of plans, project procedure manual, improvement of standard documentation and administrative procedures; Provide assistance to local authorities, contractors and consultants; Ensure adherence to regulations, procedures and standards; Liaise with relevant bodies/ councils on engineering matters; Keep abreast of new technological changes.

**ENQUIRIES**

: Mr C October at (021) 483 5304

**POST 25/116**

: **PROFESSIONAL ENGINEER: CONSTRUCTION AND MAINTENANCE, REF NO. TPW 2017-86**

**SALARY**

: R 549 639 – R 977 883 per annum (OSD as prescribed) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

**REQUIREMENTS**

: Civil Engineering degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering (Persons not yet registered must provide proof that they submitted their application for registration); A valid driver's licence. RECOMMENDATIONS: Post graduate studies, in the field; Extensive experience in the field. Proof of submission to ECSA for registration as Professional Engineering. COMPETENCIES: Knowledge of the following:

Programme and Project Management; People Management; Engineering design and analysis knowledge; Skills in the following: Computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province. Behavioural competencies: Problem solving and analysis; Decision making; Team work; Creativity; research and development; Customer focus and responsiveness; Planning and organising skills.

**DUTIES** : Plan, design operate and maintain the provincial road network in a cost effective way; Human capital development including training of technical staff; Office administration and budget planning; Provide inputs for standardization of plans, project procedure manual, improvement of standard documentation and administrative procedures; Provide assistance to local authorities, contractors and consultants; Ensure adherence to regulations, procedures and standards; Liaise with relevant bodies/ councils on engineering matters; Keep abreast of new technological changes.

**ENQUIRIES** : Mr A Nell at (021) 483 2167

**POST 25/117** : **PROFESSIONAL ENGINEER: TRAFFIC ENGINEERING 2 POSTS REF NO. TPW 2017-90**

**SALARY** : R 549 639 – R 977 883 per annum (OSD as prescribed) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

**REQUIREMENTS** : Civil Engineering degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering (Persons not yet registered must provide proof that they submitted their application for registration); A valid driver's licence. RECOMMENDATIONS: Post graduate studies, in the field; Extensive experience in the field. Proof of submission to ECSA for registration as Professional Engineering. COMPETENCIES: Knowledge of the following: Programme and Project Management; People Management; Engineering design and analysis knowledge; Skills in the following: Computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province; Planning and organizing skills. Behavioural competencies: Problem solving and analysis; Decision making; Team work; Creativity; research and development; Customer focus and responsiveness.

**DUTIES** : Plan, design operate and maintain the provincial road network in a cost effective way; Human capital development including training of technical staff; Office administration and budget planning; Provide inputs for standardization of plans, project procedure manual, improvement of standard documentation and administrative procedures; Provide assistance to local authorities, contractors and consultants; Ensure adherence to regulations, procedures and standards; Liaise with relevant bodies/ councils on engineering matters; Keep abreast of new technological changes.

**ENQUIRIES** : Ms M Hofmeyr at (021) 483 3999

**POST 25/118** : **SURVEY TECHNICIAN PRODUCTION 2 POSTS REF NO. TPW 2017-91**

**SALARY** : R 277 440 – R 420 690 per annum (OSD as prescribed) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

**REQUIREMENTS** : 3-year National Diploma (or equivalent qualification) in Surveying with a minimum of 3 years' post qualification technical experience or completion of candidacy period; Compulsory registration with PLATO as a Survey Technician or Surveyor; A valid (code

<b><u>DUTIES</u></b>	:	B) drivers licence. RECOMMENDATIONS: Skills in the following: Spatial perception and technical; Mapping (Computer – aided and manual), Planning and organizing, Communication in at least two of the three official languages of the Western Cape, People management, Strategic capability and leadership, Technical report writing; Sound engineering and professional judgement; Must be thorough and self-motivated. Responsible for the following: the compilation and provision of cadastral data; information and plans in digital and hardcopy formats for topographical survey mapping, expropriation, and support systems; Preparation of expropriation plans and sketches, as well as topographical survey drawing, using Microstation, CAD, uSmart and Civil Designer; Quality control of outsourced cadastral compilation and calculations to ensure compliance with prescribed TMH11 standards; Quality control of outsourced expropriation plans and sketches to ensure compliance with prescribed standards; The provision of technical expertise and advice to the private and public sector relating to cadastral and expropriation data.
<b><u>ENQUIRIES</u></b>	:	Ms Melanie K Hofmeyr at (021) 483 5713
<b><u>POST 25/119</u></b>	:	<b><u>ENGINEERING TECHNICIAN PRODUCTION 5 POSTS REF NO. TPW 2017-92</u></b>
<b><u>SALARY</u></b>	:	R 274 440 – R 420 690 per annum (OSD as prescribed) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.
<b><u>REQUIREMENTS</u></b>	:	National Diploma (as recognised by SAQA) in Civil Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician (Persons not yet registered must provide proof that they submitted their application for registration); A valid driver's licence. RECOMMENDATIONS: Further post graduate Studies, in the field. Proof of submission to ECSA for registration as Professional Engineering Technician. COMPETENCIES: Knowledge of the following: Programme and Project Planning; Existing National, Provincial and Local policies in a multi-disciplinary professional environment; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; People management skills; Computer literacy skills; Strategic capability and leadership skills; Sound Engineering and professional judgement; Technical report writing skills.
<b><u>DUTIES</u></b>	:	Render technical services: Assist Engineers, Technologists and Associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/ literate studies on technical engineering technology to improve expertise.
<b><u>ENQUIRIES</u></b>	:	Ms Melanie K Hofmeyr at (021) 483 5713
<b><u>POST 25/120</u></b>	:	<b><u>GEOTECHNICAL ASSISTANT 2 POSTS REF NO. TPW 2017-89</u></b>
<b><u>SALARY</u></b>	:	R 152 862 per annum (Salary level 5) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent qualification with Mathematics as passed subject. RECOMMENDATIONS: Experience in Road Building material; Experience in a Materials Lab; Minimum of 3 years' relevant experience. COMPETENCIES: Knowledge of the following: Testing of concrete, asphalt and gravel; Processing of test data with the help of computer programme MTS programme; Environmental conditions and

laboratory safety; Internal audits, non-conformances and corrective and preventive actions; Skills in training and supervision; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province. Technical report writing skills.

**DUTIES**

: Responsible for the following: the determination of tests of road construction materials according to the prescribed standard test method; the admin tasks on Material Testing System; identifying and evaluating non-conformances during normal production testing and quality audits; Assist in the processing and execution of test results; Assist in laboratory field activities; Assist in the training, monitoring and supervision of testing staff.

**ENQUIRIES**

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