



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 30 OF 2017

DATE ISSUED: 28 JULY 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.

AMENDMENTS

- Provincial Administration: Eastern Cape: Department Of Health:** Kindly note that the closing date of all posts has been amended to be the 04 August 2017. They were advertised in PSVC 29 with the closing date of the 28th July 2017.
- Provincial Administration: Gauteng Department Of Human Settlements:** Kindly note that Post 24/142 of circular no.24 of 2017, Deputy Director General: Programme management and Regional Co-ordination Ref No: 000993 has been withdrawn from the PSVC (Public Service Vacancy Circular).

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
BASIC EDUCATION	A	03 – 10
GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM	B	11 – 13
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)	C	14 – 15
HEALTH	D	16 – 17
HIGHER EDUCATION AND TRAINING	E	18 – 19
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE	F	20 – 21
INTERNATIONAL RELATIONS AND COOPERATION	G	22 – 26
LABOUR	H	27 – 34
RURAL DEVELOPMENT AND LAND REFORM	I	35 – 37

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	J	38 – 50
GAUTENG	K	51 – 65
KWAZULU-NATAL	L	66 – 71
NORTH WEST	M	72 – 74
WESTERN CAPE	N	75 – 79

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms N Sathège/Ms M Mahape
- CLOSING DATE** : 14 August 2017
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered. The Department of Basic Education is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

MANAGEMENT ECHELON

- POST 30/01** : **CHIEF DIRECTOR REF NO: 22435/01**
Branch: Finance and Administration
Chief Directorate: Legal and Legislative Services
- SALARY** : All-Inclusive remuneration package of R 1 068 564 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The Department of Basic Education requires a person with excellent leadership and strategic management skills, who is in possession of an undergraduate qualification (NQF level 7) as recognised by SAQA and a LLB degree and who is admitted as an Attorney or Advocate. A Master's degree in Law will be an added advantage. At least 10 years working experience in the legal field and with a minimum of 5 years experience at a senior managerial level. Experience in Educational Law is an absolute pre-requisite. Skills: Excellent written and verbal communication. Computer skills. Research and policy formulation. Presentation skills. Analytical and problem-solving skills. Candidates must be confident, trustworthy, accurate, adaptable and diplomatic.
- DUTIES** : The incumbent will head the Chief Directorate: Legal and Legislative Services and will be fully involved in the management of two Directorates: Litigation and Advisory Services and Legislative Services. He/she will be responsible for providing legal advice to the entire Department, provide litigation support for Provincial Education Departments as well as drafting and monitoring implementation of education legislation (Bills, Acts and Regulations pertaining to the DBE). Coordinating, monitoring, evaluating and supporting the effective implementation of DBE legislation. Administer legislation of statutory bodies. Rendering a legal interpretation and advisory service to the DBE. Manage court cases on behalf of the Minister and DG of DBE. Draft advice on national and international agreements and negotiate the terms of the agreement with parties.
- ENQUIRIES** : Ms N Sathège Tel no: (012) 357 3290/Ms M Mahape Tel no: (012) 357 3291

- NOTE** : All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the 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 assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance
- POST 30/02** : **CHIEF DIRECTOR REF NO: 22435/02**
Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Curriculum and Quality Enhancement Programmes
- SALARY** : All-Inclusive remuneration package of R 1 068 564 per annum
CENTRE : Pretoria
REQUIREMENTS : The minimum requirement for the post is an undergraduate qualification (NQF level 7) as recognised by SAQA with knowledge of and proven experience in high-level planning and management. The successful applicant will be expected to have extensive knowledge of, and insight into programmes that enhance curriculum outcomes in the basic education system. A minimum of five (5) years' experience at Senior Managerial Level. SKILLS: Strategic capability and leadership; Programme and Project management; Financial management; Change management; Knowledge management; Service delivery Innovation (SDI), Problem solving and analysis; People management and empowerment; Client orientation and Ccustomer focus, communication.
- DUTIES** : The incumbent will expected to: Develop and implement interventions to support improvement of learner performance in the system; Manage the enhancement of participation and performance of learners in languages, Mathematics and Physical Science in schools, with a focus on historically disadvantaged learners; Enhance the use of ICT to support teaching and learning in all schools; Increase learner participation and success rate to meet the National Development Plan and Action Plan 2019 towards Schooling 2030; Increase ICT access and utilisation to learners and teachers in support of curriculum implementation for improved learning outcomes; Provide quality LTSM ensuring that every learner has a textbook for every subject in the grade; Establish and support of MST institutes; Ensure that MST education is resourced cost effectively; Monitor and evaluate the impact of MST and curriculum enhancement interventions; Collaborate with state institutions, National and international bodies as well as NGOs; Develop and ensure implementation of Norms and Standards in line with section 3 and 8 of the National Education Policy Act; Strengthen School Based Assessment to enhance teaching practice; Develop and implement a strategy to promote the utilisation of data to enhance quality and efficiency; Develop and implement business processes on the work done to inform Norms and Standards.
- ENQUIRIES** : Ms N Sathège Tel no: (012) 357 3290/Ms M Mahape Tel no: (012) 357 3291
NOTE : All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the 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 assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance

POST 30/03 : **CHIEF DIRECTOR REF NO: 22435/03**
Branch: Teacher and Professional Development
Chief Directorate: National Institute for Curriculum and Professional Development (NICPD)

SALARY : All-Inclusive remuneration package of R 1 068 564 per annum
CENTRE : Pretoria
REQUIREMENTS : Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills, as well as proven management ability. The successful candidate will be responsible for the development, implementation, monitoring and evaluation of policies and programmes to coordinate and strengthen the delivery of teacher development programmes, programmes for effective recruitment of new teachers as well as needs identification for teachers. The incumbent will also coordinate and develop mechanisms for effective school management and governance. A recognised undergraduate qualification (NQF level 7) as recognised by SAQA in education with 5 years of experience at a senior managerial level. This should ideally be supported by substantial experience in education. Excellent communication, inter-personal and writing skills are vital. Candidates should have experience of high-level strategic planning processes, human resource management and financial management.

DUTIES : She/he will: Provide strategic leadership and operational management of the Chief Directorate, which includes the following directorates: Initial Teacher Education, School Management and Governance, Curriculum and Teacher Development Research, Continuing Professional Teacher Development and LTSM and Innovation. Liaise and co-operate with provincial education departments, other national government departments, universities, research organizations, Teacher Unions, entities like SACE, NECT and ETDP SETA as well as NGOs and civic organizations. Monitor and evaluate policies and strategies to promote the work of the chief directorate. Represent the department, both internally and externally as required.

ENQUIRIES : Ms N Sathage Tel no: (012) 357 3290/Ms M Mahape Tel no: (012) 357 3291
NOTE : All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the 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 assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance

POST 30/04 : **DIRECTOR REF NO: 22435/04**
Branch: Finance and Administration
Directorate: Logistical Services

SALARY : All-Inclusive remuneration package of R 898 743 per annum
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's degree or equivalent qualification ; Extensive appropriate experience and background in budgets, procurement/supply chain management, bid administration and office services, including the management of transport services, government transport services. Five years experience at Middle/senior management level is required; Knowledge of the PFMA, Treasury Regulations, PPPFA, and PPPF Regulations is a minimum requirement; Practical experience in LOGIS and BAS is a definite advantage. High level strategic planning and development capability is also a requirement.

DUTIES : The successful candidate will: Manage procurement services and provision of quality goods and equipment and ensure that all records are kept according to prescripts; Manage an effective and efficient tendering service on all tenders in the

Department and to render a contract administration service for the Department; Provide strategic management of the directorate; Oversee an effective administration support and telecommunication service to the Department; Manage transport service, registry and messenger service to the Department; Ensure compliance with applicable legislation and Manage staff of the Directorate.

**ENQUIRIES
NOTE**

: Ms N Sathege Tel no: (012) 357 3290/Ms M Mahape Tel no: (012) 357 3291
: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the 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 assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance

POST 30/05

: **DIRECTOR REF NO: 22435/05**
Branch: Planning, Information and Assessment
Directorate: National Assessments

**SALARY
CENTRE
REQUIREMENTS**

: All-Inclusive remuneration package of R 898 743 per annum
: Pretoria
: Applicants must be in possession of an undergraduate qualification (NQF level 7) as recognised by SAQA with a minimum of ten years teaching or related educational experience, which must include at least 5 years experience at middle/senior management level; experience relating to curriculum implementation or assessment. Applicants must have extensive and relevant knowledge relating to both formative and summative assessment, specifically in the GET band of the Basic Education sector. The other requirements for the post are the following: Extensive and sound knowledge of education policies relating to the GET band, with particular reference to curriculum, assessment and examinations; In-depth knowledge of assessment systems and the challenges relating to these systems; In-depth knowledge of standardised national assessments and how these are implemented; Ability to manage teams of people coming from diverse backgrounds; Good communication and report writing skills; Ability to co-ordinate and manage the finances of the Directorate in line with PFMA and procurement processes; Good computer skills including Ms Word, Ms Excel, Ms Power Point and MS Access; Ability to work under pressure; a valid driver's licence and willingness to travel.

DUTIES

: The incumbent will be responsible for the management and coordination of the National Assessment Programme for the GET band and this will entail: Establishment of a model for national assessment in the GET band; Develop policy for the implementation of an integrated national assessment programme; Manage the development of test items that will be used for systemic, summative and formative purposes; Manage the implementation of systemic assessment; Promote the effective implementation of formative assessment at classroom level; Improving the administration of summative assessment at school level; Manage the international and regional assessments conducted on a periodic basis; Establish systems for the quality assurance of school based assessment (SBA) across all PED's.

**ENQUIRIES
NOTE**

: Ms N Sathege Tel no: (012) 357 3290/Ms M Mahape Tel no: (012) 357 3291
: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the 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 assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance

POST 30/06 : **DIRECTOR REF NO: 22435/06**
Branch: Planning, Information and Assessment
Directorate: Education Management Information Systems (EMIS)

SALARY : All-Inclusive remuneration package of R 898 743 per annum
CENTRE : Pretoria
REQUIREMENTS : Applications are invited from suitably and appropriately qualified and skilled persons for this senior management position in the Planning, Information and Assessment Branch of the Department of Basic Education. The position requires someone with a high level of innovation and proficiency in the development of the information systems and statistics. The successful candidate will need the following: an undergraduate qualification (NQF level 7) as recognised by SAQA in Computer Science with a major in Statistics. A post-graduate qualification in Statistics or Computer Science will be an added advantage. A minimum of 5 years' work experience in Education Statistics environment at the management level and systems development. Proven experience in project management and the development of management information systems; Knowledge of education system; education policies and education practices; Financial Management, People Management and empowerment, Good Communication (written, verbal, liaison); Advanced computer skills in a variety of computer software packages; System analysis; Work flow and data flow mapping experience, Basic programming, Ability to work under pressure and to cope with high work load; willingness to work long hours and to travel.

DUTIES : The incumbent will be required to perform the following duties: Lead a team of specialists in the successful completion of the Directorate's projects, activities and programmes. Coordinate all activities of budgeting, organizing, directing and management of the directorate. Design systems to improve the efficiency and productivity of education information systems. Develop strategic objectives for the integration of education administration and management systems. Examine existing process models in order to design improved solutions for operational data systems. Develop technical and functional specifications for internal systems. Facilitate the development and implementation of national and provincial education information management projects. Render support to other directorates in the area of tool development. Represent the department in various internal and external meetings and conferences. Assess current basic education processes for analysis, re-engineering and/or automation. Conduct gap analysis between current formalised business processes available nationally or provincially. Develop standardised business processes for data collection, verification and analysis. To engineer, compile and formalise business processes to implement policy and legislation. Develop a basic education management information system in collaboration with SITA. Monitor and support PEDs in the implementation of their EMIS business plans. To accelerate the modernisation of the School Administration and Management System (SA-SAMS). Support the promotion of the communication strategy and plan to advocate SA-SAMS. Provide training and support to PEDs on SA-SAMS. Develop and maintain a functional District system to strengthen and support districts. Monitor and support provinces in the implementation of external stakeholder (Intergovernmental) relations on data. Coordinate communication between intergovernmental departments and Education on data issues and support intergovernmental department campaigns. Establish processes and mechanisms to address learners without ID numbers from the Education system in collaboration with Home Affairs and Stakeholder Forums. Promote system integration and interoperability in the education sector. Develop and monitor compliance of Education Information policy, standards (such as dictionary, coding etc) and models Ensure compliance with EMIS Policy/Regulations on systems and provide support on monitoring implementation of system policy, standards and models. Monitor data upload, operate, process and maintain a basic education management information system (LURITS) in collaboration with PEDs to manage education data. Collect data and information from PEDs, Department, Stats SA and other sources for consolidation and integration of all EMIS data. Monitor, provide support and advice to PEDs and the

ENQUIRIES
NOTE

Department with regard to the implementation of LURITS and EMIS. Establish 'highway' of LURITS information transaction between DBE and SITA.

Ms N Sathege Tel no: (012) 357 3290/Ms M Mahape Tel no: (012) 357 3291

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the 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 assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance

OTHER POSTS

POST 30/07

ASSISTANT DIRECTOR: INTEGRATED QUALITY MANAGEMENT SYSTEMS (IQMS) REF NO: DBE/40/2017

Branch: Teacher and Professional Development

Directorate: Educator Performance Management and Development and Whole School Evaluation

SALARY
CENTRE
REQUIREMENTS

R417 552 per annum

Pretoria

The Department of Basic Education (DBE) has measures monitor the implementation of the Integrated Quality Management System (IQMS) in our education system. This is aimed at improving the performance levels of our educators and the learners in our education system. As part of this process, the DBE is inviting applications from interested individuals to be appointed at the level of an Assistant Director. Applicants must be in possession of an appropriate Bachelor's degree or equivalent qualification in the field of education plus three (3) years relevant supervisory experience in basic education. Knowledge and understanding of teacher appraisals and performance management systems. Knowledge of relevant education policies and legislation. Strong verbal and written communication skills. Research and report-writing skills. Good computer skills in Microsoft Office Programmes: Word, Excel, PowerPoint. Management of a database. Interpretation of teacher performance data. Ability to work under pressure. Willingness to work extensive hours and to travel. Project management. A valid driver's license. The ability to pay attention to detail and work well within a team environment.

DUTIES

Under the supervision of the DBE, the incumbent will work with provinces to set up and enhance systems in the implementation of performance management for school-based educators. Design and coordinate monitoring processes for the implementation of the appraisal system for educators. Conduct monitoring and oversight visits. Support provinces on the management and quality assurance of appraisal scores. Develop a plan to identify, prioritise and address the developmental needs of educators in order to improve teaching. Support the development of IQMS instruments on SA-SAMS. Compile and present quarterly and annual progress reports on targeted programmes undertaken. Engage in the administration and quality assurance of reports.

ENQUIRIES
NOTE

Ms N Sathege Tel no: (012) 357 3290/Ms M Mahape Tel no: (012) 357 3291

Interviewed candidates will be subjected to a competency assessment.

POST 30/08

ASSISTANT DIRECTOR REF NO: DBE/41/2017

Branch: Infrastructure

Directorate: Physical Resources Planning and Rural Schooling

SALARY
CENTRE
REQUIREMENTS

R417 552 per annum

Pretoria

The Directorate: Physical Resource Planning is responsible for inter alia, managing, monitoring and reporting on several Education infrastructure conditional grants and national programmes, overseeing the development, implementation,

coordination, application and monitoring of policies in relation to infrastructure development and physical resources planning for the Education system. The Directorate is seeking an efficient, effective and self confident team player with highly developed computer analysis and management abilities, strong analytical and system thinking skills, a high level of proficiency in verbal and written communication and report writing skills with an ability to collate and analyze data. An appropriate Bachelor's degree/ equivalent qualification in information technology and computer analytical skills PLUS the following knowledge areas: Database design concepts; Database development and maintenance concepts which includes 3 years relevant experience. Report development (i.e. Crystal Reports, Microsoft Access, etc); System and Business Specification & Processes. SDLC (Software Development Life Cycle) concepts and protocols; The candidate should be self driven, innovative and creative; In addition, the incumbent will need to have the following competencies; excellent communication skills (written and verbal), a maturity in interpersonal relationships, an ability to work independently and in teams, under pressure and adhere to deadlines, together with an ability to assist, organize and direct groups of professionals.

DUTIES : The incumbent will be required to assume preferably all, but in all probability the majority of the following duties: Engage with an existing infrastructure data base and establish simple mechanisms with which to interrogate the data base in response to: Determine educational infrastructure backlogs; Provide intelligent answers and explanations to queries raised in the educational infrastructure environment; Assist with the standardisation and identification of management information requests i.e. data mining, slicing & dicing and reporting. Present graphic diagrams/illustrations of statistical outputs from interactive engagements with the data base; Generate infrastructure reports from the database and other data sources; Provide support to the NEIMS unit with uploading, updating and verifying information on the system and generation of accurate reports advise on matters relating to the existing data base in terms of its further development. Participate in task teams comprising education and built environment professionals on statistical findings emanating from and generated by the data base. Render specialist advice, guidance and assistance with regard to technical matters within the field of education infrastructure data management. Support the DBE in the establishment/development of a programme management and monitoring system based on existing database and other data sources

ENQUIRIES : Ms N Sathage Tel no: (012) 357 3290/Ms M Mahape Tel no: (012) 357 3291
NOTE : Interviewed candidates may be subjected to a competency assessment.

POST 30/09 : **ASSISTANT DIRECTOR: REPORTING, PUBLICATION AND INFORMATION DISSEMINATION REF NO: DBE/42/2017**
 Branch: Planning, Information and Assessment
 Directorate: Education Management Information Systems (EMIS)

SALARY : R417 552 per annum
CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree or equivalent qualification in Statistics, Social Sciences, Information Technology or related fields. The candidate should have at least three years' relevant experience. Skills in computer applications such as databases and spreadsheets, working experience of statistical software such as SPSS or STATA. Ability to work with large datasets and dissemination of education-related data will be a strong recommendation. Experience in project management, research and statistical methods. Good writing skills and an understanding of the education system and legislative framework will be an added advantage. It is recommended that the incumbent should have a strong analytical background.

DUTIES : Interpretation and validation of data/information prepared for clients and publications, Disseminating of data to clients and extracting, organising, cleaning and structuring data to provide reliable and timely information. Responding to statistical education questions from clients and Parliamentary. Maintaining a Query Logging System (QLS), monthly, quarterly and annually. Extracting and compiling data tables in MS-Excel and MS-Access, good working knowledge of developing and analysing reports by using Statistical Packages (e.g. STATA). Developing data

collection tools and providing advisory service on data collection methodologies to other directorates and providing them with support to analyse data and reports on statistical data. Validating and completing standard questionnaires from UNESCO and other international reporting.

ENQUIRIES
NOTE

- : Ms N Sathege Tel no: (012) 357 3290/Ms M Mahape Tel no: (012) 357 3291
- : Interviewed candidates may be subjected to a technical exercise.

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM

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

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, or hand deliver to Tshedimoseiso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 11 August 2017
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). "The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance". All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. (Criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

- POST 30/10** : **CHIEF FINANCIAL OFFICER**
- SALARY** : All-inclusive salary package of R1 068 564 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate three year Bachelor's Degree (NQF level 7) in the field of Financial Management, with at least 5 years proven experience in a senior managerial position. Advanced financial analytical skills and innovativeness. Adequate financial management and knowledge of registry, asset management and supply chain management (SCM). Five years' work experience in financial and supply chain management environment. Strong managerial and communication skills (written and verbal). Thorough knowledge of the Financial Prescripts of the Public Service, Registry and Supply Chain Management, and communication trends including research.
- DUTIES** : The successful candidate will be responsible for the provision of sound financial, supply chain and auxiliary services management to enable Departmental Management to make informed decisions. He / she will ensure an effective budget (MTEF adjusted and compiled), and the preparation of interim financial and unqualified annual financial statements. Maintaining an effective Supply Management System. Ensuring proper maintenance of systems of internal control, cash management, liabilities management and expenditure and revenue management. Identifying, managing and implementing risk and risk mitigation plans for the achievement of GCIS objectives Furthermore, for the incumbent will ensure overall management and control of the Chief-Directorate, Financial

Management. Providing strategic advice to the Department in respect of Financial Management. Overseeing the budgeting and expenditure monitoring processes. Presenting the monthly financial reports to the Budget Committee and the Executive Committee. Ensuring the timeous submissions of Government Communication and Information System's financial documentation to National Treasury. Providing professional financial advice to the line function managers. Ensuring full compliance to the PFMA, SCM Regulations, Treasury Regulations and all the relevant Acts relating to Auxiliary Services.

ENQUIRIES : Ms Zanele Ramatsebe Tel no: (012) 473 0472/0011

POST 30/11 : **DIRECTOR: SOCIAL MEDIA**
Chief Directorate: Products and Platforms

SALARY : All-inclusive salary package of R898 743 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a three year Bachelor's Degree (NQF level 7) in Journalism or related qualification with at least five years proven experience of online media. He/she must have thorough, broad and up to date knowledge of the news environment and government programmes. Journalism experience in online media. Extensive knowledge of web-development and upgrading of copy on-line. Ability to dress news and information contained in publications to make them attractive to the readers online. Ability to turn dry, dull facts and information into interesting and readable stories. The ideal candidate must be able to work under pressure, and respect deadlines. He/she must have an excellent command of the English language, grammar, construction of sentences and understand the requirements for effective writing. Excellent oral and written communication skill. Excellent interpersonal skills, determined, resilient and pay meticulous attention to detail. Be willing to work long hours. Computer literate. A valid driver's license.

DUTIES : The successful candidate will be required to give strategic direction to the GCIS's social media initiative. Develop and maintain a social media strategy for GCIS. Build audience development programmes to grow Government's social media audience. Ensure that the use of social media in GCIS integrates with Government and GCIS's communication strategies. Develop and maintain policy guidelines for the use of social media in GCIS and government. Give guidance on the use of social media to other Government departments and entities. Plan and execute continuous and proactive (long-term) social media engagement to ensure a continuous presence on social media platforms. Plan and execute social media campaigns in support of specific government initiatives, programme and activities. Work closely with the GCIS video, radio and photo units to ensure that social media platforms contain relevant multimedia content. Keep abreast of developments and trends in social media technologies, tools and applications, and of social media practices in general and in Government to ensure that GCIS is well positioned to stay in front of developments. Respond immediately to contentious issues about government in the social media domain. Update, maintain, improve and develop the Government Service, and Information Portal. Update, maintain, improve and develop the GCIS and related websites. Contribute to the quality of government web publishing and participate in forums and GCIS projects. Provide leadership and management to Directorate.

ENQUIRIES : Ms Tasneem Carrim Tel no: (012) 473 0298

OTHER POSTS

POST 30/12 : **MONITORING AND EVALUATION OFFICER**
One-Year Contract
Directorate: Strategic Planning and Performance Monitoring

SALARY : R226 611 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of a National Diploma (NQF 6) in Public Administration or related field, with minimum two years' experience strategic planning and performance reporting within the public sector. Knowledge and understanding of Government strategic planning and performance reporting

frameworks. Experience in verification of programme performance information. Ability to work independently and make sound decisions with minimum supervision. General knowledge of government mandate and an interest in strategic management processes. Excellent interpersonal skills. Proven report –writing skills. Ability to interact and communicate with people of all level. A proven team player. High level of computer literacy. Excellent power point presentation skills.

DUTIES : The successful candidate will be responsible for the coordination of monthly and quarterly departmental performance reporting process. Ensure all compliance reports are signed off for submission to oversight bodies. Upload the departmental Annual Performance Plan and Operational Plans to the Organisational Performance Management System (OPMS). Compile the evidence for the MPAT strategic management KRA. Ensure that managers upload the supporting evidence for quarterly targets on the OPMS. Verify the evidence uploaded and follow-up with managers where necessary. Compile evidence verification reports and make recommendations for improvement. Follow-up with managers on implementation of corrective actions for quarterly reports. Conduct training for new users as the OPMS system administrator. Coordinate M&E field visits to identified projects.

ENQUIRIES : Mr Mhlengi Mkhize Tel no: (012) 473 0376

POST 30/13 : **CHIEF REGISTRY CLERK**
Directorate: Security and Facilities Management

SALARY : R226 611 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of a National Diploma (NQF 6) Information science / Records Management, or related qualification, and 2 to 3 years' experience in records/registry environment, Have management knowledge of the National Archives Act 43 of South Africa as well as other Archives legislation. Have knowledge and understanding of registry procedures and filing systems. Ability to work under pressure and function as team member. Have good communication, planning interpersonal, problem solving and listening skills. Have computer skills in Ms Office, PowerPoint, outlook and Excel. Have excellent management, supervision, project management and organizational skills

DUTIES : The successful incumbent will be responsible to manage registry activities in the Directorate on a daily basis. Supervise the maintenance of filing plans according to the National Archives and Records Service of South Africa Act, 1996. Control records management activities in the registry. Ensure that subject description and other information of files are correct. Control receipt and opening of correspondence and other documents. Supervise activities of the subordinates regularly. Update and maintain records management and documents classification systems. Regularly review existing Manual File plan to be in line with Electronic filing system. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry clerks on the day to day functions of the Registry. Responsible for the administration and supervision of all registry procedures. Handle leave applications of subordinates. Compile work plans for subordinates. Manage courier services contract. Supervise personnel and provide training where necessary and monitor the implementation of the approved file plan.

ENQUIRIES : Ms X Job Tel no: (012) 473 0334/ Mr A Tshirangwana Tel no: (012) 473 0439

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria.
- FOR ATTENTION** : Ms Thenjiwe Gasa – Recruitment
- CLOSING DATE** : 11 August 2017, 12H00 No late applications will be considered.
- NOTE** : Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <http://www.gpaa.gov.za>. (Originally signed). Must be accompanied by a comprehensive CV with original certified copies of all qualifications (including matriculation), ID document and driver's license if a prerequisite (copies of certified documents will not be accepted). Certified documents should not be older than 3 months. Applications that do not meet the above requirements will be deemed as regret. The candidate must agree to the following: Signing of a Declaration of Secrecy that a thorough reference and Security Clearance check with regard to work performance, SA citizenship, qualifications, criminal and credit record can be done and if it is not positive, the candidate can be asked to leave the service of the Department. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Government Pensions Administration Agency reserves the right not to fill the advertised position. It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short listed candidates only. Suitable candidates will be subjected to a personnel suitability check (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.

OTHER POST

- POST 30/14** : **ASSISTANT MANAGER: DIGITAL ENGAGEMENT REF NO: ASD/DC/2017/07-1P**
- SALARY** : R334 545 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognized 3 year degree or equivalent three year tertiary qualification in marketing/ design/ copy-writing and/or IT-related (at least 360 credits) with four years solid experience in website management and web development. Knowledge of Apache HTTP Server and/or Internet Information Services (IIS). Proficiency in Adobe Photoshop (CS4/5/6), Dreamweaver (CS4/5/6), InDesign (CS4/5/6), Illustrator (CS4/5/6), WordPress, Expression Engine and Microsoft Office SharePoint Server (MOSS). Familiarity with CSS, HTML, XHTML, JavaScript, PHP, Perl, and SVG. Good understanding of the use of web-based and mobile-based technologies (social media). Excellent concept design ability for websites. Ability to conduct general research and compile online information. Excellent website editing and writing skills. Excellent knowledge of web usability, quality criteria and principals. Previous experience working in a fast paced, multi-level, project based environment with emphasis on timelines and delivery. Attention to detail and quality of work. Positive energy and enthusiasm. Creative "out-of-the-box" thinking. Desire to be part of a team. Excellent communications skills. Excellent time management skills. Effective problem solving skills. Eagerness to stay up-to-date with web development trends. Ability to research information. Good interpersonal skills. Ability to work under pressure and at irregular hours as and when required. Resilient and honest, with a high level of integrity. Ability to prioritize urgent matters and deal with confidential matters. Highly motivated with an eye for detail.

DUTIES

: The successful candidate will be responsible for a wide variety of tasks which includes, but not limited to the following: Strategy and Policy Development: Provide input into, implement and manage the web content communication strategy. Provide input into, implement and manage the GPAA's electronic communication channels. Market GEPF and GPAA's websites to relevant stakeholders. Determine user needs, strategies and goals and develop web pages that meet those needs. Identify other social media platforms that can be used effectively for communication to stakeholders. Publish information on the website. Develop, communicate and update the design, layout and standard requirements for web content. Ensure that policies and documents are uploaded according to brand compliance and are approved through the Branding office. Ensure consistency and strategically aligned content on the websites. Prepare website content by structuring information, creating layout of the web pages and ensuring information and content quality control. Ensure that uploaded content has been edited and approved through the Publications and Content Management office. Proactively update information on web pages by requesting updates/information content owners for outdated pages. User assistance and website availability: Provide advice and technical assistance to web browsers with regards to navigation of GEPF and GPAA's website. Co-ordinate and liaise with IT regarding GEPF and GPAA's website architecture, maintenance and infrastructure required for the web pages. Update maintenance of GEPF and GPAA's website information (archives, backups, etc.). Handle all enquiries pertaining to the GPAA's intranet and GEPF and GPAA's websites. Continuously review web usage and effectiveness to align and enhance it to meet business needs.

ENQUIRIES

: Ms Thenjiwe Gasa Tel no: (012) 319 1304

NOTE

: One position of Assistant Manager: Digital Engagement is currently available at the Government Pensions Administration Agency (GPAA): Marketing and Communication Unit. The position will be filled as permanent

NATIONAL DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets.Pretoria.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 14 August 2017, Closing Time: 12h00 Midday
- NOTE** : 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 (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. Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHE POST

- POST 30/15** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: NDOH 56/2017**
Directorate: Maternal and Neonatal Health
(Contract post ending 31 March 2019)
- SALARY** : R 417 552 per annum (plus 37% in lieu of benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year Bachelor's Degree/National Diploma or equivalent NQF qualification in Health Science. At least two (2) years experience in working with District Health Information System (DHIS). Experience in analyzing and reporting of Prevention of Mother to Child Transmission (PMTCT), Sexual Reproductive Health (SRH) and Maternal and Neonatal Health indicators will be an advantage. Knowledge of working with DHIS and manipulation of pivot table and understanding of data collection, collation, analysis presentation and dissemination. Good communication (verbal and written), problem solving, presentation, planning, management and computer skills (MS Office package).
- DUTIES** : Manage Prevention of Mother to Child Transmission (PMTCT), Sexual Reproductive Health (SRH) and Maternal and Neonatal health monitoring and evaluation activities. Provide monitoring and evaluation support for the last mile plan and District Implementation Plan (DIP) activities. Liaise with other stakeholders like SANAC and partners working with PMTCT programme. Write monthly and quarterly monitoring and evaluation reports. Provide feedback to

ENQUIRIES

provinces and conduct follow ups when necessary. Represent the cluster in meeting requiring monitoring and evaluation support. Perform any duties requiring monitoring and evaluation skills as requested by the cluster.
: Ms EM Mokaba Tel no: (012) 395 9462

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

KING HINTSA TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGE

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

- APPLICATIONS** : Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth.
- CLOSING DATE** : 11 August 2017, applications received after the closing date or faxed applications will not be considered.
- NOTE** : Applications must be submitted on forms Z83 obtainable from any public service department and must be accompanied by a comprehensive CV and certified copies of qualifications. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need.

OTHER POSTS

- POST 30/16** : **CAMPUS MANAGER 2 POSTS SL10 REF NO: KHC 2017/07-01**
- SALARY** : R417 552 per annum
- Centre** : King Hintsa TVET College - Teko Campus
King Hintsa TVET College - Msobomvu Campus
- REQUIREMENTS** : A recognized Bachelor's degree or Diploma in engineering and related field which must include appropriate training as an educator. A minimum of 7 years' experience in Education and/or TVET Colleges. 2-3 years supervisory/management level experience. A valid driver's License, SACE registration and Computer literacy. Knowledge and Skills: A sound knowledge of transformational issues within the TVET College Sector. Experience in managing people, projects, finance, labour relations, human resources management and development and good governance practices relevant to the TVET Sector. Sound knowledge and insight into the relevant pieces of legislation, policies and procedures governing the TVET Sector. Extensive management, administrative and organizational skills. Good communication skills (verbal and written). Decision making skills and problem solving skills.
- DUTIES** : Provide strategic leadership and management in the campus; Ensure co-ordination and alignment of the campus with the vision of the college and the TVET Colleges sector as a whole; Monitor the performance of the Campus against College, Regional and National targets; Provide effective Campus management and administration functions. Ensure compliance with College asset management policies. Manage and oversee the administration of NSFAS at the Campus; Ensure that students' hostels are efficiently run. Manage the implementation of all programmes offered at the Campus; Monitor and review the relevance of the programme qualification mix offered at the Campus; and but not limited to, ensure that a labour friendly environment exists in the Campus.
- ENQUIRIES** : Mr MM Ndzame Tel no: (047) 401 6400
- POST 30/17** : **OFFICE MANAGER: STRATEGIC PLANNING, MONITORING AND EVALUATION SL9 REF NO: KHC 2017/07-02**
- SALARY** : R334 545 per annum
- CENTRE** : King Hintsa TVET College – Admin Centre
- REQUIREMENTS** : Matric plus a Bachelor's Degree or National Diploma in Public Administration or equivalent qualification from a recognized institution of higher learning. A minimum of three years' experience in a public sector/ TVET College. Advanced Computer Literacy (MS Office Package). Excellent interpersonal and communication skills.

		Self-motivated, innovative and diligent person. Report writing an absolute necessity. Strong organizational, planning, analytical and problem solving skills. A valid Driver's License.
<u>DUTIES</u>	:	Facilitating the development of strategic plan, annual performance plan and operational plan for the College. Coordinate quarterly, mid – year and annual performance reports, and produce analysis performance report on planned targets. Maintaining the Performance Management recordkeeping system. Ensure compliance on submission of required reports to the DHET. Ensure the development and implementation of all strategic and operational plans, policies and procedures in line with legislation. Develop college quarterly and annual reports. Manage and coordinate operations and staff in the Principal's office. Coordination of stakeholder engagement. Prepare and manage the office of the Principal's budget and ensuring the effective and efficient functioning of the office within budgetary constraints. Facilitate and provide administrative support to the Principal and entire Senior Management with regard to all functions in the office of the Principal. Deal with high level and confidential correspondence on behalf of the Principal, that does not require a direct response from the Director General. Organise and prepare for media briefings and interviews for the Principal. Ensure compliance with the College policies and legislation. Monitor the implementation of management resolutions. Any other duties as may be assigned.
<u>ENQUIRIES</u>	:	Mr MM Ndzame Tel no: (047) 401 6400
<u>POST 30/18</u>	:	<u>ADMIN CLERK SL5 REF NO: KHC2017/07-03</u>
<u>SALARY</u>	:	R152 862 per annum
<u>CENTRE</u>	:	King Hintsa TVET College – Kobonqaba Satellite Campus
<u>REQUIREMENTS</u>	:	Grade 12/NC(V) Level 4 plus a 3-year diploma in Management Assistant, office management & Technology or Human Resources Management or any other relevant qualification, 2 to 3 years' experience in the relevant field, computer literacy. Drivers licence will be an added advantage.
<u>DUTIES</u>	:	Prepares source data for computer entry by compiling and sorting information; establishing entry priorities. Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the campus Manager for resolution. Maintains data entry requirements by following data program techniques and procedures. Verifies entered customer and account data by reviewing, correcting, deleting, or re-entering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data. Tests customer and account system changes and upgrades by inputting new data; reviewing output. Secures information by completing data base backups. Maintains operations by following policies and procedures; reporting needed changes. Maintains customer confidence and protects operations by keeping information confidential. Contributes to team effort by accomplishing related results as needed. Manage filing system and any other duties as assigned by the manager.
<u>ENQUIRIES</u>	:	Mr MM Ndzame Tel no: (047) 401 6400

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate's (IPID) intention is to promote representatively in terms of race, gender and disability within the Department through the filling of posts. Candidates, whose appointment/promotion/transfer will promote the achievement of gender equity within the IPID, will receive preference.

NOTE : Applications should be submitted on a Z83 obtained from any Public Service Department accompanied by a comprehensive CV, certified copies of Qualifications and ID. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with short listed candidates only. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment. Detailed CV with contact details of three recent references. Certified copies of qualifications, driver's license and Identity Document. NB: if you do not hear from the Department within three months, consider your application as unsuccessful as correspondence will only be entered with shortlisted candidates only. The Independent Police Investigative Directorate reserves the right not to make an appointment. His/her character should be beyond reproach. Faxed and late applications will not be considered.

OTHER POSTS

POST 30/19 : **PRINCIPAL COMMUNICATION OFFICER REF NO: Q9/2017/39**

SALARY : R281 418 per annum, Level 08. The successful candidate will be required to sign a performance agreement.

CENTRE : National office Pretoria

REQUIREMENTS : A Diploma / Degree in Communication Science/Public Relations / Marketing or Journalism, 3 years in Communications, good command of at least 3 official languages. Good written and verbal communication skills. Good interpersonal organizational skills are essential. Report writing and basic computer skills. Willingness to travel and work overtime. Ability to work under pressure and understanding of principles, values and methodologies underpinning government communication.

DUTIES : Create proper understanding of the existence, mandate and functioning of IPID. Make public aware of the functions of the IPID. Update the IPID website. Ensure effective internal communication. Provide relevant official information to stakeholders. Distribute publications to reach target audience via other departments, by hand, post or courier. Publicize the organisation's mandate to the external community using marketing. Assist in producing the market tools of the organization (Production of Annual report, strategic plan, information brochures, banners etc.). Interact with the public during community outreach activities. Contribute and participate in the compilation of the outreach programme (Draft the road show programme, Imbizo etc.). Draft media statements and correspondence to various stakeholders. Follow-up on responses to any query or information that needs to be disseminated to the public. Monitor media to measure the level of publicity of IPID. Create acceptance, support for and co-operation with various stakeholders. Compile and submit reports to the Manager, draft the component's submissions. File component's documents. Undertake the component's procurement.

ENQUIRIES : Ms G Langa Tel no: (012) 399 0052

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

FOR ATTENTION : Mr G Dladla

CLOSING DATE : 11 August 2017

NOTE : Equity requirements: only Coloured females, Coloured males, Indian females, White Females and White males are invited to apply for the mentioned vacancy.

POST 30/20 : **SENIOR INVESTIGATOR REF NO: Q9/2017/38**

SALARY : R281 418 per annum, Level 08 .The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Office

REQUIREMENTS : To be considered for this position, a candidate must be in possession of a minimum of Grade 12 or equivalent of NQF level 4 qualifications, and should at least have three (3) years proven experience in criminal investigations. A diploma/degree (NQF level 5/6), in law/policing will serve as an added advantage knowledge of criminal law, criminal procedure and law of evidence are essential for consideration. In addition, the candidates must be competent in report writing skills, as well as verbal and written communication skills. He/she must be computer literate and possess a valid unendorsed code 08 drive r's licence and be able to drive a motor vehicle. He /she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He/she must be willing to perform standby duties and overtime.

DUTIES : His/her duties will entail amongst others, supervision of investigators and assistant investigator; receipt, registration and allocation of complaints, attendances of crime scenes and post mortems; collection, safeguarding and processing of exhibits at the crime scene; conducting interviews with suspects and witnesses and obtaining affidavits; conducting investigations of complaints of alleged criminality and advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; investigate misconduct against members of the police; searches, seizures and collection of evidence etc. compiling investigation reports and memoranda with recommendations to the Director of public prosecutions and SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and types investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.

ENQUIRIES : Ms M Tshabalala Tel no: (011) 2201500

APPLICATIONS : Post to Independent Police Investigative Directorate, Private Bag X25, Johannesburg, 2000 or, hand deliver to 208-212 Jeppe Street, 20th Floor Marble Towers, Johannesburg, 2000.

FOR ATTENTION : Ms K Mothusi Tel no: (011) 2201500

CLOSING DATE : 11 August 2017

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Please forward your application to the e-mail address indicating at each post, quoting the reference number or post name in the subject line in order to receive an acknowledgement. Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.
- CLOSING DATE** : 11 August 2017 - Applications received after the closing date will not be considered.
- NOTE** : For other relevant information and how to apply, please visit the Department's website (www.dirco.gov.za) – home page under Employment Information. Your application must include a duly completed and signed Z83 form, accompanied by a CV and certified copies of qualifications and Identity Document. Note: All appointments will be subject to a process of security clearance, reference checking and qualification verification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). We thank all applicants for their interest. The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 30/21** : **DIRECTOR: MISSION ADMINISTRATION TRAINING**
Branch: Diplomatic Training, Research and Development
Chief Directorate: Foreign Service Training and International School
Directorate: Mission Administration Training
- SALARY** : R898 743 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract. (Salary level 13)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Bachelor's Degree or equivalent; A post graduate qualification will be an added advantage; 5 years' experience in middle/senior management (preferably in the training environment). Note: 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. Competencies: Understanding of South Africa's foreign policy; Strategic leadership and management skills; Innovation and creativity skills; Effective negotiating capability; Orientation to Public Service Awareness, ethical and professional behavior; Understanding of the training delivery process; Knowledge of applicable legislative frameworks related to the Public Service.
- DUTIES** : Manage the implementation of the Foreign Service Training Strategy; Conduct research on new developments in the area of training and develop appropriate programmes; Ensure that the Foreign Service training programmes are always in support of and responsive to the organisational needs; Ensure that all programmes offered meet the highest quality standards; Ensure that the directorate meets all its performance standards; Monitor and assess training programmes effectiveness and report on them; Ensure compliance with accreditation standards for all training programmes
- ENQUIRIES** : Tamar de Villiers, Tel no: (012) 351-1761

APPLICATIONS : Please e-mail your application to directormat@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.

POST 30/22 : **DIRECTOR: ENTERPRISE ARCHITECTURE**
Branch: Corporate Management
Chief Directorate: Information and Communication Technology

SALARY : R898 743 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract. (Salary level 13)

CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a SAQA recognized NQF level 7 qualification in ICT or related field with at least 5 years relevant middle/senior management experience in the field of Enterprise Architecture, ICT Governance and Project Management. COBIT/ITIL and Project Management certificates. NOTE: 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. Competencies: Knowledge of Government Wide Enterprise Architecture (GWEA) and TOGAF; Knowledge of enterprise application integration; Project Management; Knowledge of ICT Governance Frameworks; Knowledge and understanding of relevant public service legislation; Extensive knowledge of SITA Act; Extensive understanding of application development.

DUTIES : Develop and drive Enterprise Architecture capability in order to ensure that all parties are sufficiently prepared for the ICT transformation required for both business and technical systems; Development of technical strategies and roadmaps for business solutions; Assess short term to long terms needs using structured methodology to establish enterprise systems priorities; consult with technical subject matter experts and develop alternative technical solutions; Identify options, risks, costs vs. benefits; Planning and execution of ICT projects; Ensure that ICT Governance is implemented; Perform project phase-out duties; Overall performance management of a Directorate and participate in corporate governance; Development and implementation of policies and procedures; Facilitate and lead discussions with cross-functional teams at multiple levels, across the business and Enterprise Systems to understand and influence the current business strategy and business processes.

ENQUIRIES : Ms L Dube-Ntsaluba, Tel no: (012) 301 8531
APPLICATIONS : Please e-mail your application to directorea@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.

OTHER POSTS

POST 30/23 : **SPS/RMS/CMS ADMINISTRATOR**
To provide SharePoint support services to the department.

SALARY : R334 545 per annum
CENTRE : Pretoria
REQUIREMENTS : Three years National Diploma/Degree in Information Technology or related field as recognized by SAQA; 3-5 years of experience within ICT environment of which two years is in SharePoint Development/Administration and Support;. The following will be an advantage: ITIL/CoBIT certificate; Content Management experience. Competencies: Advanced Computer Skills; Facilitation and Presentation Skills; Report writing Skills; Troubleshooting Skills; Formal Training Skills; Client

- Orientation and Customer Focus; Communication Skills; Technical Networking Skills; Strong team player.
- DUTIES** : Install, configure, maintain, upgrade and manage a SharePoint Server; Configure all service applications like Search, Metadata and User Profile Synchronization etc.; Administer and maintain Microsoft SharePoint Portal Server, including daily monitoring, troubleshooting and performance analysis; Perform system administrative activities such as site creation, user training, backup, restore and issue resolution; Support the installation, configuration, security, operation, and maintenance of all web portal servers, equipment, and software related to SharePoint infrastructure; Provide technical support of InfoPath forms, including communicating the location of form libraries, their purpose and workflows; Create and maintain Content Database (maintenance of various logging databases in SQL Server).
- ENQUIRIES APPLICATIONS** : Ms L Modise Tel no: (012) 351 1214
: Please e-mail your application to @dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.
- NOTE** : The applicant must be willing to provide after-hours support when required
- POST 30/24** : **3RD LINE EXCHANGE ADMINISTRATOR 2 POSTS**
Branch: Corporate Management
Chief Directorate: Information and Communication Technology
To manage Microsoft Exchange platforms (server) to enhance departmental communication.
- SALARY CENTRE REQUIREMENTS** : R334 545 per annum
: Pretoria
: Three years National Diploma/Degree in Information Technology or related field as recognized by SAQA; 3-5 years of experience within Microsoft Exchange environment especially with messaging and directory services technologies, including: LDAP (Active Directory), DHCP, DNS, SMTP, Internet domain records, group policy management. The following will be an advantage: In-depth knowledge of Windows Server 2003 through 2012R2; ITIL Foundation certificate; Operational experience on Active Directory and SQL Database; MCSE Certificate. Competencies: Ability to work under pressure; Advanced Computer Skills; Troubleshooting Skills; Client Orientation and Customer Focus; Communication Skills; Technical Networking Skills; Problem solving and decision making; Strong team player.
- DUTIES** : Provide technical support in the installation, administration and configuration of Microsoft Exchange on an ongoing basis; Provide Microsoft exchange infrastructure (server) technical support service to the department globally; Manage, support and troubleshoot Microsoft exchange server environment; Install, configure, troubleshoot, diagnose, and resolve problems related to Microsoft Exchange Servers; Troubleshoot and resolve message routing and outlook web access (OWA) problems globally; Implement and manage unified messaging role in the Microsoft Exchange; Create, replicate and assign rights of Public Folder(s); Monitor and manage day-to-day Outlook issues; Administration of mailboxes and Users account, server issues & Root Cause Analysis; Maintain system documentation, tune system performance and install system wide software updates; Maintains the confidentiality, integrity and accessibility of messaging Systems; Perform backup and restore procedures, front end / back end setups and message; Install, maintain, administer and configure Enterprise exchange servers of the department.
- ENQUIRIES APPLICATIONS** : Ms L Modise Tel no: (012) 351 1214
: Please e-mail your application to lea@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.
- NOTE** : The applicant must be willing to provide afterhours support when required.

POST 30/25 : **APPLICATION SUPPORT ENGINEER 3 POSTS**
Branch: Corporate Management
Chief Directorate: Information and Communication Technology
To provide day to day application support services to DIRCO environment.

SALARY : R334 545 per annum
CENTRE : Pretoria
REQUIREMENTS : Three years National Diploma/Degree in Information Technology or related field as recognized by SAQA; 3-5 years of experience within ICT environment of which two years is in transversal systems Support. The following will be an advantage: Experience in SCCM environment; Certificate in Microsoft Engineer (MCSE) / Microsoft Administrator (MCSA); ITIL Foundation certificate. Competencies: Ability to work under pressure; Advanced Computer Skills; Troubleshooting Skills; Client Orientation and Customer Focus; Communication Skills; Technical Networking Skills; Problem solving and decision making; Strong team player.

DUTIES : Provide technical support to System Controllers to assist in applications and operating server technologies; Administer and resolve applications issues, provide updates and perform root cause analysis; Perform user account management on business applications; Maintain and monitor Transversal Systems Server hardware and Applications; Deploy, configure and administer all implemented business applications in the Department; Install and configure server software deployments through SCCM; Create and manage enterprise customized Operating System images e.g. Windows 8.1 and Application deployment packages e.g. Microsoft Office 2013 worldwide; Ensure timely deployment of application software updates; Conduct testing, turning, configuration and setup of Application Support architecture; Conduct Transversal Systems implementations, performance optimization and analysis; Ensure backup procedures are in place as well as tested for Applications systems; Analyse and perform application support continually to enhance services offered by DIRCO ICT.

ENQUIRIES : Ms L Modise Tel no: (012) 351 1214
APPLICATIONS : Please e-mail your application to ase@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.

NOTE : The applicant must be willing to provide afterhours support when required

POST 30/26 : **BACKUP ADMINISTRATOR 2 POSTS**
Branch: Corporate Management
Chief Directorate: Information and Communication Technology
Provide day to day backup and store support to DIRCO environment, troubleshoot and maintain backup devices by liaising with service providers and users.

SALARY : R334 545 per annum
CENTRE : Pretoria
REQUIREMENTS : Three years National Diploma/Degree in Information Technology or related field as recognized by SAQA; 3-5 years of experience within ICT environment of which two years is in data backup and server administration; The following will be an advantage: Microsoft MCSE/MCSA; Certificate in data protection/ data loss /Data prevention;. Competencies: Advanced Computer Skills; Troubleshooting Skills; Client Orientation and Customer Focus; Communication Skills; Technical Networking Skills; Problem solving and decision making; Strong team player; Knowledge of HP Data-Protector and Storage Area Networks.

DUTIES : Implement and monitor ICT backup policy and operating procedures; Develop off-site storage procedures; Execute across-site replication of significant Disaster Recovery data; Configure, install, and manage data backups for departmental applications and systems; Troubleshoot and maintain backup devices by liaising with service providers and end users; Maintain and monitor server hardware; tape libraries and associated tape hardware, storage networks and associated hardware and vendor-provided storage management software; Ensure backup procedures are in place and are tested for Backup systems; Communicates with various response teams during testing, actual execution of recovery procedures and installation, implementation, administration of backup solutions; Execute across-

site replication of significant Disaster Recovery data; Support offsite disaster recovery efforts by engaging in routine recovery tests; Ensure that restore procedures are configured and tested; Develop data backup service through efficient management of backup processes and procedures.

ENQUIRIES
APPLICATIONS

- : Ms L Modise Tel no: (012) 351 1214
- : Please e-mail your application to ba@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.
- : The applicant must be willing to provide afterhours support when required

NOTE

DEPARTMENT OF LABOUR

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

CLOSING DATE : 14 August 2017 at 16:00
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies(Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

MANAGEMENT ECHELON

POST 30/27 : **DIRECTOR: DECLARATIONS AND CALL CENTRE SERVICES REF NO: HR4/4/3/3DDCS/UIF**

SALARY : R898 743 per annum (All inclusive)
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) (Degree) in Operations Management/ Operations Research/ Industrial Engineering/ Public Management/ Business Administration/ Finance as recognised by SAQA. Five (5) years at a middle management level with functional experience. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Treasury Regulations, Basic Conditions of Employment Act (BCEA). Labour Relation Act (LRA). Employment Equity Act (EEA). Public Service Regulations (PSR), Public Service Act (PSA), Operational Systems. Skills: Communication, Listening, People Management, Numeracy, Computer Literacy, Time Management, Analytical, Interpersonal Report Writing, Planning and Organizing, Financial Management, Interviewing, Monitoring and Evaluation, Presentation, Negotiation, Problem Solving, Driving.

DUTIES : Provide leadership and develop strategies for capturing of registrations, declarations and maintenance of the database in accordance with Unemployment Insurance Act (UIA). Provide leadership and develop strategies for the effective management of claim processes. Provide an effective strategic direction and ensure effective operational administration/ management in the Fund. Provide leadership and develop strategies with regards to the contact centre. Manage resources (Human, Financial, Equipment/ Assets) in the Directorate.

ENQUIRIES : Ms KJ Kumbi, Tel no: (012) 337 1614
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
FOR ATTENTION : Sub-directorate: Human Resource Management, UIF
POST 30/28 : **DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/3/DLAP/UIF**

SALARY : R898 743 per annum (All inclusive)
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) (Degree) in Economics/Business Management/Financial Management/Entrepreneurship as recognized by SAQA. Five (5) years at a middle management level with functional experience. Valid driver's licence. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA), Promotion to access to Information Act (PAIA), Government communication and information Systems (GCIS), Strategic Management, Project Management. Skills: Strategic Planning, Diplomacy, Tactfulness, People Management, Financial Management, Analytical, Problem solving, Project Management, Presentation, Planning and Organizing, Communication (both verbal and written), Computer Literacy, Branding Principles, Interpersonal, Facilitation.

DUTIES : Develop Strategies and policies to guide the monitoring of Active Labour Programmes Funding. Coordinate and maintain relations with relevant stakeholders of the Fund involved in Labour activation processes. Conduct Research and monitor financial support provided to the identified Entities/Institutions responsible for the execution of Active Labour Market Programmes. Develop and manage schemes to reduce unemployment and monitor the impact of the Active Labour Programmes. Consolidate reports from all relevant stakeholders and advice the UIF Board regarding the performance of Institutions being funded. Manage all the Resources within the Directorate. Improve control environment through combined assurance and good governance.

ENQUIRIES : Ms NB Mnconywa, Tel no: (012) 337 1460
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
FOR ATTENTION : Sub-directorate: Human Resource Management, UIF
POST 30/29 : **DIRECTOR: ORGANIZATIONAL EFFECTIVENESS REF NO: HR4/4/3/DOE/UIF**

SALARY : All inclusive: R898 743 per annum
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) (Degree) in Industrial Psychology, Human Resource Management, Industrial Engineering, Operations Management and Management Services as recognised by SAQA. A post graduate diploma/ advanced programme in Organisational Development will be an added advantage Five (5) years at a Middle Management level with functional experience. Valid Driver's License. Knowledge: Public Finance Management Act (PFMA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Public Service Regulations (PSR), Public Service Act (PSA), Job Evaluation Process and Job Evaluation System, Job Analysis and Organisational design, Work-study Techniques, Procedure and Methods, Change Management, Business Process Re-engineering. Skills: Communication, Computer Literacy, Listening, Analytical, Presentation, Research, Problem solving, Benchmarking, Numeracy, Report writing, Interpersonal, Time Management, Planning and Organizing, People Management, Specialist Skills. Decision making, Influencing, Facilitation.

DUTIES : Develop strategies with regards to organisational development and organisational design within the UIF. Provide strategic guidance on the development of Change Management strategies and implementation of change interventions within the UIF. Develop employee engagement strategies for the UIF. Provide a strategic guidance on the business process solutions for organisational effectiveness and continuous improvements within the UIF. Provide strategic guidance for effective

implementation of employee performance management system in the Fund.
 Manage resources within the Directorate.
ENQUIRIES : Ms HD Mhlongo, Tel no: (012) 337 1984
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery
 at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
FOR ATTENTION : Sub-directorate: Human Resource Management, UIF

OTHER POSTS

POST 30/30 : **DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO: HR4/4/8/94**

SALARY : R657 558 per annum
CENTRE : Provincial Office: Free State)
REQUIREMENTS : Three (3) year tertiary qualification in Public Administration. Two (2) years
 management experience. Three (3) years functional experience. Knowledge:
 Public Financial Management Act (PFMA), UIF and Contribution Act, Human
 Resource Management, Development and sound labour Relations, Constitution,
 Project Management, Diversity Management, Risk Management. Skills:
 Leadership, Management, Report writing (Advance), Computer Literacy, Team
 Building, Negotiation, Project management, Analytical, Communication,
 Innovative/Creative.

DUTIES : Monitor the registration of employers and employees declaration. Manage the
 provision of assessment, validation and adjudication of claims. Manage the
 provision of general support in the Unit. Manage the provision of comprehensive
 financial administration services.

ENQUIRIES : Ms NP Douw-Jack, Tel no: (051) 5056 350
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand
 Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
FOR ATTENTION : Sub-directorate: Human Resources Management, Bloemfontein.

POST 30/31 : **PRINCIPAL INSPECTOR: EXPLOSIVES/MHI REF NO: HR4/4/4/06/27**

SALARY : R 417 552 per annum
CENTRE : Provincial Office: Gauteng (Braamfontein)
REQUIREMENTS : Three (3) years relevant tertiary qualification in Chemical Engineering/ Chemistry.
 Two (2) years functional experience in Chemical. Two (2) years Management
 experience. Valid driver's licence (B). Knowledge: Departmental policies and
 procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act
 and Regulations, COIDA, OHSAS, UIA, ISO18001, ISO14001, UI Contribution Act,
 Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and
 Organising, Computer literacy, Interpersonal, Problem solving, Interviewing,
 listening and observation, Presentation, Innovative, Analytical, Research, Project
 Management.

DUTIES : Provide inputs into development and implementation of Major Hazard Installations
 and Explosives policies and strategy for the Department of Labour (DoL). Conduct
 complex inspections for Major Hazard Installations and Explosives regularly as per
 OHS programme. Conduct technical research on latest trends of Occupational
 Health and Safety in terms of Explosives and Chemical Engineering. Provide
 support for enforcement action, including preparation of reports for legal
 proceedings.

ENQUIRIES : Mr L Raphela, Tel no: (012) 309 5256
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001Hand
 deliever at 77 Korte Street, Braamfontein.
FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng

POST 30/32 : **PRINCIPAL INSPECTOR: BASIC CONDITIONS OF EMPLOYMENT ACT REF
 NO: HR4/4/8/268**

SALARY : R417 552 per annum
CENTRE : Provincial Office: Kimberly
REQUIREMENTS : Three (3) year relevant tertiary qualification in Labour Relations Management / Law
 Degree. Two (2) years Supervisory experience. Two (2) years relevant functional

experience in labour inspections enforcement services. Valid drivers licence. Knowledge: Departmental Policies and procedures, Batho Pele principles, Public Finance Management Act, Basic Conditions of Employment Act, Public Service Regulations, Occupational Health and Safety Act and Regulations, Compensation of Injuries and Diseases Act. Skills: Planning and Organizing, Computer literacy, Communication, Problem solving, Interviewing, listening and observation, Presentation, Research, Project management.

DUTIES : Ensure the implementation of programmes, work plans and policies for Basic Conditions of Employment Act and Regulations. Conduct investigations into complex cases that have been resolved or referred to ensure compliance with the Basic Conditions of Employment Act and Regulations. Monitor, evaluate and report on the impact of Basic Condition of Employment Act programmes. Provide technical advice on sector specific to Basic Conditions of Employment Act matters. Manage resources within the unit.

ENQUIRIES : Mr IS Vass, Tel no: (053) 8381500

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X5012, Kimberly, 8301 or hands deliver at Cnr Compound and Pniel Road.

FOR ATTENTION : Sub-directorate: Human Resource Management, Kimberly.

POST 30/33 : **ASSISTANT DIRECTOR: EMPLOYER REGISTRATION REF NO: HR 4/4/3/2/ASDERG/UIF**

SALARY : R334 545 per annum

CENTRE : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : Three years tertiary qualification in Public Administration/ Administration Management / Administration. Two (2) years supervisory experience. Two (2) years functional experience in UI Operations. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Fund Contributions Act (UICA), Public Finance Management Act (PFMA), Treasury Regulations, Batho Pele Principles, Basic Conditions of Employment Act (BCEA), Labour Relations (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Operations Systems. Skills: Communication, Listening, People Management, Numeracy, Computer Literacy, Time Management, Customer Relations, Analytical, Interpersonal, Report Writing, Planning and Organizing.

DUTIES : Monitor and provide support on the registration of employers and employees declaration. Manage maintenance of employer and employee database. Manage resources (Human, Financial, Equipment, Assets) in the section.

ENQUIRIES : Mr TC Buys, Tel no: (012) 337 1851

APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

FOR ATTENTION : Sub-directorate: Human Resource Management, UIF

POST 30/34 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HR 4/4/3/2/ASDIA/UIF**

SALARY : R334 545 per annum

CENTRE : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : Three years tertiary qualification in Internal Auditing. Valid driver's licence. Three (3) years functional Experience in Internal Auditing. Registered with professional body e.g. Institute of Internal Auditors. Knowledge: Internal Audit Manual and Methodology, Public Financial Management Act (PFMA), Treasury Regulations, Public Service Regulations (PSR), Public Service Act (PSA), Project Management, International Internal Audit Standards. International, Financial Reporting Standards, International Accounting Standards, Generally Recognized Accounting Practice, Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Auditor General Processes and Procedures, Basic Conditions of Employment Act (BCEA), Promotion of Access to Information Act (PAIA), Labour Relations Act (LRA). Skills: Communication, Coordinating, Audit Techniques, Risk Assessment, Negotiation. Presentation, Problem Solving, Planning and Organizing, Policy analysis and Development, Computer Literacy, Report Writing.

DUTIES : Develop and provide inputs on audit coverage plan and three year rolling plan. Execute audit engagement Planning. Review the effectiveness of controls on

systems, assets and operations. Verify the reliability and integrity of financial information. Provide internal audit administration support services. Manage resources (Human, Financial, Equipment/Assets) in the Section.

ENQUIRIES : Mr KB Mahloko, Tel no: (012) 337 1609
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
FOR ATTENTION : Sub-directorate: Human Resource Management, UIF

POST 30/35 : **ASSISTANT DIRECTOR: COMMUNICATION REF NO: HR 4/4/9/244**

SALARY : R334 545 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Three (3) year relevant tertiary qualification in Communication Science/ Marketing/Public Relation/ Media studies and Journalism. Two (2) years supervisor experience. Two (2) years functional experience in a Media/ Public relations/ Marketing/ Communications services. Valid driver's licence. Knowledge: Departmental Policies and Procedures, Public Finance Management Act (PMFA), Basic knowledge of all legislation, Project Management, Batho Pele Principles, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Planning and Organizing, Interpersonal, Computer literacy, Communication, Problem solving, Listening and observation, Negotiation, Event management.

DUTIES : Provide public relations and media liaison services at Provincial level including performing duties and responsibilities as spokesperson for DoL in the Province. Organise stake holder briefings and exhibitions for the whole Province. Market the service of the DoL at Provincial level. Manage DoL internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the Department in the media, production of internal newsletter, etc. Coordinate and facilitate all internal and external events in the Province such as Imbizo outreach, programmes, outside broadcast, National commemorative days, etc.

ENQUIRIES : Mr GC Morebodi, Tel no: (018) 387 8146
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735, hand deliver at University Drive, Provident House, Mmabatho.
FOR ATTENTION : Sub-directorate: Human Resources Management, Mmabatho.

POST 30/36 : **SUPERVISOR: REGISTRATION SERVICE REF NO: HR4/4/10/119**

SALARY : R281 418 per annum
CENTRE : Labour Centre: Worcester (Ceres)
REQUIREMENTS : Three (3) year tertiary qualification in Business Administration/Business Management/Public Administration/Public Management or Operations management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele principles, Public Service Act, Public Services Regulations, Departmental Policies, Procedures and Guidelines. Skills: Problem solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation.

DUTIES : Monitor and oversee the help desk at the first port of entry within Registration Services. Oversee the employment services rendered to all clients. Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all queries regarding legislation and follow up on pending queries.

ENQUIRIES : Ms. Z Maimane, Tel no: (021) 441 8125
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 30/37 : **SENIOR EMPLOYER AUDIT SERVICES OFFICER REF NO: HR 4/4/9/249**

SALARY : R281 418 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Three(3) year tertiary qualification in Labour Relations Management/ BCom Law/LLB/ Internal Auditing Two (2) years functional experience in Auditing and /financial Management. Valid driver's licence. Knowledge: OHS act and Regulations, Public service Act and Regulations, Batho Pele Principles, Departmental Policies and Procedures COIDA, UIA, SDLA, EEA, SDA, BCEA, LRA. Skills: Planning and Organizing, Facilitation, Computer Literacy, Communication written and verbal, Problem, Project management, Analytical.

DUTIES : Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the system that provides expert advice on sector specific UIA & COIDA matters. Coordinate the process that monitors and evaluate impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Supervise resources within the Unit.

ENQUIRIES : Ms AE Maqolo, Tel no: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735, hand deliver at University Drive, Provident House, Mmabatho.
FOR ATTENTION : Sub-directorate: Human Resources Management, Mmabatho.

POST 30/38 : **EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/10/123**

SALARY : R226 611 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three year relevant tertiary qualification in Labour Relations /BCOM Law /LLB /Internal Audit. One (1) year functional experience in Auditing. Knowledge: Departmental policies and procedures, Public Service Act and Regulations, OHS Act and Regulations, Batho Pele principles, COIDA, Unemployment Insurance Act, Public Finance Management Act, Basic Conditions of Employment Act, SDLA, Labour Relations Act, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and organizing, Communication Written and Verbal, Interpersonal, Computer literacy, Problem solving, Interviewing, Innovative, Analytical, Research, Project Management.

DUTIES : Perform and monitor the implementation of UIA and COIDA programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of advocacy Campaigns on UI & COIDA regularly and when there are amendments. Supervise resources within the Unit.

ENQUIRIES : Ms. Z Maimane, Tel no: (021) 4418125
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 30/39 : **SENIOR ADMIN CLERK: CLAIMS PROCESSING 3 POSTS**

SALARY : R183 558 per annum
CENTRE : Labour Centre: Klerksdorp- Reference No: HR 4/4/9/246 (2 posts)
Provincial Office: Mmabatho- Reference No: HR 4/4/9/247 (1 post)
REQUIREMENTS : Grade twelve certificate / Three year Tertiary qualification degree/diploma in Public Management / Administration / Social Science / OHS / Finance / HRM is required. One to two years experience on compensation and medical claims processing. Knowledge: DoL and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Human anatomy/Biology, Medical terminology, Stakeholders and customers, Customer service (Batho Pele Principles), Fund values, Required IT knowledge, IT Operating

<u>DUTIES</u>	:	Systems, Risk awareness, COIDA Act, Regulations and Policies, DPSA guidelines on COIDA, COIDA tariffs, Technical Knowledge. Skills: Required Technical Proficiency, Business Writing, Required IT Skills, Fund IT operation systems, Data capturing, Data and records management, Telephone and Etiquette. Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.
<u>ENQUIRIES</u>	:	Ms AE Maqolo, Tel no: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735, hand deliver at University Drive, Provident House, Mmabatho.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Mmabatho.
<u>POST 30/40</u>	:	<u>CLIENT SERVICE OFFICER: REGISTRATION SERVICES REF NO: HR 4/4/6/85</u>
<u>SALARY</u>	:	R183 558 per annum
<u>CENTRE</u>	:	Labour Centre: Polokwane
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate plus National Certificate (N6)/ SAQA recognised Certificate (NQF5) in Office Administration/Public Management/ Public Administration/ Secretariat. Twelve (12) months functional experience in administration/ Customer/ Client services. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Listening, Communication, Ability to interpret legislation, Problem solving, Mediation.
<u>DUTIES</u>	:	Manage the help desk at the first port of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries and Diseases Act and Employer registration forms for COIDA.
<u>ENQUIRIES</u>	:	Ms TE Maluleke, Tel no: (015) 290 1625
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700, or hand deliver at 42A Schoeman Street, Polokwane.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Limpopo.
<u>POST 30/41</u>	:	<u>INSPECTOR: INSPECTION SERVICES 2 POSTS</u>
<u>SALARY</u>	:	R183 558 per annum
<u>CENTRE</u>	:	Labour Centre: Kempton Park – Reference No: HR 4/4/4/07/24(1 post) Labour Centre: Labour Centre: Mashishing- Reference No: HR4/4/7/15 (1 post)
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification in Labour Relations / BCOM Law/ LLB. No experience required. Valid Driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity. Skills: Facilitation, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal, Problem solving, Interviewing, listening and observation, Analytical, Verbal and written communication.
<u>DUTIES</u>	:	Conduct inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Assist in conduct Advocacy Campaigns on Labour Legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Ms F Tshabalala, Tel no: (011) 975 9301 Mr IM Nkosi, Tel no: (013) 235 2368
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 Korte Street, Braamfontein. For Attention: Sub-directorate: Human Resources Management, Gauteng Province.

Chief Director Provincial Operations: Private Bag X7263, Emalahleni, 1053, or hands deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank. For Attention: Sub-directorate: Human Resources Management, Emalahleni

<u>POST 30/42</u>	:	<u>UIF CLIENT SERVICE OFFICER POSTS 12 POSTS</u>
<u>SALARY</u>	:	R183 558 per annum
<u>CENTRE</u>	:	Labour Center Brits- Ref No: HR 4/4/9/250 (1 Post)
	:	Labour Center Christiana-Ref No: HR4/4/9/251 (1 Post)
	:	Labour Center: Klerksdorp-Ref No: HR4/4/9/252 (2 Posts)
	:	Labour Center: Lichtenburg-Ref No: HR4/4/9/253 (1 Post)
	:	Labour Centre: Mafikeng-Ref No: HR4/4/9/254 (1 Post)
	:	Labour Center: Mogwase-Ref No: HR4/4/9/255 (1 Post)
	:	Labour Center: Potchefstroom- Ref No: HR4/4/9/256 (1 Post)
	:	Labour Centre: Rustenburg- Ref No: HR4/4/9/257 (2 Posts)
	:	Labour Center: Taung- Ref No: HR4/4/9/258 (1 Post)
	:	Labour Center: Vryburg-Ref No: HR4/4/9/259 (1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 /Senior Certificate with Mathematics or Accounting. Zero (0) to six (6) months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions (UICA), Public Finance Management Act, Treasury Regulations, Batho Pele Principles, Departmental of Labour and UIF policies and procedures, UIF's Vision, Mission and Values, Customer Care Principles, Procedures and guidelines. Skills: Interviewing, Communication (Verbal and written), Computer literacy, Time management, Customer Relations, Analytical, Telephone etiquette, Interpersonal.
<u>DUTIES</u>	:	Provide screening services. Process application for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	:	Ms AE Maqolo, Tel no: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735, hand deliver at University Drive, Provident House, Mmabatho.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Mmabatho.
<u>POST 30/43</u>	:	<u>ADMINISTRATION CLERK: TRAINING AND PERFORMANCE REF NO: HR 4/4/7/16</u>
<u>SALARY</u>	:	R152 862 per annum
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	Grade 12/Matriculation/Senior Certificate. Knowledge: Basic understanding of Departmental policies, and procedures, Batho Pele Principles, Bursary Policy, Performance Management Policy and Guideline. Skills: Communication, Interpersonal, Planning and organising, Computer literacy.
<u>DUTIES</u>	:	Coordinate performance agreements and assessments of employees in the Province. Process applications for bursaries and generic training courses in Province. Maintain an effective records management system for training and performance management.
<u>ENQUIRIES</u>	:	Mr LM Nkotsoe, Tel no: (013) 655 8762
<u>APPLICATIONS</u>	:	Chief Director Provincial Operations: Private Bag X7263, Emalahleni, 1053, or hands deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Emalahleni

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

CLOSING DATE : 11 August 2017 at 16:00
NOTE : All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report with their qualification(s) at the time of application, if not the qualification will not be considered. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by clicking on the link to apply for the post above. <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>. Please ensure that all required documents are uploaded with your application. A comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 6 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Failure to submit the requested documents electronically may result in your application not being considered. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. Applications will not be considered after the closing date.

OTHER POSTS

POST 30/44 : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AUDIT REF NO: 3/2/1/2017/117**
 Directorate: Information Technology and Forensic Audit

SALARY : R657 558 per annum, Level 11 (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Pretoria

REQUIREMENTS : National Diploma/Degree in Information Technology / Information Systems / Financial Information Systems (B Com IT, BSc IT, BSc IS, B Tech IS, ND IT). CISA or CISM / CRSC / CISSP will be an added advantage. 6 years credible and applicable experience (financial management, technical information technology operations, information technology auditing) of which at least 4 years should be in the information technology / information systems audit field. 3 years of experience at Assistant Director Level within the audit environment. Membership of the Information Systems Audit and Control Association is recommended. Job Related Knowledge: the Standards of the Institute of Internal Auditors. Risk based Information Technology audit methodologies and procedures. IT frameworks such as ITIL, COBIT, ISO 27000 and ISO 20000. Job Related Skills: Written and verbal communication skills. Interviewing skills. Analytical and problem solving ability. Staff and interpersonal skills. Project Management skills. Computer skills. Business process analysis skills. Risk and Control assessment skills.

DUTIES : Manage the information technology audit resources allocated to this position responsible for performing information technology audits in the national, provincial and regional offices of the business processes allocated to this position to achieve the operational objectives of the directorate on an ongoing basis. Ensure compliance to the directorate's audit methodology and procedures on an ongoing basis. Train and develop staff reporting to this position in audit methodologies and procedures on an ongoing basis. Manage human, logistical and financial resources allocated to this position on an ongoing basis in line with the Departmental prescripts. Analyse annual DRDLR process risk register for the compilation of the information technology audit plans for the business processes allocated to the

position by November annually. Provide inputs to the development of the directorate's 3 year strategic rolling risk based audit plan for approval by the Director by November annually. Develop annual risk based information technology audit plan for the business processes allocated for the position for the Director's approval by November annually. Manage the integration of the sub-directorate's annual risk based information technology audit plan for the business processes allocated to this position to the plans of all other directorates in the chief directorate. Manage the integrity and timelines of the execution of the information technology audit plan projects allocated to this position as defined in the approved information technology audit projects' planning memorandums. Compile the audit planning memorandums of all the information technology audit projects allocated to this position on the electronic audit software according to timelines defined in the approved information technology audit projects' planning memorandums. Compile/review all the audit planning and audit execution deliverables of all the information technology audit projects as first reviewer on the electronic audit software according to timelines defined in the approved information technology audit projects' planning memorandums. Compile/review the stream reports of all the auditee offices audited of all the information technology audit projects allocated to this position as first reviewer on the electronic audit software according to timelines defined in the approved information technology audit projects' planning memorandums. Compile the consolidated reports of all auditee offices of all the information technology audit projects allocated to this position in the electronic audit software according to timelines defined in the approved information technology audit projects' planning memorandum. Present the stream reports of all the audit projects allocated to this position to the auditee management and attend the presentation of consolidated reports of all audit projects allocated to this position to auditee senior management according to the timelines defined in the approved information technology audit projects' planning memorandum. Provide input to the compilations of the audit committee reports of all the information technology audit projects allocated to this position according to timelines defined in the approved information technology audit projects' planning memorandums. Report to the Director on the status of the information technology annual audit plan projects allocated to this position on a weekly basis. Participate in the preparation of the report to the Chief Audit Executive on the directorate's status of the information technology annual audit plan on a monthly basis. Provide input into the preparations of the quarterly progress report to the Audit Committee of the information technology audit annual plan three weeks before the Audit Committee meeting date. Provide input into the implementation of management action plan on all information technology audit reports allocated to this position by reviewing and report to director on status. Perform/project manage the performance of follow-up of audit projects allocated to this position within 1-2 years maximum after issuing of the audit reports as part of the annual audit plan.

- APPLICATIONS** : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>
- POST 30/45** : **ASSISTANT DIRECTOR: ASSETS AND FACILITIES REF NO: 3/2/1/2017/118**
Directorate: Financial and Supply Chain Management Services
- SALARY** : R334 545 per annum, Level 09
- CENTRE** : Kwanulu Natal (Pietermaritzburg)
- REQUIREMENTS** : Bachelor's Degree / National Diploma in Supply Chain Management or equivalent qualification. 3 years of experience at supervisory level within assets and facilities environment. Knowledge and working experience in Public Finance Management Act. Public Service Regulations and Government tender procedures. Computer skills. Report writing skills. Communication skills. Interpersonal skills. A valid Driver's license and ability to drive.
- DUTIES** : Manage assets registers. Update and maintain assets register to reflect acquired assets. Manage the capturing of newly acquired assets. Report the lost and non-recoverable. Implement control measures for safeguarding assets. Reconcile asset register with LOGIS BAS systems. Develop and monitor control of assets

safeguarding. Conduct spot checks and asset verification. Report loss assets to the loss Control for further investigations. Follow-ups on the report submitted. Implement the recommendations of the loss control committee. Manage disposal of redundant and obsolete assets. Submit nominations of Disposal committee Members for appointment. Submit unserviceable, redundant and obsolete assets to the disposal committee for approval. Manage office accommodation and refurbishment. Maintain the existing office space and manage the lease agreement. Submits request for extensions for approval. Compile and submits the new needs to National Office for approval. Engage OHS officers to identify defects and establish corrective measures. Lead and manage business unit with good governance principles. Manage employee performance. Maintain 10% vacancy rate on funded posts.

APPLICATIONS

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

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF ECONOMIC, SMALL BUSINESS 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 preference.

<u>APPLICATIONS</u>	:	Quoting the reference 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 ST floor North Wing, Agriculture Building, Zastron Street, Bloemfontein. Kindly note that from 01 August 2017, applications should be submitted to 113 St Andrew Building, St Andrews Street, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Ms K Molusi /Ms MA Parkies.
<u>CLOSING DATE</u>	:	11 August 2017 at 16:00
<u>NOTE</u>	:	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. 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 applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The department reserves the right not to appoint.

MANAGEMENT ECHELON

<u>POST 30/46</u>	:	<u>DEPUTY DIRECTOR-GENERAL: ECONOMIC DEVELOPMENT AND TOURISM</u> <u>REF NO: DESTEA 22/08/17</u>
<u>SALARY</u>	:	An all-inclusive salary package of R1 299 501 per annum. The total package includes 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.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Diploma in Commerce (B Comm or B. Economics) or equivalent qualifications. Relevant extensive experience in similar environment as well as experience in strategy and advice, economic development and governance. Knowledge of legislation and prescripts regulating economic development. Computer literacy. A valid driver's license. Recommendation: A Master's degree in Economics will be an added advantage.
<u>DUTIES</u>	:	Ensure that the department has the required business intelligence, strategic plans, operational plans, programmes and strategies on economic development. Promote economic development. Promote the development of the tourism sector. Regulate

	:	business compliance and promotion of consumer rights. Manage the resources of the branch (human, asset and financial resources).
<u>ENQUIRIES</u>	:	Ms G Brown, Tel no: (051) 400 4913
<u>POST 30/47</u>	:	<u>CHIEF DIRECTOR: BIODIVERSITY MANAGEMENT AND CONSERVATION REF NO: DESTEA 61/08/17</u>
<u>SALARY</u>	:	An all-inclusive salary package of R1 068 564 per annum, Level 14. The total package includes 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.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An appropriate Bachelor's Degree/ Diploma in Environmental Management/ Natural Sciences/ Conservation or equivalent qualifications. Extensive experience in development of strategies for protected areas expansion. A good knowledge of appropriate legislation governing Biodiversity and Protected Areas at National, Provincial and Local level. Computer literacy. A valid driver's license. Proficiency: Excellent writing and presentation skills. Project management skills. Analytical and reporting skills. Leading, Planning and Organizing skills.
<u>DUTIES</u>	:	Promote equitable and sustainable resources to contribute to economic development. Implement mechanism for protection and management of ecologically viable areas. Ensure protection of species and ecosystems. Ensure sustainable use of indigenous biological and bioprospecting. Effectively mitigate the sustainable management of biodiversity and natural resources. Manage biodiversity through permitting systems. Manage problem animals in the province. Manage financial and human resources in the Chief directorate.
<u>ENQUIRIES</u>	:	Mr T Moremi, Tel no: (051) 400 9410
<u>POST 30/48</u>	:	<u>CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DESTEA 44/08/17</u>
<u>SALARY</u>	:	An all-inclusive salary package of R1 068 564 per annum. The total package includes 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.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An appropriate Bachelor's Degree/ Diploma in Public Management / Human Resources Management or equivalent qualifications. Extensive experience in human resource management environment. Knowledge of the relevant prescripts and legal frameworks in the Public Service. Computer literacy. A valid driver's license. Proficiency: Excellent writing and presentation skills. Project management skills. Analytical and reporting skills. Leading, Planning and Organizing skills.
<u>DUTIES</u>	:	Ensure appropriate and timely recruitment processes, administering of condition of services and monitoring adherence to relevant HR prescripts. Ensure the development, optimal performance and wellbeing of all employees. Ensure labour peace in the organisation. Ensure a supportive work environment that will improve wellness in the workplace. Promote advocacy to designated groups (Youth, Children, Elderly, and the Disable) in order to ensure the Department is implementing programmes on equality and equity. Management of resources of the Chief directorate, i.e, human, asset and financial resources.
<u>ENQUIRIES</u>	:	Adv TJ Phahlo, Tel no: (051) 400 9402/3
<u>POST 30/49</u>	:	<u>DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DESTEA 45/08/17</u>
<u>SALARY</u>	:	An all-inclusive salary package of R898 743 per annum. The total package includes 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.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An appropriate Bachelor's Degree/Diploma in Human Resource management/ Public Management or equivalent qualifications. Extensive experience in Human Resource Management. Good communication and interpersonal skills, good

planning, organizing and coordinating skills. Knowledge of relevant legislations and regulations. Computer literacy and a valid driver's license.

DUTIES : Manage the human resource provisioning in the Department (Recruitment and Selection). Administer conditions of service in the department. Ensure proper monitoring and compliance with the Human Resource policies. Do establishment control. Provide support services, including HR Registry and Messenger service in the department. Promote advocacy to designated groups (Youth, Children, Elderly and the Disabled) in order to ensure the Department is implementing programmes on equality and equity. Facilitate and report on the rights of elderly people and persons with disabilities programmes. Ensure and report on the development and implementation of an integrated youth development plan. Manage labour relations for the department. Management of resources of the Directorate, i.e, human, asset and financial resources.

ENQUIRIES : Adv TJ Phahlo, Tel no: (051) 400 9402/3

POST 30/50 : **DIRECTOR: SERVICE CENTRES AND LOCAL ECONOMIC DEVELOPMENT (LED) REF NO: DESTEA 23/08/17**

SALARY : An all-inclusive salary package of R898 743 per annum. The total package includes 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 REQUIREMENTS : Bloemfontein
 : An appropriate Bachelor's Degree in Economics or equivalent qualifications
 : Relevant experience in economic development environment. Knowledge of all relevant prescripts and legislation regulating economic development. Computer literacy• A valid driver's license. RECOMMENDATION: A further qualification in Economics will be an added advantage.

DUTIES : Manage the operations of Service Centres. Manage the process for identification of viable business proposals. Facilitate and coordinate capacity building workshops. Coordinate departmental inputs into LED processes at local level. Ensure creation and maintenance of service desk by other business development agencies. Preparation of SMME business development and support programmes. Management of information system. Management of resources of the Directorate, i.e, human, asset and financial resources.

ENQUIRIES : Dr M Nokwequ, Tel no: (051) 400 4923

OTHER POSTS

POST 30/51 : **BIODIVERSITY OFFICER CONTROL GRADE A - B: ENVIRONMENTAL EDUCATION & EMPOWERMENT REF NO: DESTEA 61/08/17**

SALARY : R759 219 per annum (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.

CENTRE REQUIREMENTS : Bloemfontein
 : An appropriate three year Degree/Diploma in Environmental Management or equivalent qualifications. Relevant experience in similar environment. Knowledge of relevant government regulations and biodiversity management. Computer literacy and a valid driver's license.

DUTIES : Develop policies, guidelines, norms and standards which would include: Identify needs for Provincial, Departmental and Local Authorities policies, guidelines, norms and standards; Develop norms and standards for Education and Awareness; Monitor the effectiveness of the implementation of policies, guidelines etc. Manage the promotion and facilitation of integrated environmental management. Coordinate and facilitate the promotion of environmental rights and awareness. Manage the promotion of natural and community based sustainable resource use to promote sustainable development. Manage human and financial resources of the Directorate.

ENQUIRIES : Ms N Nkoe, Tel no: (051) 400 4917

POST 30/52 : **BIODIVERSITY OFFICER CONTROL GRADE B: LAW ENFORCEMENT REF NO: DESTEA 62/08/17**

SALARY : R759 219 per annum (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.

CENTRE REQUIREMENTS : Bloemfontein
An appropriate three year Degree/Diploma in Environmental Management or equivalent qualifications. Relevant experience in similar environment. • Knowledge of relevant government regulations and biodiversity management. Computer literacy and a valid driver's license.

DUTIES : Manage the development of Compliance Monitoring and Enforcement policies, legislation, protocols, regulations, strategies and guidelines, by facilitate the development of policies, legislation, regulations and guidelines, nationally, provincially and locally, disseminate legislative, technical and policy changes to relevant stakeholders (internal and external), develop a compliance and enforcement information management system and reporting system, etc. Plan, coordinate and render Compliance Monitoring by plan for inspections and audit, ensure the implementation of monitoring activities and verification of reports, determine further actions that need to be taken/decision making. Manage Compliance and Enforcement operations to undertake investigation of complaints/transgressions and determine further actions to be taken regarding administrative/criminal prosecution, advocate cooperative governance in dealing with enforcement issues (SAPS, NPA, DWA, DEA, Municipalities, etc.) Oversee law enforcement operations subject to EMI designation. Manage compliance promotion / awareness to plan and promote environmental rights and justice program, facilitate training of EMI's, SAP, SANDF and BOCC members. Perform all administrative and related functions. Manage human and financial resources of the Directorate.

ENQUIRIES : Mr. C Erasmus, Tel. No: (051) 400 4781

POST 30/53 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DESTEA 46/08/17**

SALARY : An all-inclusive salary package of R657 558 per annum. 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 REQUIREMENTS : Bloemfontein
An appropriate Bachelor's Degree/Diploma in Labour Relations/Law or equivalent qualifications. Relevant experience in Labour Relations. Knowledge of the relevant prescripts and legal framework in the Public Service. Computer literacy. A valid driver's license.

DUTIES : Manage misconduct in the department. Resolve grievance and dispute cases. Manage collective bargaining processes and represent the department at bargaining council or forum. Train employees on Labour Relations issues. Management of resources of the Sub-directorate, i.e, human, asset and financial resources.

ENQUIRIES : Ms C Sefo, Tel no. 051 400 4725

POST 30/54 : **DEPUTY DIRECTOR: EMPLOYEES HEALTH AND WELLNESS PROGRAMME REF NO: DESTEA 47/08/17**

SALARY : An all-inclusive salary package of R657 558 per annum. 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 REQUIREMENTS : Bloemfontein
An appropriate Bachelor's Degree/Diploma in Social Science/ Psychology or equivalent qualifications. Relevant experience in EHW. Knowledge of the relevant prescripts and legal framework in the Public Service. Computer literacy. A valid driver's license. RECOMMENDATION: Registration with Health Professions Council of South Africa or South African Council for Social Science Professions.

<u>DUTIES</u>	:	Ensure compliance with the departmental policy and guidelines in accordance with the requirement of Act 85 of 1993 and its regulation. Provide reports to top management with regard to OHS programmes. Develop, implement and maintenance of occupational health and safety policies. Provision of occupational health and safety training and awareness. Conduct occupational health and safety investigations. Ensure the development, optimal performance and wellbeing of all employees which also includes sporting activities in the department. Management of resources of the Sub-directorate, i.e, human, asset and financial resources.
<u>ENQUIRIES</u>	:	Mr M Segopa, Tel no: (051) 400 9543
<u>POST 30/55</u>	:	<u>DEPUTY DIRECTOR: MONITORING & EVALUATION REF NO: DESTEA 24/08/17</u>
<u>SALARY</u>	:	An all-inclusive salary package of R 657 558 per annum. The total package includes 70% or 75% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An appropriate Bachelor's Degree/ Diploma in Public Management or equivalent qualifications. Relevant experience in monitoring & evaluation. Knowledge of all relevant prescripts and legislation regulating Public Service. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Ensure the development of the Department's Monitoring and Evaluation Policy and/ or Implementation Strategy in line with national and/ or provincial framework. Ensure that Department's Monitoring and Evaluation Reporting Format as well as the Department's Annual Report Framework are developed in line with the relevant Annual Performance Plan of the Department and communicated such to all Senior Managers in the Department for future completion. Ensure that the capacity of the Department on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. This includes the provision of information sessions and/ or advice to manager and senior manager, inclusive of resource/ verification documents as required by the Auditor-General. Monitor and report on the performance of Department in relation to: (Outcome Based Provincial Plan, Departmental Annual Performance Plan, SOPA and/ or MEC Budget Injunctions, etc.) Management of resources of the Sub-directorate, i.e, human, asset and financial resources.
<u>ENQUIRIES</u>	:	Mr D Hagen, Tel no: (051)-400 4912
<u>POST 30/56</u>	:	<u>DEPUTY DIRECTOR: RESEARCH REF NO: DESTEA 25/08/17</u>
<u>SALARY</u>	:	An all-inclusive salary package of R657 558 per annum. The total package includes 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.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An appropriate Bachelor's Degree in Economics or equivalent qualifications. Relevant experience in economic development environment. Knowledge of all relevant prescripts and legislation regulating economic development. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Ensure conducting, commissioning and managing of sectoral research. Ensure dissemination of research outputs to key stakeholders. Advise the Department on Economic Development and Trade Promotion policy choices. Management of resources of the Sub-directorate, i.e, human, asset and financial resources.
<u>ENQUIRIES</u>	:	Mr. M Sani, Tel no: (051)-400 4931
<u>POST 30/57</u>	:	<u>DEPUTY DIRECTOR: TRADE AND INVESTMENT PROMOTION REF NO: DESTEA 26/08/17</u>
<u>SALARY</u>	:	An all-inclusive salary package of R657 558 per annum. The total package includes 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.
<u>CENTRE</u>	:	Bloemfontein

<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree in Economics or equivalent qualifications. Relevant experience in economic development environment. Knowledge of all relevant prescripts and legislation regulating economic development. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Organize the Province's participation in international exhibitions to secure export market opportunities for Free State exporters. Undertaking trade missions abroad to seek new market opportunities for Free State exporters. Conducting export awareness campaigns. Create and consolidate relationships between the exporting community and the provincial government through company visits. Evaluating the impact of trade promotion activities. Management of resources of the Sub-directorate.
<u>ENQUIRIES</u>	:	Dr M Nokwequ, Tel no: 051-400 4923
<u>POST 30/58</u>	:	<u>ENVIRONMENTAL OFFICER CONTROL GRADE A: ENVIRONMENTAL EDUCATION REF NO: DESTEA 64/08/17</u>
<u>SALARY</u>	:	R439 917 per annum (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Diploma in Natural/Physical Sciences/ Environmental Management or equivalent qualifications. Knowledge of relevant government regulations. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Coordinate and facilitate the implementation of environmental education programs to create and promote environmental awareness at school. Assist in the implementation of environmental awareness programs through the planning and organizing of celebrations, awareness campaigns and activities for the following National and International Environmental Days and Weeks. Monitor the implementation of Environmental Education Programmes to assist with the integration of Environmental Education into formal and informal structures. Represent the Department at the Environmental Education Forum. Monitor and provide necessary inputs to the budget. Perform all administrative and related functions.
<u>ENQUIRIES</u>	:	Ms N Nkoe, Tel no: (051) 400 4917
<u>POST 30/59</u>	:	<u>ENVIRONMENTAL OFFICER CONTROL GRADE A: ENVIRONMENTAL EDUCATION REF NO: DESTEA 63/08/17</u>
<u>SALARY</u>	:	R439 917 per annum (OSD) an appropriate salary will be determined according to the regulatory framework based on OSD.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Diploma in Natural/Physical Sciences/ Environmental Management or equivalent qualifications. Knowledge of relevant government regulations. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Coordinate and facilitate the implementation of environmental education programs to create and promote environmental awareness at school. Assist in the implementation of environmental awareness programs through the planning and organizing of celebrations, awareness campaigns and activities for the following National and International Environmental Days and Weeks. Monitor the implementation of Environmental Education Programmes to assist with the integration of Environmental Education into formal and informal structures. Represent the Department at the Environmental Education Forum. Monitor and provide necessary inputs to the budget. Perform all administrative and related functions.
<u>ENQUIRIES</u>	:	Ms N Nkoe, Tel no: (051) 400 4917
<u>POST 30/60</u>	:	<u>RISK MANAGEMENT PRACTITIONER REF NO: DESTEA 42/08/17</u>
<u>SALARY</u>	:	R334 545 per annum
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Diploma in Risk Management/ Internal Audit or equivalent qualifications. Experience in Risk Management processes. A valid driver's license. Computer literacy.

DUTIES : Assist with the development and implementation of the following on the departmental risk management: Risk Management Strategy, Management Policy and Plan. Assist with the development of Risk Management processes to ensure compliance to the Risk Management Framework. Maintain and update risk registers to determine the effectiveness of progress concerning Risk Management in the department. Assist with the promotion of a risk management culture and capacity in the department. Assist with the review of the implementation of Risk Management processes to ensure compliance in the department. Coordinate Risk Committee meetings and drafting quarterly Risk Committee reports. Implement Risk Management processes to ensure compliance to the Risk Management Plan.

ENQUIRIES : Ms M Motsemme, Tel no: (051) 400 9412

POST 30/61 : **ASSISTANT DIRECTOR: RECRUITMENT & SELECTION REF NO: DESTEA 48/08/17**

SALARY : R334 545 per annum
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate Bachelor's Degree/Diploma in Human Resource Management/ Public Management or equivalent qualifications. Relevant experience in Human Resource Management. Knowledge of the relevant prescripts and legal framework in the Public Service. 011 Computer literacy. A valid driver's license.

DUTIES : Facilitate the recruitment and selection process within the Department and to contribute to a professional human resource management services. Promote effective and efficient human resource by researching, analyzing, developing and reviewing more complex departmental policies relating to recruitment and selection. Undertake research on best human resource practices in order to advice line functionaries and SMS members on best practices/ interventions to follow on human resource issues relating to recruitment and selection. Facilitate the implementation of Employment Equity Plan for the Department and sure alignment with the Employment Equity Act, Labour Relation Act and other legislation that governs human resource management. Monitor the correctness of staff appointments to ensure adherence with legal and other legislative frameworks. Compile HR Plan and implementation report. Supervision of officials and other resources within the division.

ENQUIRIES : Ms MP Tlale, Tel no: (051) 400 9430

POST 30/62 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DESTEA 55/08/17**

SALARY : R334 545 per annum
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate Bachelor's Degree/ Diploma in Public Management/ B. Admin or equivalent qualifications. Completion of the relevant LOGIS courses. Relevant experience in SCM. Sound knowledge of legislation regulating Asset Management and Supply Chain Management. Computer literacy and sound knowledge of BAS and LOGIS. A valid driver's license.

DUTIES : Manage and control the acquisition, allocation and physical movement of all departmental assets. Ensure that asset maintenance is controlled and updated on the LOGIS System. Control the updating of departmental Asset Register. Control and conduct the asset verifications and disposal of redundant, obsolete and unserviceable items. Control monthly reconciliation of asset transactions on LOGIS and BAS and implement asset control measures. Ensure that quarterly balancing of asset Logis reports are done and submitted to Provincial Treasury. Compile monthly Asset Management Key Performance Indicators (AMKPIs) and submit to the Provincial Treasury. Provide necessary asset reports for compilation of Interim and Annual Financial Statements to Management Accounting Directorate. Supervision of officials within the division.

ENQUIRIES : Ms B Difoloko, Tel no. (051) 400 9660.

POST 30/63 : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO: DESTEA 56/08/17**

SALARY : R334 545 per annum
CENTRE : Bloemfontein

<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/ Diploma in Financial Accounting or Accounting or equivalent qualifications. Relevant experience in Financial Management. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Compile monthly In-year and Management Expenditure reports as prescribed. Prepare medium Term Expenditure Framework (MTEF) Budget information as prescribed and requested by the Provincial Treasury. Draft memorandum and reports in respect of budget matters to the provincial Treasury. Maintain update and balancing budget information on BAS and in compliance to Standard Chart Accounts. Train staff and responsibility managers on budgeting matters. Supervision of officials and other resources within the division.
<u>ENQUIRIES</u>	:	Mr M Moleko Tel no. (051) 400 4737
<u>POST 30/64</u>	:	<u>RESEARCHERS 2 POSTS REF NO: DESTEA 27/08/17</u>
<u>SALARY</u>	:	R334 545 per annum
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/ Diploma in Economics/ Business Management or equivalent qualifications. Relevant experience in research and economic development environment. Reasonable practical experience in a project management environment and broad knowledge of the Free State economic sectors. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Conduct and commission sectoral research in the various economic sectors such as mining, agro- processing, bio-fuel, and manufacturing, as well as other areas of research. Disseminate research outputs to key stakeholders. Ensure the availability of updated information about the various service offerings available from DTI and other national departments, which would benefit the businesses in the Free State. Liaise with key stakeholders such as other government departments, public entities, parastatals, non-governmental organizations, industry associations and research institutions on research related issues. Compile reports for management purposes.
<u>ENQUIRIES</u>	:	Mr. M Sani, Tel no: (051)-400 4931
<u>POST 30/65</u>	:	<u>REGISTRAR REF NO: DESTEA 28/08/17</u>
<u>SALARY</u>	:	R334 545 per annum
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Diploma in Tourism or related field. Experience in tourism environment. Understanding of policy research analysis and development. Good written and verbal communication skills. Computer literacy (Excel, Ms Word). A valid driver's license.
<u>DUTIES</u>	:	Management of data base of tour guides and registration of tour guides in the Province. Dissemination of information about tour guides in the Province. Resolution of complaints lodged about tour guides and the touring of the sub-sector. Development and implementation of plans to grow the tour guiding sector. Development and implementation of programmes to profiles opportunities in the tour guiding sector. Facilitation of linkages of the tour guides with tour operators. Development and implementation of programmes in liaison with Tourism SMME training facilitation unit and capacity building to broaden skills base of tour guides in the province. Supervision of officials within the division.
<u>ENQUIRIES</u>	:	Ms M Mahlatsi-Mabuza, Tel no. (051) 400 9407
<u>POST 30/66</u>	:	<u>PERSONAL ASSISTANT: OFFICE OF THE HOD REF NO: DESTEA 41/08/17</u>
<u>SALARY</u>	:	R281 418 per annum
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Degree/Diploma in Office Management & Technology or equivalent qualifications. Relevant experience in similar environment. Good verbal and written communication skills. Computer Literacy (Excel, MS Word and Power Point Presentation). Good interpersonal skills. Good office management skills and financial management skills. A valid driver's license.
<u>DUTIES</u>	:	Set up and maintain systems in the office of the Head of Department that will contribute towards improving efficiency, e.g. filing, office protocol, etc. Ensure

		safekeeping of all documentation in the office of the HoD. Render secretarial services to meetings of the HoD. Accompany the HoD on some major visits to assist with administrative and logistical arrangements. NB: The successful candidate will be expected to work long hours.
<u>ENQUIRIES</u>	:	Mr M Nndanduleni, Tel no: (051) 400 4913/14
<u>POST 30/67</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C: AIR QUALITY REF NO: DESTEA 65/08/17</u>
<u>SALARY</u>	:	R240 015 – R390 516 per annum (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An appropriate Bachelor's Degree/Diploma in Natural/Physical Science/Environmental Management or equivalent qualifications. Good communication and reportwriting skills are essential. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Monitor, evaluate and report on the implementation of Air Quality policy instrumentations in the Municipalities and industries. Contribute towards the development and implementation of specific projects e.g. Air Quality Management Planning, information management and capacity building with Municipalities and industries. Provide support with regards to compliance monitoring and enforcement with respect to statutory obligation which include the following: Monitoring of Air stations around the province. Attend forums with municipalities that are experiencing Air Quality problems• Investigate, analyse, interpret and evaluate Air Quality reports.
<u>ENQUIRIES</u>	:	Ms N Nkoe, Tel no: (051) 400 4917
<u>POST 30/</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: IMPACT ASSESSMENT REF NO: DESTEA 66/08/17</u>
<u>SALARY</u>	:	R240 015 – R266 376 per annum (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An appropriate Bachelor's Degree/Diploma in Natural/Physical Science/Environmental Management or equivalent qualifications. Good communication and reportwriting skills are essential. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Evaluate environmental authorization application which would include; provide technical and procedural advice to stakeholders and applicants, conduct site inspections required by applications, draft/ recommend environmental authorization for submission and decision-making by the relevant delegated authority, etc. Provide technical / procedural advice which would include; gather/ compile/ disseminate relevant information on State of the Environment reporting, provide information to internal clients to enable effective and efficient cross-functioning of integrated environmental management, etc. Perform all administrative and procedure required for the effective and efficient operation Impact Assessment.
<u>ENQUIRIES</u>	:	Ms N Nkoe, Tel no: (051) 400 4917
<u>POST 30/68</u>	:	<u>TRADE OFFICER: STAKEHOLDER MANAGEMENT 2 POSTS REF NO: DESTEA 29/08/17</u>
<u>SALARY</u>	:	R226 611 per annum
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An appropriate Degree / Diploma in Commerce / Business Administration or equivalent qualifications. Understanding of government micro policies relating to Economic Development and knowledge of business principles. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Develop a comprehensive data base of stakeholders in the Free State. Identify areas that require stakeholder intervention from the department. Provide inputs on the development and amendment as well as implementation of policies that relate to Stakeholder Management. Assist in implementing departmental programmes

arising from interactions at workshops, EXCO Resolutions, Budget Vote Injunctions, meetings with institutions such as DTI and Parastatals. Compilation of monthly/quarterly reports.

ENQUIRIES : Mr T Lekutle, Tel: 051 400 9618

POST 30/69 : **TRADE OFFICER: AGRO-INDUSTRY (x2 posts) REF NO: DESTEA 30/08/17**

SALARY : R226 611 per annum
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate Degree / Diploma in Business Administration / Commerce / Economics or equivalent qualifications. Understanding of government micro policies relating to Economic Development and knowledge of business principles. Computer Literacy. A valid driver's license.

DUTIES : Provide support in coordinate and facilitate the implementation of Agro-processing development initiatives/project plans. Support appropriate environment for Agro-processing development. Provide inputs in the development of departmental Agro-processing policies. Provide support in build-upwards and down-wards-stream in Agro-processing value chains.

ENQUIRIES : Ms M Makolabe, Tel no: (051) 400 9585

POST 30/70 : **TRADE OFFICER: ENTERPRISE DEVELOPMENT SUPPORT REF NO: DESTEA 31/08/17**

SALARY : R226 611 per annum
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate Degree / Diploma in Economics / Business Economic/ Marketing or equivalent qualifications. Understanding of government micro policies relating to Economic Development and knowledge of business principles. Computer Literacy. A valid driver's license.

DUTIES : Implement Small Business Support initiatives/project plans. Support SMMEs by providing advice on appropriate business models, facilitating retention and expansion of existing SMMEs through access to funding. Support the formulation/ development of departmental small support programme policies. Link SMMEs with relevant stakeholders according the process flow and handover to Sector and Industrial Development.

ENQUIRIES : Mr MG Sehularo, Tel no: (051) 400 9620

POST 30/71 : **TRADE OFFICERS: FEZILE DABI SC 3 POSTS REF NO: DESTEA 32/08/17**

SALARY : R226 611 per annum
CENTRE : Parys
REQUIREMENTS : An appropriate Bachelor's Degree/Diploma in Business Administration / Commerce or equivalent qualifications, Computer literacy, A valid driver's license. Recommendations: Good understanding of government micro policies relating to Economic development and knowledge of SMMEs /Cooperatives sector. Knowledge of business principles.

DUTIES : Identify the areas that require intervention from the department and externally. Provide support to small businesses with regard to linking them with markets, financial institutions and business development service providers. Contribute to the development or amendment of policies that will address the needs and concerns identified during the company visits. Compile reports on business that were linked with markets, financial institutions and business development service providers and advice thereof.

ENQUIRIES : Ms. N Lentsa, Tel no: 082 443 5513

POST 30/72 : **TRADE OFFICERS: COORDINATION OF FUNDING 4 POSTS REF NO: DESTEA 77/08/17**

SALARY : R226 611 per annum
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate Bachelor's Degree/Diploma in Business Administration / Commerce or equivalent qualifications, Computer literacy• A valid driver's license.

		Recommendations: Good understanding of government micro policies relating to Economic development and knowledge of SMME /Cooperatives sector. Knowledge of business principles.
<u>DUTIES</u>	:	Implement inward and outward mission under supervision of the Assistant Director, i.e provide input into development of the implementation plan, coordinate the resources for implementation of inbound and outbound governmental delegations, conduct research and site visits, etc. Implement Trade Agreements within the Province and Foreign Countries, by providing support into implementation of MOU objectives which are the main Trade and Investment, Educational Activities, Tourism, Cultural Activities, Socio Economic Activities, etc. Support Enterprise with Financial linkages with National Departments, Provinces, Local Governments and Development Finance Institutions and facilitate access to investment incentives. Provide support in developing strategic partnership to ensure access to synthetic funding (grants, loans, and other non-financial support) and Coordinate funding. Facilitate access by Industrialist to the DTI incentives and other Government Agencies. Provide inputs into the development of relevant policies.
<u>ENQUIRIES</u>	:	Ms. P Ngqeza, Tel no: (051) 400 9619
<u>POST 30/73</u>	:	<u>STRATEGIC PLANNING PRACTITIONER REF NO: DESTEA 33/08/17</u>
<u>SALARY</u>	:	R226 611 per annum
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Degree / Diploma in Public Management or equivalent qualifications. Computer Literacy. A valid driver's license.
<u>DUTIES</u>	:	Assist with the development, maintenance and successful implementation of the Department's strategic planning policy and/or implementation strategy. Co-facilitate and render assistance during strategic planning workshops in the Department towards the development and/or review of the Department's 5-Year Strategic Plan, 3-Years Annual Performance Plan and Annual Operation Plans in line with the provisions of Treasury Regulations and/or national and/ or provincial formats. Assist on matters related to the improvement of the capacity of the Department on matters related to strategic – and operational planning.
<u>ENQUIRIES</u>	:	Mr D Hagen, Tel no: (051) 400 4912
<u>POST 30/74</u>	:	<u>MONITORING AND EVALUATION PRACTITIONER REF NO: DESTEA 34/08/17</u>
<u>SALARY</u>	:	R226 611 per annum
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Degree / Diploma in Public Management or equivalent qualifications. Computer Literacy. A valid driver's license.
<u>DUTIES</u>	:	Assist with the development of the Department's Monitoring and Evaluation Policy and/ or Implementation Strategy; which include; participate in research projects towards ensuring that the Department's policy and/ or strategy remains abreast with national and provincial guidelines and/ or frameworks, consolidate inputs from managers and senior managers. Assist with the development of the Department's Monitoring & Evaluation Reporting Format in line with the Department's Annual Performance Plan as well as the Annual Report of the Department. Arrange, in liaison with the Departmental Skills Development Facilitator, capacity building programmes on matters related to monitoring and evaluation is improved continuously. Collate and consolidate information pertaining to the performance of the Department in relation to the following: Outcome Based Provincial Plan, Departmental Annual Performance Plan, SOPA and/ or MEC budget Injunctions and Government Programmes of Actions (national and provincial).
<u>ENQUIRIES</u>	:	Mr D Hagen, Tel no: (051) 400 4912
<u>POST 30/75</u>	:	<u>SERVICE DELIVERY IMPROVEMENT PRACTITIONER REF NO: DESTEA 35/08/17</u>
<u>SALARY</u>	:	R226 611 per annum
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Degree / Diploma in Public Management or equivalent qualifications. Computer Literacy. A valid driver's license.

DUTIES : Assist with the development and successful implementation of departmental service delivery planning policy and/or strategy; Customer Care and Complaints Management Strategy and Processes; Citizen Participation Strategy and Processes. Assist with the development /review and successful implementation of the 3-Year Departmental Service Delivery Plan; the Departmental Service Delivery Improvement Plan; the departmental Service Delivery Charter with service delivery standards, including citizen participation and customer care and complaints.

ENQUIRIES : Mr D Hagen, Tel no: (051) 400 4912

POST 30/76 : **INTERNAL AUDITOR 2 POSTS REF NO: DESTEA 43/08/17**

SALARY : R226 611 per annum
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate Degree / Diploma in Internal Audit or equivalent qualifications. Computer Literacy. A valid driver's license. RECOMMENDATION: Registration as an Internal Audit Technician (IAT) will serve as added advantage.

DUTIES : Contribute to the development of strategic internal audit plans. Assist the Accounting Officer to maintain efficient and effective control and achieving the objectives of the department by evaluating the department's control/objectives, determine their effectiveness and efficiency through internal audits according to the internal audit plan. Collect information and participate in the compilation of reports to the Accounting Officer and Audit Committee. Keep up-to date with new development in the internal audit environment

ENQUIRIES : Ms M Mokone, Tel no: (051) 400 4723

POST 30/77 : **PROCUREMENT OFFICERS: ACQUISITION MANAGMENT 4 POSTS REF NO: DESTEA 57/08/17**

SALARY : R226 611 per annum
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate Degree / Diploma in Supply Chain Management/ Logistics/Public Management/Administration or equivalent qualifications. Computer Literacy. Knowledge of LOGIS. Knowledge of relevant legislations.

DUTIES : Ensure that bid/quotation process is effectively executed in accordance with departmental policies and procedures and complaint with applicable legislative framework, and include the compilation of bid/quotation and advertisements, opening and processing bids/quotations, evaluation of bids/quotations, compilation of recommendations, adjudication of bids/quotations and conclusion of contracts. Administer contracts effectively, in accordance with departmental policies and procedures and complaint with applicable legislative requirements, in respect of compilation, adjustments, variations, amendments, cancellations and transfer, and remedial actions. Provide secretariat services to bid committees.

ENQUIRIES : Mr M Machela, Tel no. (051) 400 4743

POST 30/78 : **PERSONAL ASSISTANT: CHIEF DIRECTOR: STRATEGIC PLANNING & RESEARCH REF NO: DESTEA 36/08/17**

SALARY : R226 611 per annum
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate three year Bachelor's degree/diploma in Office Administration or equivalent qualifications. Good verbal and written communication skills. Computer Literacy (Excel, MS Word and Power Point Presentation). Good interpersonal skills. Good management office skills. Financial management skills.

DUTIES : Set up and maintain systems in the office of the Chief Director that will contribute towards improving efficiency, e.g. filing, office protocol, etc. Ensure safekeeping of all documentation in the office of the Chief Director. Render secretarial services to meetings of the Chief Director. Accompany the Chief Director on some major visits to assist with administrative and logistical arrangements.

ENQUIRIES : Mr M Sani, Tel no: (051) 400 4931

POST 30/79 : **PERSONAL ASSISTANT: CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DESTEA 49/08/17**

SALARY : R226 611 per annum
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate Degree/Diploma in Office Administration or equivalent qualifications. Good verbal and written communication skills. Computer Literacy (Excel, MS Word and Power Point Presentation). Good interpersonal skills. Good management office skills. Financial management skills.
DUTIES : Set up and maintain systems in the office of the Chief Director that will contribute towards improving efficiency, e.g. filing, office protocol, etc. Ensure safekeeping of all documentation in the office of the Chief Director. Render secretarial services to meetings of the Chief Director. Accompany the Chief Director on some major visits to assist with administrative and logistical arrangements.
ENQUIRIES : Ms MP Tiale, Tel no: (051) 400 9430

POST 30/80 : **COMMUNICATION OFFICER REF NO: DESTEA 51/08/17**

SALARY : R226 611 per annum
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate Degree / Diploma in Corporate Communication or equivalent qualifications. Computer Literacy. A valid driver's license.
DUTIES : Provide technical support to the Assistant Director: Communication. Assist with conducting research and drafting of speeches for the MEC. Arrange for media coverage for government programmes through advertisements, media innovations, media releases and media conferences. Scan daily and weekend newspapers for issues raised relating to the FSPG/Government in order to compile a media monitoring report for the MEC, EXCO and senior management of the Department. Plan, coordinate and give feedback on specific media programme/events. Write articles and take photos during events for the Departmental Staff Newsletter. Gather information and develop promotional materials for different departmental events. Liaise with media and handle media enquiries.
ENQUIRIES : Ms. F. Nyamathe, Tel no: (051) 400 9548

POST 30/81 : **IT TECHNICIAN 2 POSTS REF NO: DESTEA 52/08/17**

SALARY : R226 611 per annum, Level 07
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate Degree/ Diploma in Information Technology or equivalent qualifications. Experience in IT environment. Good Technical Report writing skills.
DUTIES : Perform new software and hardware rollouts. Provide user support on existing hardware and software. Provide support to network equipment and related services. Provide first line Helpdesk support. Enforce and monitor strict adherence to ICT policies.
ENQUIRIES : Ms M Mphathane, Tel no: (051) 400 9473

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT**

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

- APPLICATIONS** : Posted to: Ms. B. Sepuba: Internal HR: Recruitment. E- Government Department. Private Bag X112, Marshalltown, 2107 or Hand deliver to No.75 Fox Street, Imbumba House, Marshalltown, Johannesburg OR visit our GPG Professional Job Centre and apply on line. All other online enquiries can be directed to the GPG Contact Centre on 0860 428 8364
- FOR ATTENTION** : Ms. B. Sepuba
- CLOSING DATE** : 11 August 2017
- NOTE** : Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications; driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. If a Z83 could not be obtained, a comprehensive CV should be submitted as application. The following information should be included in the CV: Personal information – Surname, Name, ID number, Driver's License, Race, Gender, Disability, Nationality and an indication of criminal offences; Contact details; Language Proficiency; Qualifications; Work experience and References. (Separate application for every vacancy should be submitted). Applications without a reference number or a clear indication of the post for which you apply will not be considered. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

OTHER POSTS

- POST 30/82** : **DEPUTY DIRECTOR: QUALITY CONTROL**
Directorate: Centre of Innovation
- SALARY** : R657 558 per annum (all inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus a 3 year National Diploma in Quality Assurance Management or Bachelor's degree (will be an added advantage) or NQF6 in Quality Assurance Management tertiary qualification with 3 to 5 years' experience in leading a team within quality management environment and re-engineering systems' processes. Person Profile: Knowledge and appreciation of concepts and application of quality assurance methodologies and tools. High level of verbal and communication skills, Facilitation skills, Quality oriented, Client and value delivery focused attitude. Knowledge of the principles of strategic business decision making. Integration and interpretation of information. Ability to meet deadlines. Project management principles, practices, techniques and tools. Ability to develop and edit written material. Ability to process computer data, format and generate reports. Skills in usage of survey and market research methodologies, systems and techniques. Change agency. Diagnostic and advisory skills.
- DUTIES** : Identify, adapt and implement most appropriate business process improvement and quality assurance framework and methodology. Conduct evaluations and assessments of current practices in order to identify strategies for process and quality improvements, and for the delivery of effective programs and individualized services. Prepare reports on evaluation/assessment findings; and prepare recommendations for approval by relevant management. Monitor programs in

order to ensure that desired changes are effected, objectives are achieved, and program changes are maintained. Document customer outcomes which can be attributed to changes resulting from the quality assurance program. Support the Office of the Head of Department to improve the use of performance metrics and their application during the business planning and performance reporting process. Identify problems by consulting with other professional and support staff, reviewing client complaints, observing staff performance, monitoring program implementation, reviewing reports, and special studies. Evaluate programs relating to compliance with accreditation and/or certification standards; coordinate and/or assist in activities regarding the development and implementation of plans and time frames for correcting deficiencies involving these standards. Design research and program evaluation projects; develops and establish systems for collecting data; analyze statistical data collected from these studies; and prepare both technical and general reports, summarizing results and making recommendations. Conduct pre-surveys in order to identify and correct deficiencies prior to official surveys being conducted. Assist in the development and maintenance of policies and procedures, operational guidelines, and contractual agreements relating to compliance standards. Assist business units with the development of process improvement initiatives and advise on implementation strategies. Consult with internal departments and individuals regarding program development and assists in planning and evaluation activities. Sit-in departmental Quality Assurance meetings to gain insight and to give guidance in order to entrench high levels of quality assurance. Perform other related work as assigned.

ENQUIRIES :

Ms Bertha Sepuba Tel no: (011) 689 8894

POST 30/83 :

ASD: KNOWLEDGE MANAGEMENT
Directorate: Centre of Innovation (COI)

SALARY :
CENTRE :
REQUIREMENTS :

R417 552 per annum (plus benefits)
Johannesburg
Matric plus a National Diploma or related NQF 6 qualification in preferably Business Informatics/Information Management or Information Science with at least 2 (two) to 4 (four) years' experience directly related to the duties and responsibilities of knowledge and information management role. PERSON PROFILE: High level of verbal and communication skills. Works proactively. Delivers on time. Quality oriented. Influential buy-in. Facilitation skills, Lateral thinking skills, Good report writing skills, Strong interpersonal skills. Ability to meet deadlines. Knowledge Management, client oriented and value delivery focus. Consultative and advisory skills. Appreciation of concepts and application of knowledge management principles, practices of Employee assistant Programme and its relationship to knowledge information management. Project management principles, practices and techniques. Skills in design and usage of IT-based systems for knowledge exchange.

DUTIES :

Identify knowledge and information requirements for the e-Government department. Improve document management process through automation and integration into business process redesign. Assist in the integration of KIM strategy with Employee Assistant Program (EAP). Assist in the development and implementation of a knowledge and (knowledge and information management) policy and strategy for the e-Government department. Work with Information and Communication Technology (ICT) to establish an effective Information Technology infrastructure and its related tools for data warehousing assortment and information knowledge exchange. Assist in development of organisational processes and culture that actively promotes knowledge exchange. Actively place content on the e-Government portal, to develop the knowledge base accessible to the organisation. Contribute to the project team driving improvements and enhancements in EAP through development of KIM framework, ensuring that technology responds to the business requirements. Assist in identifying subject matter experts within the e-Government, and develop mechanisms for their expertise to be accessed and utilised and for new recruits to be mentored. Assist in promoting a culture that values knowledge management and exchange, and actively incentives it through the performance management system. Perform other related work as assigned.

ENQUIRIES : Ms Bertha Sepuba Tel no: (011) 689 8894

DEPARTMENT OF HEALTH

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

MANAGEMENT ECHELON

POST 30/84 : **MEDICAL SPECIALIST GRADE 1, 2, 3**
Directorate: Family Medicine

SALARY : Grade 1 R991 857 –R 1052 712 per annum (all inclusive Package)
Grade 2 R1134069 – R1203366 per annum (all inclusive Packages)
Grade 3 R 1316136 – R1645464 per annum (all inclusive Package)

CENTRE REQUIREMENTS : Ekurhuleni Health District (ESDR)
: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a family physician. Current proof of registration with the HPCSA as a Family Physician. Postgraduate degree in Family medicine (MMed Family Medicine).Grade 1: 0-4 years after registration with HPCSA as Medical Specialist in Family Physician. Grade 2: Minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Family Physician. Grade 3: Minimum of 10 years appropriate experience as a Medical Specialist after registration with HPCSA as Family Physician. Teaching experience is required as this is a Joint appointment post with the department of Family Medicine, University of the Witwatersrand (Wits) as a lecturer. Experience in health management, transformation and willingness to make a difference in the district health services. Expect the incumbent to perform commuted overtime. Recommendations: Experience in district health service and general medical/family practice. Experience in PHC services, HAST, EBM and ward based PHC outreach programmes. Willingness to work in any facility within the sub-district or district.

DUTIES : Improve Patient / client care through implementation of appropriate evaluation methods and tools, improve chronic patient care, improve patient records keeping, enhance accessibility of clinical services to poorest wards and disadvantaged communities in the district , maintain and improve 24 hours clinical services community health centres (CHCs) in the sub-district , improve services for older persons and disadvantaged individuals in the sub-district, improvement in-service training on clinical care services for health care workers, improve antenatal care for pregnant clients attending PHC facilities, improve maternal care services in MOU in the applicable CHC, improve management of paediatric patients in the MOU and clinic, improve emergency medical services, improve performance of minor surgical procedures, provide care for people living with HIV and TB, improve medical student training at the district training complex / campus (DEC), improve supervision and training of clinical associates (BCMP program), contribute to Family medicine registrar training of WITS / UP, undertake research protocol development, presentation & publication, develop proper referrals between clinics and level 2 hospitals, improve DATA collection among doctors and nurses at the clinics, ensure compliance with code of conduct and public service disciplinary procedures, improve on attendance of doctors at work at the clinic and sub-district, ensure compliancy with PMAs and PMDS , and manage internal and external stakeholder complaints & conflicts effectively.

ENQUIRIES APPLICATIONS : Dr J.M.M Musonda: Tel no: (011) 878 -8548/0764402010
: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager.

CLOSING DATE : 11 August 2017
NOTE : Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S & T and resettlement allowance will be paid.

OTHER POSTS

POST 30/85 : **PRODUCTION PHARMACIST GRADE 1-3 REF NO: 001263**
Directorate: Pharmacy Unit

SALARY : Grade 1: R615 945 – R653 742 per annum (all inclusive package)
Grade 2: R673 494 – R714 819 per annum (all inclusive package)
Grade 3: R736 425 – R781 611 per annum (all inclusive package)

CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12. B.Pharm qualification. Registration with SA Pharmacy Council as a Pharmacist. Grade 1 requires no experience; Grade 2 requires 5-years experience; Grade 3 requires 13-years experience. Excellent communication and information skills, management skills and time management skills, good interpersonal skills, team builder, basic administrative and computer skills, training skills, counseling skills, research, development and statistical analysis skills, supervisory/motivational skills, problem solving and decision making, basic financial management skills, project management skills, policy analysis skills, monitoring and evaluation skills, presentation skills. Customer focused and responsiveness. Sound knowledge of legislation applicable to pharmacy practice, Human Resource Management and staff relation legislation. Appropriate clinical and theoretical knowledge.

DUTIES : Keep surveillance on medicine consumption in the department. Supervise, coordinate all administrative functions of the department. Dispensing of medicine. Monitor and evaluate the quality of service in the department. Control of budget for the department. Ensure adherence to the dispensing and GPP standards as set out by the SAPC. Manage, monitor and evaluate pharmacy staff in the unit. Ensure adherence to both the hospital and provincial drug formularies, PFMA, national core standards requirements, ensure drug availability and avoid wasteful and fruitless expenditure. Support the Pharmacy Manager in effective administration of the pharmacy department. Produce relevant reports. Registration as tutor. Assist with on-call and after hour duties. Ability to work under pressure. Observe all Batho Pele Principles.

ENQUIRIES : Ms. M.G. Mayayise, Tel no: (012) 318-6839
APPLICATIONS : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE : 11 August 2017
NOTE : Medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and certificates.

POST 30/86 : **OPERATIONAL MANAGER NURSING SPECIALITY (OPERATING THEATRE) LEVEL 10**
Directorate: Nursing Department

SALARY : R499 953per annum (plus benefits)
CENTRE : Mamelodi Hospital
REQUIREMENTS : Grade 12(Std10) certificates, Basic 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. Diploma/ Degree in Nursing Administration /Management will be an added advantage. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Medical and Surgical nursing science (Neonatal 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 Medical and Surgical nursing science (Operating Theatre). Computer literacy. Knowledge of all Legislation relevant to Health Care Service.

DUTIES : Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in Accordance with the Scope of practice and Nursing Standards. Teach delegates, monitor and evaluate performance/ appraise personnel. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper records keeping. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and patients' rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of multidisciplinary teams within the facility. Provide comprehensive operating theatre nursing care. Ensure effective and efficient coordination and integration of quality health care. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by 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.

ENQUIRIES : MS S Mahlangu Tel no: (012) 841 8363
APPLICATIONS : Applications to be sent to Mamelodi Hospital, Hand Post-delivery to 19472 Serapeng Street Tsamaya Road or Private Bag X0032 Rethabile Mamelodi East 0122 or submit online at: www.gautengonline.gov.za

FOR ATTENTION : Ms J Vilakazi Recruitment Section
CLOSING DATE : 11 August 2017

POST 30/87 : **OPERATIONAL MANAGER NURSING (PHC)**
 Directorate: PHC

SALARY : R499 953 - R562 698 per annum (plus benefits)
CENTRE : Jabulane Dumane CHC (SSDR)
REQUIREMENTS : A minimum 9 years appropriate / recognizable experience in nursing after registration as professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant speciality (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver's licence is essential. Knowledge of all Legislation relevant to Health Care Services.

DUTIES : Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Management of resources. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager.

ENQUIRIES : Ms M.A Mopeli Tel no: (011) 863 7797
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager.

CLOSING DATE : 11 August 2017
NOTE : Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S & T and resettlement allowance will be paid.

POST 30/88 : **DENTAL TECHNICIAN REF NO: WOHC/01/2017**
 Directorate: Laboratory

SALARY : R281 148 – R378 687 per annum
CENTRE : Wits Oral Health Centre

<u>REQUIREMENTS</u>	:	Qualified Dental Technician registered with SATDC. The candidate who have exposure to specialised appliances and CAD/CAM. B-Tech will be an added advantage.
<u>DUTIES</u>	:	Production of removable and fixed appliances, as well as orthodontic appliances. Assisting dental students with their laboratory work. Working with post graduates and teaching Dental students. NB: The candidate should be prepared to perform under pressure and work after hours to support academic activities to improve service delivery.
<u>ENQUIRIES</u>	:	Ms L.M. Mazibuko Tel no: (011) 488 4898
<u>APPLICATIONS</u>	:	Applications must be send to Wits Oral Health Centre, Private Bag X15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown, No faxed /E-mailed applications will be accepted.
<u>CLOSING DATE</u>	:	11 August 2017
<u>POST 30/89</u>	:	<u>DIAGNOSTIC RADIOGRAPHER GRADE 1-3 2 POSTS REF NO: 001264</u> Directorate: Radiography Department
<u>SALARY</u>	:	Grade 1: R281 148 - R321 462 per annum (plus benefits) Grade 2: R331 179 – R378 687 per annum (plus benefits) Grade 3: R390 123 – R473 445 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Degree or Diploma in Diagnostic Radiography; Registered with Health Professions Council of South Africa; HPCSA proof of annual registration; Grade 1 requires no experience, Grade 2 requires 10-years minimum experience and Grade 3 requires 20-years minimum experience in Diagnostic Radiography after registering with HPCSA as a Diagnostic Radiographer; Sound interpersonal and communication skills.
<u>DUTIES</u>	:	Undertake radiographic procedures in accordance with prescribed radiation control and medico legal requirements; provision of: general diagnostic radiography, special examinations, i.e. GIT, IVP, Cystogram, Myelogram, etc.; Theatre radiography service and emergency radiography service in different units. Assist trainee Radiographers to develop radiographic and other relevant skills; Participate in departmental radiographic policy making and planning for service delivery improvement.
<u>ENQUIRIES</u>	:	Ms. R.N. Mashubuku, Tel no: (012) 318 6658
<u>APPLICATIONS</u>	:	Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za .
<u>CLOSING DATE</u>	:	11 August 2017
<u>NOTE</u>	:	Medical Surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and certificates.
<u>POST 30/90</u>	:	<u>RADIOGRAPHER (RADIATION ONCOLOGY) PRODUCTION REF NO: HRM 57/2017</u> Directorate: Radiation Oncology
<u>SALARY</u>	:	GRADE 1 R281 148 per annum plus benefits GRADE 2 R331 179 per annum plus benefits GRADE 3 R390 123 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	B Tech Radiotherapy/Diploma in Radiotherapy. Registration with HPCSA. Grade 1: less than 10 years, Grade 2: 10-20 years and Grade 3 more than 20 years' experience in radiation oncology. Good knowledge of IMRT and Stereotactic radiotherapy. Dedicated to profession and patients. Excellent communication skills. Good interpersonal skills. Empathetic. Excellent patient care. Good team worker. Excellent health record. Grade 2 - 3 Prepared to take responsibility in area of duty. Excellent supervisory and leadership skills. Problem solving skills and initiative are very important.

DUTIES : Responsible for accurate delivery of radiation treatment to patients with neoplasms, including brachytherapy. Assist in localization and treatment planning. Physical and emotional support of patients and family. Daily and weekly QA. Manage and organize area of work. Administration duties e.g. organization of appointments and statistics. Assist students during clinical work to develop radiography skills. Treat emergency patients after hours. Attend and participate in continuous professional development program.
Grade 2 – 3: PMDS of sub-ordinates. Discipline and conflict management. Assist in the overall management of the department.

ENQUIRIES : Mrs. P Pillay Tel no: (012) 354 2309

APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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 : 11 August 2017

POST 30/91 : **OCCUPATIONAL THERAPIST (REF NO.TRH 10/2017)**
Directorate: Allied

SALARY : Grade 1: R 281 148 – R 321 642 per annum (plus benefits)
Grade 2: R 331 179 – R 378 687 per annum (plus benefits)
Grade 3: R 390 123 – R 473 445 per annum (plus benefits)

CENTRE : Tshwane Rehabilitation Hospital

REQUIREMENTS : Bachelor of Occupational Therapy. Registration with HPCSA as an Occupational Therapist and annual proof of payment. Experience in rehabilitation, good communication skills and computer literacy will be an added advantage. Experience: Grade 1: Have completed community service. Making of assistive devices and creative activities will be an added advantage. Grade 2: A minimum of 10 years appropriate experience in Occupational Therapy after registration with HPCSA. Grade 3: A minimum of 20 years in Occupational Therapy after registration with HPCSA. Ability to work in a team, interdisciplinary approach.

DUTIES : Render patient centred Occupational Therapy service that complies with standards and norms as indicated by health policies and protocols. To run work hardening programme. To work with colleagues, relieve as and when the need arise, and to work closely with interdisciplinary team members. Perform clinical supervision of allocated staff (e.g. Community service therapist and or Occupational Therapy Assistants/Technician). To participate in student training, supervision and performance evaluation. Implement and maintain quality assurance and National Core Standards and norms at departmental level. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of interdisciplinary team members. Participate in mini research projects for the institution.

ENQUIRIES : Ms M Mogale, Tel. No: (012) 354 – 6820

APPLICATIONS : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

CLOSING DATE : 11 August 2017

NOTE : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

POST 30/92 : **PRINCIPAL PERSONNEL OFFICER**
Directorate: Human Resources Management

SALARY : R226 611 –R266 943 per annum (plus benefits)

CENTRE : Ekurhuleni Health District (Northern Sub District)

REQUIREMENTS : Grade 12 with 5 years' experience in HR as generalist or national Diploma/degree with 3 years' experience as a generalist. Extensive knowledge of PERSAL and HR

prescripts. Computer literacy is essential. Drivers licence is essential. Good understanding of PSCB, resolutions especially the implementation of OSD, leadership skill, planning and organising skills, problem solving, communication skill, and financial management. Ability to work under pressure. Good interpersonal skills.

DUTIES : Manage and render effective the human resource unit at sub district level. Supervise clerks and registry clerk. Provide guidance and support to staff. Approve and quality assure all the transactions related to appointments, salary administration, leave, overtime, terminations, transfer and housing allowance. Management of PILIR for the sub district. Ensure there is a good filling system at sub district. Management of the PMDS, RWOPS, and payroll. Attend to all auditor general queries. Manage and coordinate the implementation of grade progression for OSD staff categories. Advice staff on HR related issues. Assist with the recruitment and selection for the sub district. Form part of the sub-district management team

ENQUIRIES : Ms B.M Zwane Tel no: (011) 876 1766
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400

FOR ATTENTION : Human Resource Manager

CLOSING DATE : 11 August 2017

NOTE : The candidate will be indirectly report to the Deputy Manager Nursing of the Sub District. Applicant will be subject to medical surveillance screening. No S&T and resettlement will be paid.

POST 30/93 : **FINANCE CLERK CREDITOR'S CONTROLLER REF NO: WOHC/02/2017**
 Directorate: Finance

SALARY : R226 611 per annum (plus benefits)

CENTRE : Wits Oral Health Centre

REQUIREMENTS : An appropriate Diploma / Bachelor's degree in Financial Management with 3 years experience in finance environment, or Grade 12 with 5 years' experience in finance environment. Must have working knowledge of BAS, SAP R/3 and SRM. Knowledge of the PAAB / Medicom would be an added advantage. Knowledge of government prescripts such as PFMA, Treasury Regulations and SCM. Competencies required: Analytical and Communication (Verbal and written) skills and computer literate.

DUTIES : Render financial accounting transactions: Receive and process requisitions, invoices and payments. Clear suspense account, compile and process journals. Handling of Petty cash requisitions and replenishments Supervise the collection of cash and the receipt and capturing of cash payments. The incumbent would be responsible for the Risk Management services of the Institution. Identify, investigate and report any losses. Render a Budget support service: Compare expenditure against budget, and revenue against target. Capture and update expenditure and revenue information. Compilation of reports and reconciliations. Perform any other additional duties as required by manager.

ENQUIRIES : Ms A Tonisi Tel no: (011) 488 4898

APPLICATIONS : Applications must be send to Wits Oral Health Centre, Private Bag X15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown, No faxed /E-mailed applications will be accepted.

CLOSING DATE : 11 August 2017

POST 30/94 : **ADMINISTRATION CLERK REF NO: WOHC/04/2017**
 Directorate: Patient Administration

SALARY : R152 862.00 (Plus benefits)

CENTRE : Wits Oral Health Centre

REQUIREMENTS : Grade 12 with a minimum of 1 year experience in Patient Administration. Knowledge of Acts that govern Patient Administration: PFMA, Patient's rights charter, Batho-Pele Principles, Procedure manuals and UPFS. Knowledge of

PAAB system will be an added advantage. Must be able to communicate (verbal and written) and be computer literate.

DUTIES : Patient registration and billing on PAAB. Patient classification according to classification policy manual. Filing and Record keeping. Adhere strictly to procedures pertaining to downtime and online procedures. Update of patient's information. Booking patients for appointments. Assist with patients queries.

ENQUIRIES : Ms A Tonisi Tel no: (011) 488 4898

APPLICATIONS : Applications must be send to Wits Oral Health Centre, Private Bag X15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown, No faxed /E-mailed applications will be accepted.

CLOSING DATE : 11 August 2017

POST 30/95 : **NURSING ASSISTANT REF NO: WOHC/05/2017**
Directorate: Nursing Department

SALARY : R116 625 – R 202 674 per annum

CENTRE : Wits Oral Health Centre

REQUIREMENTS : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nursing Assistant). Registration with the South African Nursing Council.

DUTIES : Assist patient with activities of daily living (Physical care). Measure, interpret and record vital signs. Operate all relevant apparatus and equipments. Assist professional nurse with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Communicate skills (verbal and written). Knowledge of relevant nursing legislation. Compulsory shift work and flexibility. Give health education to patient and families.

ENQUIRIES : Ms L.M. Mazibuko Tel no: (011) 488 4898

APPLICATIONS : Applications must be send to Wits Oral Health Centre, Private Bag X15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown, No faxed /E-mailed applications will be accepted.

CLOSING DATE : 11 August 2017

POST 30/96 : **CLEANER REF NO: WOHC/06//2017**
Directorate: Support Service Department

SALARY : R 90 234 per annum (with benefits)

CENTRE : Wits Oral Health Centre

REQUIREMENTS : Abet or grade 10. Cleaning experience of 3 months to 2 years. Good verbal and written communication skills, good interpersonal skills and productiveness. Knowledge of OHS. Ability to read and write. Ability to work under pressure. Be able to work as a team.

DUTIES : Clean all designated areas such as, clean all items such as windows, walls basins, sinks, lockers, sweep, mop and polish all floors designated areas in the institution. Provide routine general work and compliance services. Open windows every day for hygienic and infection control purpose. Damp and dry dusting. Emptying of dustbins in all designated areas in the institution. Periodically asses and update toilets cleaning check list in line with set hygienic standards, request and replace toilet paper/ towels and hand wash soap. Remove and store waste in the designated areas. Report safety and hazardous treats in the cleaning environment. Provide routine maintenance services. Clean and take proper care of cleaning equipment, store and safe guard cleaning material and equipment. Report electrical or mechanical malfunction of cleaning machines and other related equipment.

ENQUIRIES : Ms. A Tonisi Tel no: (011) 488 4898/4850

APPLICATIONS : Applications must be send to Wits Oral Health Centre, Private Bag X15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown, No faxed /E-mailed applications will be accepted.

CLOSING DATE : 11 August 2017

PROVINCIAL TREASURY

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



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 11 August 2017
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POSTS

- POST 30/97** : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT**
Directorate: Sustainable Fiscal Resource Management
- SALARY** : R334 545 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three year tertiary qualification e.g., Degree or National Diploma in Economics or Accounting or Public Management and Governance. 1 - 2 years' experience in budget environment. Knowledge of Legislations, PFMA, Division of Revenue Act, Treasury Regulations and other related regulations. Knowledge and understanding of the public sector, budget and project cycles. Knowledge of Ms Word, Excel and PowerPoint.
- DUTIES** : The incumbent will be responsible for; Support with the management of the provincial strategic budget planning process by providing advice, guidance and training on the budget process, budget reforms and budget formats; Provide initial input into the development of a credible adjustment budget for the province by compiling and maintaining the legislative framework; Provide initial input into the development of a credible medium term expenditure framework for the province; Assist and provide initial input into the provincial analysis in terms of expenditure, revenue and conditional grants; Assist the Deputy Director with initial inputs for the development of long term expenditure and budgetary modelling and any other projects.
- ENQUIRIES** : Ms Bulelwa Mtshizana, Tel no: (011) 227 9000

<u>POST 30/98</u>	:	<u>BUSINESS ANALYST</u> Directorate: Financial Governance
<u>SALARY</u>	:	R334 545 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A relevant 3 year Diploma / Degree in Business Analysis or Financial Information Systems. Project management experience (PMBOK, PRINCE and Agile methodology). Minimum of 1- 2 years' experience in ERP implementation and Business Analysis experience. Knowledge and understanding of the public sector financial systems (BAS, PERSAL SAP FI/CO, SAP MM). SAP Certification will be added advantage. Advanced PC skills including MS Office: (Excel, Word, Outlook, Visio)
<u>DUTIES</u>	:	The incumbent will be responsible to: lead requirements analysis, validation and verification, ensuring that requirement statements are complete, consistent and concise. The successful candidate will need to assist other Business Analysts, and Developers to come up with Designs for new projects in this financial systems environment. Understanding business process management and business requirements and translating them to specific software requirements, manage traceable requirements and track requirements status throughout the project. Manage changes to requirement through effective use of change control processes and tools. Ability to communicate (verbal and written) with business requirements and transfer the same knowledge to the development team. Develop future business processes that are cost effective and will result in overall improvement of productivity within the departments. Proven problem solving and diagnostic work. Schedule project meetings to assess the deliverables against the business needs. Lead and conduct interviewing tasks. Compilation of the requirements documentation. Manage multiple initiatives simultaneously. Elicit requirements using interviews, data analysis, business process descriptions, use cases, scenarios, business analysis, and workflow analysis. Collect multiple streams of data and decompose them into concise specifications. Competencies: Foster 40 interpersonal relationship and demonstrate leadership across teams. Effectively communicate business strategy and direction to team. Problems analyses and self-management skills.
<u>ENQUIRIES</u>	:	Ms Bulelwa Mtshizana, Tel no: (011) 227 9000
<u>POST 30/99</u>	:	<u>INTERNAL AUDITOR QUALITY ASSURANCE AND IMPROVED PROGRAMME</u> Directorate: Gauteng Audit Services
<u>SALARY</u>	:	R281 418 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Relevant diploma or degree in Internal Auditing with 2 years' experience in auditing environment. Attributes: The role require an innovative thinker with good analytical, interpersonal, communication skills. The candidate should possess good management skills, have sound business.
<u>DUTIES</u>	:	To perform quality assurance reviews of audit files according to the International Professional Practices Framework (IPPF) and Research for Gauteng Audit Services and related services. Document system descriptions and prepare flowcharts. Prepare audit programmes. Execute audit programmes. Compile and reference audit working papers. Liaise with team leaders at the planning, execution and reporting phases of each internal review. Review working papers and referencing prepared by trainees and assistant auditors. Compile the audit findings and prepare draft audit report. Compile the audit findings and prepare draft audit report. On the job mentoring/coaching motivating and training of other team members. Contribute expertise and industry knowledge to ensure value is added to the client and Gauteng Audit Services. Liaise and inform the supervisor regularly on the progress of the audit. Comply with Gauteng Audit Services admin requirements. Maintain accurate time records. Maintain acumen and decision making skills.
<u>ENQUIRIES</u>	:	Ms Bulelwa Mtshizana, Tel no: (011) 227-9000

<u>POST 30/100</u>	:	<u>SENIOR PRACTITIONER: FINANCIAL BUSINESS SYSTEMS 5 POSTS</u> Directorate: Financial Governance
<u>SALARY</u>	:	R281 418 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Information Technology or Financial Information Management Systems. 1 – 2 years (SAP, PERSAL, BAS) system support experience. Solid experience in designing and developing training tools i.e. simulation tools, assessment tools and learning management systems. Knowledge of (SAP, PERSAL, BAS) systems. SAP Certification will be an advantage .Applicable legislative and regulatory framework. Ability to analyse problems and provide clear recommendations. Driver's license, must be prepared to travel. Strong organizational skills. Able to collaborate with clients, and have a strong desire to excel. Excellent communication skills, written and verbal. Must be able to work independently as well as a team player and can manage own workload. Able to Multi-task and work under tight deadlines. Must be an effective problem solver.
<u>DUTIES</u>	:	The successful candidate will assist in improving the level of skills in system end-user in (SAP, PERSAL, BAS) applications within the GPG. Provide system support on (SAP, PERSAL, BAS) applications for GPG system end-users by ensuring the efficient and timely operation of all incoming requests and incidents from various departments. Provide appropriate support and inputs to comply with system processes and procedures. Responsible for ensuring issues are handled professionally and promptly, issues are tracked, reported on /or escalated accurately as required. Prepare and maintain transversal and other systems for utilization. Identify and conduct both informal and formal (SAP, PERSAL, BAS) systems training to users. Prioritizes the training needs in collaboration with managers for their team ensuring that the areas that lead to the highest impact and value add are selected. Monitor the effectiveness of the training received, by receiving feedback reports from officials as well as continuous feedback from departmental managers. Assist and train departments on how to draw and analyse.
<u>ENQUIRIES</u>	:	Ms Bulelwa Mtshizana, Tel no: (011) 227 9000
<u>POST 30/101</u>	:	<u>PERSONAL ASSISTANT TO 2 DIRECTORS: STRATEGY MANAGEMENT</u> Chief Directorate: Strategy management
<u>SALARY</u>	:	R226 611 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus Secretarial Diploma or equivalent qualification. 3 -5 years' experience in office management or similar role. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability.
<u>DUTIES</u>	:	Provides a secretarial/receptionist support service to the Director(s): Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Utilizes discretion to decide whether to accept / decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advises the manager regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services: Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and Management reports. Scrutinizes routine submissions/ reports and make notes and/or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Does filing of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions

and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles the procurement of standard items like stationary, refreshments etc for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to managers regarding meetings: Scrutinizes documents to determine actions/information/other documents required for meetings. Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/her on the contents. Records minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Support the manager with the administration of the Managers budget: Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant Public, Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Ms Bulelwa Mtshizana, Tel no: (011) 227-9000

DEPARTMENT OF SOCIAL DEVELOPMENT

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. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POSTS

POST 30/102 : **PERSONAL ASSISTANT (LEGAL SERVICES) REF NO: SD/2017/07/01**

SALARY : R226 611 per annum plus benefits
CENTRE : Johannesburg Head Office
REQUIREMENTS : Secretarial Diploma or equivalent qualification with 3-5 years' experience in rendering a support service to Senior Management. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Basic knowledge on financial administration.

DUTIES : Register all incoming and outgoing mail and documents. Qualities assure the standard required on incoming and outgoing documents. Route incoming mail and

documents. Return documents to staff for correction, amendment and implementation. Follow up on the submission of required documents with managers and staff. Maintain a register of incoming and outgoing mail and documents. Distribute information to managers and staff. Notify managers about scheduled and unscheduled meetings in the component. Liaise with other components regarding the submission of documents. Coordinate the distribution of reports to line managers and staff. Quality assures submitted data against set criteria and standards. Submit consolidated reports as per the set timelines. Maintain records of all consolidated and submitted records. Record commitments made by the Director/Chief Director. Secure and change appointment as required. Confirm appointments and commitments. Assist in the scheduling of appointments in the order of priority and importance.

ENQUIRIES : Ms B Khutsoane Tel no: (011) 355 7805
APPLICATIONS : Applications can be delivered to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private Bag X 35, Johannesburg, 2000. Failure to do so will lead to disqualification. The Department also urges all designated / preferred groups applying for positions to please direct your applications to the Employment Equity Officer for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents

CLOSING DATE : 11 August 2017
NOTE : Kindly note the post was advertised on Circular 29 of 2017. It was withdrawn due to incorrect duties. The Department of Social Development is guided by the principles of Employment Equity; therefore all the appointment will be made in accordance with the Employment Equity target of the Department. People with Disability are encouraged to apply. NB: Preference will be given to Indians, Coloureds, Whites and People with Disabilities (Differently abled persons)

POST 30/103 : **LEGAL ADMINISTRATION OFFICER: MR1 REF NO: SD/2017/07/02**

SALARY : R174 606 per annum
CENTRE : Johannesburg Head Office
REQUIREMENTS : Degree in LLB. Knowledge and understanding of legislative and policy framework governing Legal Services processes, systems and procedures in the Public Service. Knowledge and understanding of the Department's legal requirements, obligations and commitments. Report writing, probing, analytical, interpersonal, client orientation and customer focused skills. Valid driver's Licence

DUTIES : Arrange legal consultation sessions with affected staff. Compile necessary documents and other evidence for legal action. Interrogate staff on the circumstances and content of the case. Analyse and interpret legal documents concerning the Department. Recommend legal resources in favour of the Department and present recommendations for consideration and approval. Consult with the office of the State Attorney for legal advice and follow up on cases referred to them. Liaise with the Department of Justice for legal enquiries and advice. Analyse and interpret legally binding documents on behalf of the Department. Identify the legal basis, resources, rights and obligations of the Department in all contracts and prepare documentation for consideration, approval and implementation.

ENQUIRIES : Ms B Khutsoane Tel no: (011) 355 7805
APPLICATIONS : Applications can be delivered to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private Bag X 35, Johannesburg, 2000. Failure to do so will lead to disqualification. The Department also urges all designated / preferred groups applying for positions to please direct your applications to the Employment Equity Officer for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents

CLOSING DATE : 11 August 2017
NOTE : Kindly note the post was advertised on Circular 29 of 2017. It was withdrawn due to incorrect duties The Department of Social Development is guided by the principles of Employment Equity; therefore all the appointment will be made in accordance with the Employment Equity target of the Department. People with

Disability are encouraged to apply. NB: Preference will be given to Indians, Coloureds, Whites and People with Disabilities (Differently abled persons)

**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. 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.

MANAGEMENT ECHELON

POST 30/104 : **MEDICAL SPECIALIST: GRADE 1: REF NO: HRM 20/2017**
Directorate: Dept. Of Anaesthetics

SALARY : GR 1: R 991 857–R1052 712 per annum. (All inclusive salary package) plus commuted overtime None to less than 5 years actual experience after registration with the HPCSA as a Medical Specialist in Anaesthesia

CENTRE REQUIREMENTS : King Edward VIII Hospital (KEH)
: MBCHB degree or equivalent PLUS registration certificate with the HPCSA as a Specialist in Anaesthesia, or registerable with HPCSA as a Specialist PLUS annual renewal registration certificate as a Medical Specialist with HPCSA (2017/2018)
: Recommendations: Ongoing or previous research, preference will be given to a candidate in possession of an MMed or willing to register and complete an MMed within 12 months of appointment, willingness to rotate through departmental areas/hospitals as required by service needs. Knowledge, Skills, Training and Competencies Required: Sound knowledge and skills associated with the practice of Anaesthetics, ability to diagnose and manage common Obstetric Anaesthesia Emergencies, demonstrate the ability to work as part of a multidisciplinary team, knowledge of current Health Legislation and policies at Public Institutions, information management, quality assurance programs, medical ethics, epidemiology and statistics, with a demonstrated ability to perform research and potentially supervise future MMed projects, requisite clinical management in the relevant discipline, human resource management, planning, implementation and evaluation.

DUTIES : Key Performance Areas: Supervise anaesthesia related activities in the Obstetric theatre complex, devise protocols, monitor and implement quality improvement, implement and sustain an obstetric epidural service, supervise an obstetric academic program, teach and train in ESMOE, participate in the delivery of clinical Anaesthesia service at KE8H providing holistic patient care, inclusive of pre-operative assessment, intra-operative Anaesthesia and post-operative care in high-care or ward, in the S-block and obstetric anaesthesia complexes, responsible for the administration of junior staff e.g. Interns, Medical Officers or Registrars, participate in the development and ongoing provision of under graduate and post graduate teaching in Anaesthesia, assist with maintenance of standards of care and implementation of quality improvement programs within the department, provide consultative services to other surgical disciplines.

ENQUIRIES : Dr. L. Cronje Tel no: (031) 360 3424

- APPLICATIONS** : 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** : 04 August 2017
- POST 30/105** : **MEDICAL SPECIALIST REF NO: MEDSPECGI/1/2017**
Department: Gastroenterology
- SALARY** : Grade 1: Medical Specialist- R991 857 per annum, all inclusive salary package (Excluding commuted overtime). No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa
Grade 2: Medical Specialist R1 134 069 pa all inclusive salary package (excluding commuted overtime). Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist Physician
Grade 3: Medical Specialist– R1 316 136 pa all inclusive salary package (excluding commuted overtime) 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist Physician
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
Applicants must be registered as a Specialist Physician with the Health Professions Council of South Africa. Current registration with HPCSA as a Specialist Physician. Knowledge Skills, Training and Competencies Required: Ability to teach and supervise junior staff. Middle Management Skills. Research principles. Good administrative, decision making and communication skills.
- DUTIES** : Experience and suitability to train in the sub-specialty of Gastroenterology. Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertain to the unit. Conduct, assist and stimulate research. Participate in formal teaching as required by the department. Promote community-orientated services and participation in departmental outreach programmes. Conduct outpatient clinics and provide expert opinion where required. Provide both academic and clinical service functions at the Hospital, including ward rounds, outpatients clinics, clinical training ward rounds. Participate in clinical research and academic programmes in the respective clinical department. Train under- and postgraduate students on both bedside training and classroom training at the hospital. Participate in both academic and clinical administrative activities.
- ENQUIRIES APPLICATIONS** : Professor KA Newton, Tel no: (031) 260 4761
- CLOSING DATE** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
18 August 2017

OTHER POSTS

- POST 30/106** : **MEDICAL OFFICER–IALCH 2 POSTS REF NO: NEUROLOGY MO/2/2017**
- SALARY** : Grade 1: Medical Officer –R 736 425per annum (All inclusive Salary Package) excluding Commuted Overtime, Experience: At least 6 months in internal medicine at MO level or above. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised local health professional council for local graduates and a foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
Grade 2: Medical Officer – R 842 028 per annum (All inclusive Salary Package) excluding commuted overtime. Five years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner of which at least 6 months must be in internal medicine at MO level or above. The appointment to Grade 2 requires a minimum of six years(6) relevant experience after registration as a Medical Practitioner with a recognised local health professional council for

local graduates and a foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Grade 3: Medical Officer –R910 716 per annum (All inclusive Salary Package) excluding commuted overtime. Ten years registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner of which at least 6 months must be in internal medicine at MO level or above. The appointment to Grade 3 requires a minimum of 11 years (11) relevant experience after registration as a Medical Practitioner with a recognised local health professional council for local graduates and a foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa

<u>CENTRE REQUIREMENTS</u>	:	Department Of Neurology
	:	Valid current registration with the HPCSA as a Medical Practitioner. Completion of Community Service Commitment appointment. Completion of at least six months of Internal Medicine at level of Medical Officer and above. Possession of the Part 1 of the FCN degree will be considered as an advantage. South African citizens or be in possession of documentary proof of permanent residence. Skills, Knowledge, Training and Competency Required: Sound communication, negotiating, planning, organizing and interpersonal skills. Clinical competence in patient care such as treating general medical conditions, patient clinical assessment.
<u>DUTIES</u>	:	Providing a holistic in-patient and out-patient service, including preventive measures, treatment and rehabilitation. Management and investigation of patients seen by neurology as a discipline, participating in postgraduate education, personal development and all academic meetings and outreach programmes. The incumbent must be willing to rotate within the discipline as determined by the head of department.
<u>ENQUIRIES APPLICATIONS</u>	:	DR VB Patel Tel no: (+27) 31-240 2359 / 2361
	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
<u>CLOSING DATE</u>	:	18 August 2017
<u>POST 30/107</u>	:	<u>ASSISTANT NURSING MANAGER-PN-A7: SURGICAL NURSING SERVICES</u> <u>REF NO: ANM NURS: SURGICAL/1/2017</u>
<u>SALARY</u>	:	R499 953 per annum Other Benefits: 13th cheque, Housing Allowance-Employee to meet prescribed requirements Medical Aid: optional
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital
	:	Degree/Diploma in General Nursing and Midwifery. Current registration (2016) with S.A.N.C as a General Nurse and Midwifer. Degree/Diploma in Nursing Administration will be an added advantage. At least eight (8) years post registration professional nurse experience of which at least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Knowledge, Skills, Training and Competence Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound management negotiation, inter-personal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing component in regional or tertiary hospitals. Knowledge of human resource management policies and practices, including recruitment, conditions of service, performance management, training and development and labour relations including disciplinary, grievance and abscondment processes/procedures. Computer literacy and information management. Basic financial management skills.
<u>DUTIES</u>	:	Ensure the provision of highest possible nursing care through adequate supervision, guidance and support. Ensure that there is efficient and effective utilization of allocated budget in the Nursing Service area--Surgical. Ensure that nursing staff is equitable allocated to units as per needs of each area. Ensures that performance of nursing staff is monitored through EPMDS system. Ensure that all nursing staff comply with all the relevant Acts / prescripts applicable within the nursing and healthcare environment. Participate in the analysis, formulation and implementation of nursing policies and procedures. Ensure that the units comply with the National Core Standards and there is continuous quality

improvement programs/projects as determined by the needs of the department. Ensure that quality is monitoring in various programs e.g. IPC, Resuscitation and Health and safety. Ensure that the patient care environment is conducive for best patient-care outcomes. Deal with labour relation issues in terms of legislative and procedural guides. Ensure that policies and practices governing conditions of service of nursing staff, including leave and exits, are adhered to. Monitoring and verification of nursing staff in the pay-point as designated. Participates in supply chain management and financial management process as determined by PFMA. Monitoring, reporting and mitigation of adverse health events in the surgical area. Implement risk assessment and monitoring to ensure quality standard of care. Ensures that the Complaints management policy and procedure is adhered to.

ENQUIRIES : Ms NO Mkhize Tel no: (031) 240 1063
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
CLOSING DATE : 18 August 2017

POST 30/108 : **PROFESSIONAL NURSE: SPECIALITY NURSING STREAM 30 POSTS REF NO.: PN (SPEC NURS) /1/2017**

SALARY : Professional Nurse Grade 1: R340 431 per annum Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required
Professional Nurse Grade 2: R418 701 per annum Experience: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific Speciality after obtaining the 1 year post basic qualification in the relevant speciality
Other Benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional:

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Degree Diploma in General Nursing + Diploma in Midwifery and 1 year post basic qualification in the relevant speciality. Critical Care X8 Theatre Technique x 6, Trauma x 3, Advanced Midwifery and Neonatology x 3, Nephrology x 3 Oncology x 5, Ophthalmology x 1 and Orthopaedics x 1. Current registration with SANC as General Nurse and relevant speciality. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

DUTIES : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Internal rotation of staff within the relevant speciality will be exercised according to patients need. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.

ENQUIRIES : Mrs NO Mkhize Tel no: (031) 240 1063
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

CLOSING DATE : 18 August 2017

POST 30/109 : **PROFESSIONAL NURSE: GENERAL NURSING STREAM 20 POSTS REF NO: PN (GEN NUR)/1/2017**

SALARY : Professional Nurse Grade 1: R226 083 per annum. Experience: No experience required
Professional Nurse Grade 2: R278 052 per annum. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in general nursing is required.
Professional Nurse Grade 3: R340 431 per annum. Experience: A minimum of 20 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in general nursing is required.
Other benefits: 13th cheque, Housing Allowance: employee to meet prescribed Requirements Medical Aid: optional

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
: Degree / Diploma in General Nursing. Current registration with SANC as General Nurse. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

DUTIES : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Internal rotation of staff will be exercised according to patient's needs. Act as shift leader in Unit (when necessary).

ENQUIRIES APPLICATIONS : Mrs NO Mkhize Tel no: (031) 240 1063
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

CLOSING DATE : 18 August 2017

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Direct your application to: The Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200 Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg 3200

FOR ATTENTION CLOSING DATE NOTE : Dr ML Ngcogo.
: 11 August 2017
: Applications must be submitted on form Z83 and should be accompanied by a CV and original certified copies of all educational qualifications, Identity document and driver's license required by the post advertised. Applications must be forwarded to relevant address. Applicants must indicate the reference number of the post applied and the centre on Form Z83. Application forms Z83 (Application for Employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer. Applicants who will promote the achievement of employment equity targets and who meet minimum appointment requirements will be given preference. The employment is subject to signing of the employment contract and annual performance agreement. The candidates will be required to undergo security clearance, competency based assessment and to disclose financial interests in accordance with relevant prescripts. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his/ her application was not successful.

OTHER POST

- POST 30/110** : **REPAIR AND MAINTENANCE COORDINATOR REF NO: DSD3/01/2017HO**
Re advertisement
- SALARY** : R334 545 per annum, Level 09
- CENTRE** : Head Office: Pietermaritzburg
- REQUIREMENTS** : Qualifications: Degree/ National Diploma in Built Environment (Quantity Surveying and Construction Management); 3-5 years' experience in building and maintenance of facilities. A valid driver's license. Knowledge: Extensive knowledge of public finance management Act; Knowledge of planning and management of construction of Physical facilities; Working knowledge of land regulation and SA Development Trust; Working Knowledge of national building regulations; Act 1996 (i.e. constitution of South Africa); Labour relations and relevant regulations; Knowledge of policies with regards to physical facilities. Skills: Computer literacy; Specification writing; Good communication; Decision making; Time management; Financial management; Project management; Interpersonal relations; Networking; Analytical and innovative thinking; Problem solving; Planning and Organising; Driving.
- DUTIES** : Ensure the provision of effective multi-year planning and technical advice in relation to maintenance; Administer the compilation of needs assessment and specifications pertaining to maintenance requirement; Supervise maintenance work done by contractors; Report on building, maintenance planning and construction; Provide budgetary allocations and expenditure in respect maintenance; Provide Assets and Human Resources Management and input to policies.
- ENQUIRIES** : Mr HB Ngwane Tel no: (033) 341 7908

**PROVINCIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER**

<u>APPLICATIONS</u>	:	Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand deliver to Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.
<u>CLOSING DATE</u>	:	11 August 2017
<u>NOTE</u>	:	The Office of the Premier is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Applications must be accompanied by Z83, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with 3 contactable referees. Failure to submit the requested documents will result in your application not being considered. Late, faxed and e-mailed applications will not be considered. Qualifications will be verified. The successful candidates for the above positions will be required to undergo security screening. Candidates will be subject to competency assessment. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority.

OTHER POSTS

<u>POST 30/111</u>	:	<u>DEPUTY DIRECTOR: ICT SECURITY REF NO: NWOOP/07/1</u> Purpose: To administer ICT Security Services.
<u>SALARY</u>	:	R657 558 per annum all-inclusive package, Level 11
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	A three year degree and/or equivalent qualification in the Information Technology (NQF level and Credits). 6 – 7 years related experience of which 3 years should be at junior management level. Sound analytical, interpretive and high-level communication skills. Excellent writing skills with ability to pay attention to details. Computer literacy and understanding of the government ICT regulatory framework, processes and policies.
<u>DUTIES</u>	:	The development and monitoring and evaluation of ICT security policies, plans and ICT security mechanisms. The identification and classification of Information Technology and information assets. Conducting of ICT security risk assessments and awareness in the province.
<u>ENQUIRIES</u>	:	Mr. M. Toka, Tel no: (018) 388 3135
<u>POST 30/112</u>	:	<u>CHIEF PROGRAMMER: CONTROL WEB DESIGNER REF NO: NWOOP/07/2</u> Purpose: To manage the development of infrastructure related applications and support services.
<u>SALARY</u>	:	R334 545 per annum, Level 09
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	A three year degree and/or equivalent qualification in the Information Technology (NQF level and Credits). 3 -5 years relevant work experience of which 2 years should be at a supervisory level. 3 years technical experience in the Web change control and SDLC methodologies. Knowledge: Working knowledge of ICT environment and experience in development/design; maintenance of applications; advanced web sites and web based application systems design; Proficient in the use of web tools; Problem and Incident management Skills: Advanced analytical and programming skills, advanced problem solving skills; excellent interpersonal relations, good communication skills; report writing skills; Planning and organising; facilitation skills; coordination skills; conflict resolution; project management; leadership and presentation skills; research skills.
<u>DUTIES</u>	:	Perform user support, development and maintenance of the web sites and web based application systems of the North West Provincial Government. Perform the analysis and design of requirements specification. Engage on the analytical

technical review and design of applications. Manage technical problems. Prioritise, monitor and assign development tasks to the team members. Perform and manage change control and adhere to best practice design standards. Ensure that applications are configured and managed based on best practises. Provide assistance in documenting project post implementation report for new applications and websites. Roll out applications and website. Maintain user manual and system documentation. Provide user training. Review existing applications and ensure changes are effected according to user's requests. Promote a culture of team building and development within the unit.

ENQUIRIES :

Mr M. Toka, Tel no: (018) 388 3135

POST 30/113 :

ASSISTANT DIRECTOR: ANTI-CORRUPTION AND ETHICS REF NO: NWOOP/07/3

SALARY :
CENTRE :
REQUIREMENTS :

R334 545 per annum, Level 09

Mahikeng

A Bachelor of Laws and/or equivalent qualification (NQF level and Credits).3 -5 years relevant/ related work experience in counter fraud and corruptions activities of which 2 years should be at a supervisory level. Computer literacy. Understanding of Project Management principles and knowledge of Protected Disclosure Act, Financial Intelligence Centre Act, Money Laundering, Public Finance Management Act and Treasury Regulations. Excellent Written and verbal communications skills. Ability to communicate at all levels. Ability to work under pressure and willingness to work extra hours.

DUTIES :

Provide secretariat support services to the Provincial Anti-Corruption Forum and Provincial Anti-Corruption Technical Committee. Manage and administer National Anti-Corruption hotline cases and the data base for the Province. Coordinate anti-corruption mechanisms in provincial departments. Management of stakeholders and Liaison with law enforcement agencies. Preparation of reports.

ENQUIRIES :

Ms. S.M. Mphelo, Tel no: (018) 388 4039

POST 30/114 :

ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: NWOOP/07/4

SALARY :
CENTRE :
REQUIREMENTS :

R334 545 per annum, Level 09

Mahikeng

A Bachelor's degree in Psychology or a Social Work. Registration with the Health Professions Council of South Africa or as a Social Worker with the South African Council for Social Services Professions (SACSSP). 3-5years experience in Employee Health and Wellness of which 2 years should be at a supervisory level. Computer literacy in MS Office packages. Valid Driver's license. The incumbent must be willingness to travel. Knowledge, Skills & Competencies: Knowledge and experience in HIV and AIDS, and TB management, Wellness management, and Safety, Health, Environment, Risk and Quality (SHERQ) management as well as promotion of health and productivity. Knowledge of Government legislation pertaining to Employee Health & Wellness Programme, human resources management, managing performance and supervision. Ability to maintain strict confidentiality, handle conflict situations, write reports and make presentations.

DUTIES :

Manage the quality of life within the Office through designing and implementation of employee assistance and wellness programmes; coordinate the provision of psychosocial, individual and organizational wellness. Coordinate the provision of physical wellness and to monitor and evaluate the impact of the wellness programme in the Office. Conduct counseling, group work, crisis intervention, trauma debriefing and running workshops and promoting employee wellness. Developing workshops materials, questionnaire design and data collection, data capturing, data analysis and write reports. Coordinate Employee Health and Wellness events. Develop and maintain effective client record keeping systems and provide statistical and other reports as directed. Provide support and advice to management on Employee Health and Wellness issues. Ensure adherence to the required legal and ethical requirements of Employee Wellness and Workplace HIV

and AIDS services. Manage the performance of staff and regularly ensure assessment of their performance.

ENQUIRIES : Ms. G Lebeko, Tel no: (018) 388 3507

POST 30/115 : **SENIOR PROGRAMMER REF NO: NWOOP/07/5**
Purpose: To manage the development of infrastructure related applications and support services.

SALARY : R226 611 per annum, Level 07
CENTRE : Mmabatho
REQUIREMENTS : A three year degree and/or equivalent qualification in the Information Technology (NQF level and Credits). 2 - 3 years relevant work experience in the Web change control. Knowledge: Working knowledge of and experience in the ICT environment and experience in development/design; Problem and Incident management and maintenance of applications. Proficient in the use of web tools. Skills: Advanced analytical and programming skills, advanced problem solving skills; excellent interpersonal relations, good communication skills; report writing skills; Planning and organising; facilitation skills; coordination skills; conflict resolution; project management; leadership and presentation skills; research skills.

DUTIES : Perform user support, development and maintenance of the web sites of the North West Provincial Government. Provide content management services. Attend to and resolve technical problems. Accept, perform and resolve action requests on REMEDY system. Design and maintain websites. Maintain user manual and website documentation. Ensure changes are effected according to user's requests. Perform other duties as delegated.

ENQUIRIES : Mr M. Toka, Tel no: (018) 388 3135

POST 30/116 : **SECRETARY TO DIRECTOR: E- GOVERNANCE REF NO: NWOOP/07/6**
Purpose: To render the administrative and secretariat support services to the Director.

SALARY : R152 862 per annum, Level 05
CENTRE : Mahikeng
REQUIREMENTS : 1-2 year National Higher Certificate in Management Assistant and/or equivalent qualification. 1– 2 years working experience in office administration. Good communication skills, verbal and non-verbal; ability to read, write and pay attention to details; sound interpersonal relations skills and good telephone etiquette. Computer literacy, high level of reliability and sound organizational skills. Willingness to work extra hours when required.

DUTIES : Provides administrative support to the Director: Render the secretariat services to the Director; Minute taking during meetings; coordinate and arrange meetings; Diary management: Office filing; Administration of Office correspondence; Management of the Office and perform other related duties assigned.

ENQUIRIES : Mr. C. Gabriel, Tel no: (018) 388 4032

**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 30/117 : **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1(OBSTETRICS AND GYNAECOLOGY)**

(This is a joint staff appointment with the University of Cape Town)
(Chief Directorate: General Specialist and Emergency Services)

SALARY : R 1 550 331 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 : Mowbray Maternity Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Obstetrics and Gynaecology Registration with a professional council: Registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Experience: A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in MS Outlook, Excel, Word and PowerPoint. Knowledge of the relevant statutory and policy frameworks, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Clinical service delivery in accordance with the Level 2 package of care for Obstetrics and Gynaecology. Proven experience with supervising staff, training junior doctors, and managing financial and other resources. Note: No payment of any kind is required when applying for this post. The expected date of the filling of the post is 1 March 2018.

DUTIES : Key result areas/outputs: Fulfil the role and duties of Head of the Obstetrics and Gynaecology Department in rendering an efficient and cost-effective specialised Obstetric service to patients managed by the Mowbray Maternity Hospital, including the delivery of outreach and support services. Ensure clinical governance for the Obstetrics Service at Mowbray Maternity Hospital and respond to medical and legal issues as they arise. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment). Deliver effective and efficient management of the Obstetrics Department in terms of managing staff; reporting; participation in executive management decision-making and planning. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Medical Officers, Interns, final year UCT Medical students, and ensure that research appropriate to the health setting is promoted at Mowbray Maternity Hospital. Participate in the functioning of the Department of Obstetrics and Gynaecology at the University of Cape Town.

ENQUIRIES : Ms JC Joemat, Tel no: (021) 659-5544

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

FOR ATTENTION : Ms C Dawood
CLOSING DATE : 11 August 2017

OTHER POSTS

- POST 30/118** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Directorate: Infrastructure Sourcing
- SALARY** : R334 545 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Relevant post-matric qualification in procurement and/or the built environment. Experience: Appropriate experience in procurement of built environment-related goods and services in a healthcare environment by means of commodity-driven sourcing strategies, in particular: Executing procurement projects from needs analysis through to contract management stage. The procurement processes prescribed by the Construction Industry Development Board. The local built environment industry, including cost drivers, supply and demand, innovations and vendor landscape. Human Resource Management. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of FM services, i.e plumbing, electrical and mechanical maintenance, HVAC, fabric repairs. Demonstrate stakeholder engagement, influencing, expenditure analysis and reporting skills. Financial, commercial awareness and knowledge of Human resource management. Proven experience managing complex projects and computer literacy (Word, Excel and PowerPoint). Ability to work under pressure and pay attention to detail and meet deadlines. Ability to communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post. Shortlisted candidates will be required to undergo a competency test.
- DUTIES** : (key result areas/outputs): Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans. End-to-end management of the sourcing process: drive vendor performance management, vendor identification, evaluation. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Delivery of optimal commercial benefits to the Department. Human resource management.
- ENQUIRIES** : Ms S van Breda, Tel no: (021) 483-7810
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms C Dawood
CLOSING DATE : 11 August 2017
- POST 30/119** : **ADMINISTRATIVE OFFICER: FINANCE**
Directorate: Financial Accounting
- SALARY** : R226 611 per annum per annum plus 37% in lieu of service benefits.
CENTRE : Head Office, Cape Town (Stationed at Stikland Hospital)
REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Willing to travel and spend long periods away from the home while placed at health institutions within the Western Cape. Experience: Knowledge and appropriate experience in Supply Chain Management, payments, system management, warehousing, ordering and assets. Knowledge and appropriate experience in Finance that in payments, journals and reconciliation of invoices and statements. Competencies (knowledge/skills): Knowledge of computerised Management Financial systems. Knowledge of Supply Chain Management procedures.

Knowledge of Accounting. Computer Literacy. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Process LOGIS and BAS payments. Process orders. Performing warehouse functions. Procuring and accounting for assets. Effect transactions on the LOGIS/Syspro system. Effective maintenance of the LOGIS/Syspro system.

ENQUIRIES APPLICATIONS : Ms A Scheckle Tel no: (021) 940 8977

FOR ATTENTION CLOSING DATE : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
: Ms C Dawood
: 11 August 2017

POST 30/120 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**

SALARY CENTRE REQUIREMENTS : R226 611 per annum
: Oudtshoorn Hospital (Eden District)
: Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate experience and knowledge of support services with reference to facility management and supervision. Inherent requirements of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Working knowledge of Logis. Advanced computer literacy (MS Word, Excel, and PowerPoint). Good written and communication 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. A practical test may form part of the interview process.

DUTIES : (key result areas/outputs): Effective management and supervision of staff for the support sections including Telecommunication, Porter Services, Laundry, Transport Section, Registry, Messenger Service, Residence, and out-sourced contractors. Effective and efficient management of the Registry Section according to Policy. Effective and efficient management of Residence including management of contracts of residents and learning centrum. Effective contract management of all out-sourced firms operating at Hospital and Clinics. Effective HR functions of Support Services section's staff, discipline and provide support to facility Manger (HRM).

ENQUIRIES APPLICATIONS : Ms MJ Coetzee, Tel no: (044) 203-7290

FOR ATTENTION CLOSING DATE : The Director: People Practices and Administration, Department of Health, Eden District Office, Private Bag X6592, George, 6530.
: Ms S Pienaar
: 18 August 2017

POST 30/121 : **ADMINISTRATION CLERK: ADMISSIONS**

SALARY CENTRE REQUIREMENTS : R152 862 per annum
: Cape Winelands TB Centre (Cape Winelands Health District)
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of patient administration and/or Health Information systems in a hospital or Primary Healthcare environment. Appropriate administrative experience. Inherent requirement of the job. Valid (Code EB) drivers licence. Competencies (knowledge/skills): Computer literate in MS Word and Excel. Ability to cope with a high work volume. Ability to deal with information in a confidential manner. Good interpersonal relations and organisational skills. Good communication 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. A practical test may form part of the recruitment and selection process.

DUTIES : (key result areas/outputs): Patient Reception and administration (this includes Admissions). Maintain an effective patient filing system as well as responsible for folder management (i.e. request and retrieve folders). Maintain the effective and efficient general office administration and ad-hoc duties. Assist the Information Management unit in collecting, capturing and validation of data. Switchboard operator.

ENQUIRIES APPLICATIONS : Ms Z Williams, Tel no: (023) 348 1391

: The Manager: Medical Services, Breede Valley Sub District, Private Bag X3044, Worcester 6849.

FOR ATTENTION : Mr E Booyse
CLOSING DATE : 18 August 2017

POST 30/122 : **ADMINISTRATION CLERK: FINANCE**

SALARY : R152 862 per annum
CENTRE : Central Karoo District (Stationed at Beaufort West Hospital) (Eden 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. Competencies (knowledge/skills): Sound knowledge of the Basic Accounting System (BAS) and of all applicable government legislation. Knowledge of the LOGIS payment system. Computer literacy (MS Word and Excel). Workable knowledge of PFMA, National and Provincial Treasury Directives. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Reconcile (clear) asset and liability accounts on the Basic Accounting System (BAS). Do LOGIS and BAS Transactions (Payments and Journals) within set timeframes. Reconcile Supplier Statements and applicable correspondence in that regard. Handle supplier queries and give timeous feedback. Financial reporting. Filing and safekeeping of documentation.

ENQUIRIES : Ms E Abbott, Tel no: (023) 414-8200
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 18 August 2017

POST 30/123 : **FOOD SERVICE SUPERVISOR**
(Chief Directorate: Metro District Health Services)

SALARY : R127 851 per annum
CENTRE : Metro TB Hospital Centre (Brooklyn Chest Hospital)
REQUIREMENTS : Minimum educational qualifications: General Education and Training Certificate (GETC) /Grade 9 (std 7). Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shifts. Competencies (knowledge/skills): Basic Computer literacy. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Supervise operational food services. Responsible for ensuring quality and risk control. Support the principles of Human Resources. Support financial management.

ENQUIRIES : Mr C Van Houten, Tel no: (021) 508-8333
APPLICATIONS : The Chief Executive Officer: Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7405

FOR ATTENTION : Ms A Isaacs
CLOSING DATE : 18 August 2017

POST 30/124 : **PORTER**

SALARY : R90 234 per annum
CENTRE : Ceres Hospital (Cape Winelands Health District)
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Experience in hospital environment. Inherent requirements of the job: Ability to perform tasks such as lifting patient's from/onto beds, trolleys and wheelchairs. Competencies (Knowledge/skills): Ability to speak in at least two of the three official languages of the Western Cape. Good interpersonal skills. Note: No payment of any kind is required when applying for this post.

DUTIES : (Key result areas/outputs): Safe transport of patients on trolleys and wheelchairs, within various areas in the hospital. Check and replace gas cylinders in wards or treatment areas and assist with shifting of medical equipment. Ensure a safe and hygienic work environment. Assist with the removal of bodies from wards and perform relevant duties. Respond to requests from wards and departments. Assist with ambulatory and walking patients.

ENQUIRIES : Ms A Pietersen, Tel no: (023) 316 9602
APPLICATIONS : The Medical Manager: Ceres Hospital, Private Bag X54, Ceres, 6835.

FOR ATTENTION : Mr W Owen
CLOSING DATE : 18 August 2017

POST 30/125 : **CLEANER**
(Chief Directorate: Metro District Health Services)

SALARY : R83 766 per annum
CENTRE : Vanguard Community Health Centre
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience as a cleaner. Experience with the use of cleaning equipment, cleaning materials and cleaning detergents. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Excellent communication Skills (verbal and written) in at least two of the three official languages in the Western Cape. Note: No payment of any kind is required when applying for this post. Successful candidates may be subject to a practical test.

DUTIES : (key result areas/outputs): General cleaning and maintenance (sweeping, scrubbing, refuse removal, dusting, mopping, polishing, cleaning hospital grounds, cleaning of windows and walls). Effective and efficient utilisation and storage of cleaning material and equipment. Adhere to safety precautions and ensure adherence to occupational health and safety policies. Maintain a high standard of neatness and hygiene in the facility. Optimal support to Facility Manager, Housekeeper and colleagues.

ENQUIRIES : Ms N Benn, Tel no: (021) 695 8238
APPLICATIONS : The Director: Metro District Health Services, Southern/Western Sub-structure, DP Marais Nurses Home, Retreat, 7945 or P.O. Box 30360, Tokai, 7966

FOR ATTENTION : Mr F Le Roux
CLOSING DATE : 18 August 2017

POST 30/126 : **CLEANER 2 POSTS**
(Chief Directorate: General Specialist and Emergency Services)

SALARY : R83 766 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a health environment. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of standard precautions of Infection, Prevention and Control. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: General cleaning and maintenance (i.e. dust, vacuum, polish, scrub and mop). Ensure that cleaning equipment (e.g. polishing and scrubbing machines, mops, brooms and buckets) are clean after usage and securely stored, according to Infection control standards. Effectively use cleaning agents and stock, as well as elementary stock control. Manage linen and segregation of waste. Responsible for general hygienic and safe environment in line with Infection Control Standards and procedures, including the SEAT.

ENQUIRIES : Ms M Kok, Tel no: (023) 348 1228
APPLICATIONS : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester 6849

FOR ATTENTION : Ms H Swart
CLOSING DATE : 18 August 2017