

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 39 OF 2017

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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.

AMENDMENT

: **Department of Correctional Services:** Kindly note that the following posts, advertised in PSVC 38, the salary of the [2] Deputy Directors posts should read, R657 558 all-inclusive package

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DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : Please forward your application for the above position via post to: P O Box 394 Menlyn 0063 or e-mail to: cogta@basadzi.co.za for Attention: Buli Malaba, tel: 012 998 8953
- CLOSING DATE** : 20 October 2017
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, certified ID, copies of qualifications and a full academic record. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POST

- POST 39/01** : **DEPUTY DIRECTOR: MUNICIPAL PROPERTY RATING (SALARY LEVEL 11) (RE-ADVERTISEMENT); REF: DD/MPR/09/2017;**
Candidates who previously applied for this post need not re-apply
- SALARY CENTRE REQUIREMENTS** : An all-inclusive remuneration package of R 657 558 per annum.
: Pretoria
: A three year Bachelor's Degree or National Diploma in Economics and Development studies or equivalent qualification. A minimum of 3 to 5 years' relevant working experience in fiscal policy and expenditure analysis or policy formulation, analysis, implementation and review. General competencies: Applied strategic thinking, programme and project management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication and computer Literacy. Technical competencies: In-depth understanding of the Municipal Property Rates Act, analytical and numerical skills with respect to the interpretation of municipal rating practices, understanding the impact of rates across property categories and the impact thereof on property owners.
- DUTIES** : The successful candidate will perform the following duties: Monitor and support municipalities and provincial CoGTAs with compliance with the provisions of the Municipal Property Rates Act (MPRA) and its Regulations. Monitor and support municipal determination of property categories and special rating areas for rating purposes. Determine how the levying of rates on sectors of the economy impacts on national economic policies, economic activities across municipal boundaries or the national mobility of goods and services, capital and labour.
- ENQUIRIES** : Ms V Mafoko, Tel no: (012) 334 4933

CIVILIAN SECRETARIAT FOR POLICE SERVICE

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

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom. Arcade Building 7th floor, Pretoria at the Reception.
- CLOSING DATE** : 13 October 2017, NB: Please ensure that your application reaches this office before 17h00 on week-days.
- NOTE** : Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria.

OTHER POST

- POST 39/02** : **DEPUTY DIRECTOR: SPECIALIST INVESTIGATOR REF NO: CSP/28/2017**
This is a re-advertisement of ref: 07/25. Applicants who previously applied should re-apply if still interested.
- SALARY CENTRE REQUIREMENTS** : R657 558 per annum (All-inclusive package)
: Pretoria
: An appropriate Bachelor's Degree/Diploma in Law or Policing, preferably in the Criminal Justice sector, or equivalent qualification. A minimum of eight years relevant experience, of which at least 3-5 years must be at the level of junior management. Appropriate experience in managing criminal investigations; knowledge of investigative systems and procedures; human rights and Government's broad transformation objectives and initiatives; ability to handle confidential documents; knowledge and understanding of Criminal Law, Law of Criminal Procedure and Law of Evidence; project management skills; presentation skills; problem solving and decision-making skills; report writing skills; organising skills; communication (verbal and written) skills; computer literacy ; ability to work independently, yet part of a team; work under pressure; meet deadlines and to act with tact and discretion.
- DUTIES** : Conduct investigations on complaints from the public into serious and unlawful infringement of rights in terms of the Criminal Law (Forensic Procedures) Amendment Act, 2013 (Act No. 37 of 2013) (DNA Act). Assist the Head: National Forensic Oversight and Ethics Board (DNA Secretariat) in setting up a functional complaints management system and administrative procedures; compile investigation reports on complaints for consideration by the DNA Secretariat Head; attend to classification and registration of complaints on the National Forensic DNA database (NFDD); analyse complaints and trends and develop recommendations;

assist the DNA Secretariat Head in engaging with relevant stakeholders and role-players on matters pertaining to the legislative functions of the DNA Board; attend to all other directives of the DNA Board relating to its mandate, and manage the investigator's component by ensuring that the database is updated and registers are completed.

ENQUIRIES
NOTE

- : Mr BK Shiphamele/ Mr CL Magardie Tel no: (012) 393 2500/4359
- : Please note: Shortlisted candidates will be required to undergo a competency assessment.

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria or Private Bag X63, Pretoria, 0001.
- CLOSING DATE** : 13 October 2017, 12H00 No late applications will be considered.
- NOTE** : Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) original certified copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: 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. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

MANAGEMENT ECHELON

- POST 39/03** : **SENIOR MANAGER: CONTACT CENTRE REF NO: (CCSM/2017/09-1P)**
- SALARY** : R948 174-R1 116 918 per annum (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized B Degree or equivalent three-year qualification (NQF level 7) as recognized by SAQA. A minimum of eight years demonstrated experience in Call Centre Management/Client Relations Management/Client Service Environment, of which five years should be at a middle / senior managerial level. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Knowledge of Relevant legislative requirements and GPAA policies and procedures. Knowledge of Pension Fund Regulations and Rules. Knowledge of the Industry. Knowledge of Relevant

Systems. Knowledge of Benefits Administration. Respect. Service excellence. Integrity. Transparency. Courtesy. Emotional intelligence. Team player. Service delivery innovation. People management and empowerment skills. Change management skills. Good communication skills (both verbal and written). Good Problem solving and analysis skills. Customer Relationship management (channel management). Compliance management. Strategic capability. Knowledge management. Financial management including budgeting and forecasting.

DUTIES

: The successful candidate will be responsible for a wide variety of tasks which include, but not limited to the following: Manage the implementation of the Operations Revenue Management strategy: Monitor the implementation of the operational plan for the Directorate to support the achievement of GPAA's strategic objectives. Manage, monitor and review the Directorate policies, procedures and processes, in accordance with best practice and legislation. Ensure implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organisation. Manage the provision of best practice regarding Directorate functions to all stakeholders. Ensure the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Monitor compliance with relevant legislation throughout all Directorate functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of identified risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasting. Manage inbound and outbound contact centre services for the Department: Ensure response to and recording of all telephonic inquiries and complaints received from clients via the call management and CRM tools. Ensure resolving client queries. Ensure provision of feedback to clients. Ensure quality assurance of calls of agent services and provide advice and measures to improve service: Ensure listening and assessments of calls. Ensure the provision of the call centre with performance improvement action plans. Analyse and provide systematic reports to contact centre management. Ensure the monitoring of contact centre system, equipment and agent database and action appropriate interventions. Manage all the resources in the Directorate: Oversee the development and management of staff within the Directorate. Implement and maintain a relevant management approach to support effective business results within the Directorate. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc) within the Directorate.

**ENQUIRIES
FOR ATTENTION**

: Mr Tumisho Manaka Tel no: (012) 319 1075
: Mr Tumisho Manaka – Recruitment

OTHER POST

POST 39/04

: **ASSISTANT MANAGER: LOGISTICS REF NO: (ASM/L/2017/09-1P)**

**SALARY
CENTRE
REQUIREMENTS**

: R334 545–R394 065 per annum
: Pretoria
: An appropriate Bachelor's degree in Financial Accounting/Public Administration and/or Supply Chain Management/Logistics with at least 4 years' experience in Supply Chain Management of which 2 years should be in a supervisory capacity. Computer literacy that includes a good working knowledge of Microsoft Office Products and ACCPAC as well as knowledge of BAS and LOGIS. Knowledge of Supply chain management in government. Knowledge of Logistics management. Knowledge of PFMA and PPPFA. Knowledge of Preferential Procurement Regulations of 2017. Knowledge of Treasury Regulations Act. Good Communications skills both written and verbal. Self-motivated. Good problem solving skills. Results orientated. Good interpersonal relations. Customer oriented. Team leader. Good analytical skills. Good financial/Accounting skills.

DUTIES

: The successful candidate will be responsible for a wide variety of tasks which include, but not limited to the following: Implement and maintain logistics and inventory policies and frameworks: Guide and advice departmental employees on logistics and inventory management matters to promote correct implementation and sound logistics and inventory management practices. Review, undertake, implement the supply chain logistics, inventory framework and policies through research. Provide input in the design and development of logistics and inventory policies, processes and procedures. Provide input in the strategic and annual supply chain logistics and inventory. Provide monthly SCM reports on procurement of goods and services: Coordinate and facilitate the monthly SCM reports on procurement of goods and services. Keep record of statistics required on government procurement goals. Provide reports for audit purposes to AGSA on request. Coordinate and review the processing of requisitions for goods and services: Processing of requisitions for goods and services. Coordinate the placement of orders for goods and services. Place an order for the service in the case of a service required. Order and acquire goods if not a store item or the item is not in stock. Coordinate the safekeeping and distribution of goods: Monitor the process of receiving and checking goods. Ensure that goods are captured on relevant registers. Return damaged incorrect and substandard goods. Monitor the process of issuing goods as required. Prepare and collate payment documents. Monitor the control of stock: Oversee the process of stock taking according to stock taking plan. Comparison of stock counted with official records. Identify outdated, unserviceable, redundant and obsolete stock. Prepare the identified stock for disposal. Develop proposals for the disposal method. Dispose according to approved method. Manage and development of staff: Manage the performance of the unit which involves coaching, mentoring, and take corrective action where required, develop performance standards and evaluates team and individuals. Monitor staff regarding human resource such as leave, recruitment and grievances. Compile the work plans for the section including the consolidation of operational plans into the directorate's overall work plan.

ENQUIRIES

FOR ATTENTION

: Mr Tumisho Manaka Tel no: (012) 319 1075

: Mr Tumisho Manaka – Recruitment

GOVERNEMENT PRINTING WORKS

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

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001
- FOR ATTENTION** : Ms M Mbokane, Human Resources, Tel no: 012 748 6296.
- CLOSING DATE** : 16 October 2017
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83, A detailed covering letter, recent comprehensive CV specifying all qualifications and experience with respective dates and certified copies of qualifications and ID must be attached, The Government Printing Works reserves the right to fill or not fill the above-mentioned posts. General information: Short-listed candidates must be available for interviews at a date and time determine by the Government Printing Works, Successful candidates will be subjected to competency assessment and must obtain a positive security clearance, Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration, If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 39/05** : **CHIEF EXECUTIVE OFFICER: GPW; REF NO: (GPW 17/57)**
(5 Year Contract Appointment)
- SALARY** : An all-inclusive salary package of R1 782 687 (R1 782 687-R2 008 200 per annum, structured as follows: Basic salary - 70% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary, non-pensionable Head of Department allowance - 10% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules. (Level 16)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) or equivalent qualification, 8 to 10 years' extensive experience at a senior management level of which 5 years must be as a member of the SMS in the Public Service, The candidate envisaged for appointment has extensive knowledge of the PFMA and Treasury Regulations, A good understanding of the printing industry and a strong understanding of corporate governance and the entire legislative and regulatory framework applicable thereto, The incumbent will be a strong leader with excellent verbal and written communication skills, Recognition of Prior Learning will be considered.
- DUTIES** : Key Competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus, People management and empowerment, Programme and project management, Knowledge and information management, Problem solving and analysis, Policy analysis and development, Financial management. Key Performance: The successful candidate will be responsible for the day - to - day business of the Areas: Government Printing Works and providing the required leadership and direction, Implement the vision, mission, values and strategic goals of the organization Communicate the strategic direction of the organization internally and externally ,Ensure compliance with national and appropriate internationally regulations, Ensure continuous improvement in the quality and value of services by the GPW, Establish and Maintain an organizational structure to accomplish operational and strategic goals, Liaise with stakeholders at strategic levels, Implement and ensure compliance with corporate governance and all the relevant legislative and regulatory frameworks based on the King3 principles.
- ENQUIRIES** : Mr JJ Rossouw Tel no: (012) 748- 6265

- POST 39/06** : **GENERAL MANAGER: OPERATIONS AND PRODUCTION REF NO: (GPW 17/58) (PERMANENT POSITION)**
- SALARY** : An all-inclusive salary package of R1 370 973 (R1 370 973 – R1 544 406 per annum, structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. (Level 15)
- CENTRE REQUIREMENTS** : Pretoria
: An undergraduate qualification (NQF level 7) NQF in Business Management/Industrial Engineering and a post graduate qualification (NQF level 8) or equivalent, 6 to 10 years' extensive experience in the management of operations and production functions, 8 to 10 years' extensive experience at a senior management level, In–depth knowledge of security printing operational challenges and relevant legislation and policies, Recognition of Prior Learning will be considered
- DUTIES** : Key Competencies: Strategic capability and leadership, including strategic planning and management, Performance optimisation innovation, Client orientation and customer focus, People management and empowerment, Programme and project management Knowledge and information management, Problem solving and analysis, Policy analysis and development, Dealing with pressure and setbacks. Key Performance: Provide strategic direction and ensure the strategic positioning of the branch responsible Areas: for the strategic management of Operations and Production functions (Research and Development, Management of Security and Non Security Printing, Production Planning Management and Equipment Maintenance), Ensure innovation and implementation on performance optimisation within the unit, Ensure proper stock management of manufacturing raw-products and finished goods, Ensure client order fulfilment through effective order tracking and customer feedback, Ensure compilation and achievement of operational budget with the corporate strategy, relevant policy and regulations, Ensure effective monitoring and reviewing production cost and efficiency levels within the different production lines, Establish and maintain appropriate systems and policies to ensure effective and efficient management of resources, Ensure effective people management including the development and implementation of a skills development standard compliance pertaining to printing policies, legislations and regulations.
- ENQUIRIES** : Mr JJ Rossouw Tel no: (012) 748- 6265
- POST 39/07** : **PROJECT MANAGER REF NO: (GPW 17/59)**
(12 Months Fixed Contract)
- SALARY** : An all-inclusive remuneration package of R948 174 per annum (Salary Negotiable). The package includes a basic salary (70 % of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of specific guidelines
- CENTRE REQUIREMENTS** : Pretoria
: An appropriate Bachelor's degree or equivalent NQF Level 7 qualification in an industry-related field and/or in a business/commerce field and management field and a recognised project management qualification, At least 5 years' experience at middle/senior management level with 5-8 years' proven Project Management experience, an understanding of the construction business, ability to work under deadlines, Knowledge understanding of Legislative Framework such as PFMA and Treasury Regulations, Project Management, Strategic thinking.
- DUTIES** : Supervise the entire Construction Project from its commencement to final completion, Plan and coordinate all aspects and different phases of the construction process. Interact on behalf of GPW with the professional team (e.g. engineers and architects) and the Contractor, Making decisions regarding immediate problems arising on site, Manage, oversee and monitor the Construction Project, ensuring its completion within the agreed time, key milestone schedule, quality; and budgetary framework by comparing costs incurred to the contract cost estimates, Approval of payments to the Contractor and maintaining an accurate set of project records e.g.

delays emanating from inclement weather, emergencies and other cost related matters, Draft and present regular progress and related reports to the GPW, Manage and resolve conflict & disputes and maintains discipline on site; and identifies any potential risk associated with the Construction Project as and when it materialises and advises GPW on proposals to mitigate such risk.

ENQUIRIES

: Mr K Moodley, Tel no: (012) 748 6306

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular.

- APPLICATIONS** : Applications must be e-mailed timeously to recruit@gtac.gov.za. Applications should not exceed size limit of 4MB. Numerous e-mails can be sent with attachments. Please visit the GTAC website at www.gtac.gov.za for more information.
- CLOSING DATE** : Monday, 09 October 2017 at 12h00
- NOTE** : Only SA Citizens to apply. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. Qualification checks and security screening will be conducted on recommended candidates. Recommended candidates may be subjected to competency assessments. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

MANAGEMENT ECHELON

- POST 39/08** : **RESEARCH, LEARNING & EVALUATION REF NO: G025/2017**
TERM: 3 Year Fix-Term Contract
- SALARY** : R1 127 334 – R1 347 879 per annum (All-inclusive Package), Level 14
- CENTRE** : Pretoria
- REQUIREMENTS** : To be considered for this position, the applicant must have a Completed NQF Level 8 Honours in Development/ Public Administration or relevant qualification from accredited educational institution: Training or certification in statistics and quantitative measurements. At least 6-8 years professional working experience. Experience in conducting evaluations and writing evaluation reports; Experience capturing both good practices and lessons learned, in a variety of approaches (e.g. end of the project evaluation, special studies). Experience in project design and evaluation. Experience in research, policy analysis and evaluation of donor funded projects. Experience of Donor Communities and Development of Enterprise Standards. Experience in the preparation of evaluation reports for different audiences – technical, management, government, donors and other stakeholders. Experience in application of leading qualitative and quantitative data collection, analysis and reporting tools. Experience in managing projects with multiple stakeholders and excellent report writing skills.
- DUTIES** : Provide strategic inputs into the management of the Jobs Fund Evaluation Framework and Learning Agenda. Identify and evaluate progress on projects and extract learnings from the Jobs Fund portfolio. Initiate planning of projects to ensure that evaluation and learning is integrated at the project planning phase. Develop Terms of Reference for evaluations and manage the service provider selection process. Provide input into the design of baseline assessments, mid-term evaluations and summative evaluations for projects. Support partners in the development of results chains for their projects. Utilise evaluation results to improve project roll-out and to identify and appraise new projects. Provide advice/information/guidance to project managers and partners on the most appropriate evaluation methodology for their projects. Analyse and synthesise findings from project evaluations. Initiate awareness sessions with stakeholders on evaluation, self-evaluation, project close-out and results-based management. Facilitate and coordinate information sharing. Document feedback on learnings from case studies, reviews, project close-out reports and other related factors. Manage research outputs and facilitate the implementation of research findings and recommendations. Initiate the creation of a network platform with internal and

external stakeholders in the establishment of dialogue on the outcomes of evaluation results. Develop and implement the Jobs Fund's evaluation and learning agenda. Provide strategic oversight, guidance and quality control of evaluation and learning. Define quantifiable output, outcome and Key Performance Indicators (KPIs). Develop processes for measuring progress against set evaluation and learning targets. Develop a learning review framework with each of the business units. Constantly engage with project managers and the Communications Unit to develop and document compelling outcome and impact success stories and to foster institutionalisation and internalisation of learning processes. Contribute to the training of project managers and partners on evaluation methodologies. Provide guidelines to staff and partners on evaluation and learning metrics and categories to effectively monitor current and future research. Develop and maintain relationships with internal and external stakeholders. Develop and maintain relationships with Universities, research institutions and other relevant stakeholders. Identify opportunities to optimise the Job Fund's collection, use, and management of data. Develop and conduct training for Jobs Fund staff on use of systems and effective data collection, use, and visualisation. Simplify complex systems and processes into user-friendly guidance for staff. Collaborate with the grants management system team and unit staff on broader system enhancements. Conduct long and short-term research, analysis, and information gathering assignments in support of evaluation and learning efforts. Manage, analyse, and effectively visualise large and complex data sets. Coordinate and respond to internal and external requests for data and data analysis.

- ENQUIRIES** : Kaizer Malakoane Tel no: (012) 315 5442
- POST 39/09** : **LEGAL SPECIALIST REF NO: G026/2017**
Term: 3 year fix-term contract
- SALARY CENTRE REQUIREMENTS** : R948 174 – R1 116 918 per annum (All-inclusive Package), Level 13
: Pretoria
: To be considered for this position, the applicant should have an appropriate post graduate degree e.g. Postgraduate degree in Law (LLB) qualification from an accredited educational institution At least 6-8 years relevant experience in a legal advisory environment. Senior Management experience in a legal environment with specific reference to providing written and oral advice / opinion and performing functions of Corporate Law Advisor. Knowledge of International, Contract, Constitutional Law and relevant legislative frameworks. Ability to structure and negotiate financial transactions. Draft legal agreements, documents and opinions. Conduct Legal research. Ability to ensure all governance and compliance requirements are met with the aim to eliminate potential inappropriate and corrupt practice.
- DUTIES** : Conduct and coordinate research into a variety of legal issues. Draft contracts and develop the contracting process for reviewing contracts for compliance. Negotiate contracts on behalf of the GTAC/Jobs Fund. Provide effective and efficient legal advice to various internal stakeholders on legal issues concerning, amongst others the grant management, governance, compliance, litigation, dispute resolution and contract management. Record all new instructions accurately and ensure that all records are easily accessible. Develop a policy document / framework to govern contract management within the Jobs Fund. Develop and maintain a register of standardized templates. Analyse request or instruction for legal support. Allocate request to relevant resource. Ensure quality of advice. Building understanding of legal issues, risks and obligations through advice. Ensure communications and training, especially for other legal services staff and managers. Ensure appropriate legal policies and practices are in place to manage the legal obligations and legal risks of the Jobs Fund effectively. Ensuring that professional best practice is achieved and maintained. Develop tactical and operational plan to ensure effective and efficient execution of drafting reviewing and evaluation of contracts. Ensuring compliance to legal standards when contracts are drafted. Ensuring that appropriate amendments and suggestions are effected to minimise risk. Ensure the proper evaluation of contracts to identify risk and compliance. Develop legal guidelines for policy writing and adoption. Develop a legal framework for legislative compliance. Manage the control systems in relation to monitoring trends and track progress to

ensure legal compliance. Provide a conducive climate for legal research. Evaluate the extent of threats and/or risk arising from legal process. Determine legal approach to avoid risk and protect Jobs Fund's interest. Set guidelines and control measures to be followed when in-sourcing legal professionals. Manage stakeholder alignment. Ensure and manage interaction with all relevant Jobs Fund stakeholders and partners. Providing advice to the Head of the Jobs Fund and the Executive Leadership Team across the range of the JF's legal interests, risks and obligations. Ensure legality assurance perspective to the Job Fund's strategic and governance processes, particularly the executive decision-making process. Establishing and maintaining effective public service and professional networks. Working with business units to quality assure the work of both the Legal Services team and external service providers. Develop and manage dispute resolution framework for the Jobs Fund. Analyse nature of and complexity of dispute and allocate to appropriate resource. Monitor and track progress on dispute to decide on appropriate cause of action to be taken (review or implement).

ENQUIRIES

: Kaizer Malakoane Tel no: (012) 315 5442

POST 39/10

: **PROJECT MANAGER REF NO: G027/2017**
Term: 3 Year Fix-Term Contract

SALARY CENTRE REQUIREMENTS

: R948 1743–R1 116 918 per annum (All-inclusive Package), Level 13
: Pretoria
: A relevant graduate degree or qualification (NQF Level 7) in the management of economic development projects. A minimum of 6-8 years' experience in the fields of project and/or programme management, of which at least two (2) should be at a supervisory level. Experience in the management of economic development projects. Experience in working in development agencies and grant management is an advantage. Excellent interpersonal and communication skills. Understanding of the Public Sector and knowledge of appropriate legislations and regulations. Excellent report writing skills.

DUTIES

: Define project scope, goals and deliverables that support business goals in collaboration with senior management and other stakeholders. Form an appropriate core project team for the project. Define the project management approach to be used on the project. Work with the team to identify all the work required to fulfil the scope. Create an integrated project schedule with assigned resources. Create a project budget that reflects the cost of the project. Make trade-offs between cost, scope, and time. Obtain management approval of the project plan. Estimate the resources and participants needed to achieve project goals. Where required, negotiate with other unit managers for the acquisition of required personnel from within the Jobs Fund. Determine and assess need for additional staff and/or consultants and make the appropriate recruitment if necessary during project cycle. Manage project schedule and task details utilizing project management tools such as reports, tracking charts, checklists, and project scheduling software. Draft and submit budget proposals, and recommend subsequent budget changes where necessary. Manage proposed changes to project parameters. Creates project deliverables with the specified level of quality for the project sponsor, on time and within budget, by efficient coordination of project resources and good control of project activities, in order to satisfy the project objectives. Plans, prepares, and maintains project schedules, by realistically estimating activity duration and risks, to meet the Jobs Fund standards. Identify and manage project dependencies and critical path. Track project milestones and deliverables. Manages risk, issues, status, communication, planning, execution, and resources as it relates to the project in order to meet project objectives. Uses proper planning and monitoring techniques to control project costs. Manages scope, schedule, and cost priorities for projects, between various stakeholder groups and within the project team, in order to resolve conflicts. Creates and reviews project documentation and project reports in order to monitor and control project management processes and project deliverables. Proactively manage changes in project scope, identify potential crises, and devise contingency plans. Define project success criteria and disseminate them to involved parties throughout project life cycle. Manages all project activities to align with the strategic direction of the Jobs Fund. Facilitates meetings that may frequently involve a range of issues (e.g. financial procedures,

regulatory requirements, actions involving outside agencies, interdivisional needs, etc.) for the purpose of identifying appropriate actions. Communicate project expectations to team members and stakeholders in a timely and clear fashion. Develop full-scale project plans and associated communications documents. Develop and deliver progress reports, proposals, requirements documentation, and presentations. Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas. Ensure all project documentation (including filing) is completed in accordance with the Jobs Fund's internal system. Maintain a database of contracts pertaining to all Jobs Fund projects responsible for. In conjunction with project administration, ensure variations and extensions of time as well as other contract notices are identified, prepared and submitted in accordance with contract requirements. Ensure project files and registers are up to date at all times. Ensure all project variations are reviewed with the Head of Projects prior to issue to the client. Keep the Head of Projects abreast of disputes relating to variations and disputes as they arise. Ensure to assess and review schedule of works against program for the timely delivery of materials and subcontractors. Prepares a wide variety of often complex materials (e.g. business proposals, marketing presentations, products and services brochures, official letters, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, providing written reference and/or conveying information. Ensure issues/concerns that may arise with clients on the project are promptly addressed and corrected. Ensure all requests for action by client are delivered by formal correspondence and in turn responded by formal correspondence in a timely manner. Develop and maintain sound and co-operative working relationships with clients. Follow up with clients in relation to submitted quotations / variations ensuring any discrepancies are promptly resolved with a view to securing work. Respond promptly and professionally to all client concerns and enquires received ensuring that the Head of Projects is notified of any concerns / issues that are complex in nature. Monitor confirmed variations with a view to ensuring that agreed time frames/ deadlines are being met. Ensure due diligence and FICA requirements are met. Ensure applicants receive the ABC PIMP when required. Ensure the submission of BCA according set timeframes. Ensure that the BC has been received on time. Ensure terms are appropriately agreed with the JFP. Manage the handover of project deliverables from the team to the customer and any supporting groups. Hold a project review to capture lessons learned to pass along to future projects. Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements. Ensure that budget is spent cost-effectively. Ensure effective corporate governance within the PFMA as a basis. Design and implement financial model and measures for the unit. Develop and adhere to correct financial Service Level matrixes. Ensure adherence to budgets and corrective action where required. Continuously align budget and expenditure with strategic outlook of business unit. Provide guidance, direction and support to management and staff on HR budget allocations and usage. Provides leadership and coaching for team members in order to foster professional development in project management. Develop best practices and tools for project execution and management. Ensure the development of a high-performing team through embedding formal Performance Development and informally coaching team on how to conduct the project management process effectively. Determine and analyse training and development needs for project managers and ensure they do the same for their teams. Determine and analyse training and development needs for project managers and ensure they do the same for their teams. Ensure that identified training is budgeted for and executed. Establish and maintain a succession plan for the project management team in the area using the formal Talent Management process for identified talent and an information process for remaining roles. Ensure that project managers create effective workforce plans and recruitment demands plans for their areas. Address poor performance of any team member through the formal Performance Improvement process. Pursue own development to increase personal effectiveness, acknowledging strengths and areas of development.

ENQUIRIES

:

Kaizer Malakoane Tel no: (012) 315 5442

- POST 39/11** : **EVALUATION, LEARNING SPECIALIST: REF NO: G028/2017 (x2 Posts)**
Term: 3 Year Fix-Term Contract
- SALARY** : R948 174–R1 16918 per annum (All-inclusive Package), Level 13
- CENTRE** : Pretoria
- REQUIREMENTS** : Minimum 3 year qualification (NQF 7) in Development/Sociology/Economics or related Social Science field from accredited educational institution; At least 5+ years professional working experience; Experience in conducting evaluations and writing evaluation reports; experience in research; Experience capturing both good practices and lessons learned, in a variety of approaches (e.g. end of the project evaluation, special studies); Experience in project design and evaluation; Experience in research, policy analysis and evaluation of donor funded projects; Experience of Donor Communities and Development of Enterprise Standards; Experience in the preparation of evaluation reports for different audiences – technical, management, government, donors and other stakeholders; Experience in application of leading qualitative and quantitative data collection, analysis and reporting tools; Experience in managing projects with multiple stakeholders and excellent report writing skills.
- DUTIES** : Provide strategic inputs into the management of the Jobs Fund Evaluation Framework and Learning Agenda. Identify and evaluate progress on projects and extract learnings from the Jobs Fund portfolio. Initiate planning of projects to ensure that evaluation and learning is integrated at the project planning phase. Develop Terms of Reference for evaluations and manage the service provider selection process. Provide input into the design of baseline assessments, mid-term evaluations and summative evaluations for projects. Support partners in the development of results chains for their projects. Utilise evaluation results to improve project roll-out and to identify and appraise new projects. Provide advice/information/guidance to project managers and partners on the most appropriate evaluation methodology for their projects. Analyse and synthesise findings from project evaluations. Initiate awareness sessions with stakeholders on evaluation, self-evaluation, project close-out and results-based management. Facilitate and coordinate information sharing. Perform benchmarking and research exercises on job creation, sustainability and systemic change. Document feedback on learnings from case studies, reviews, project close-out reports and other related factors. Manage research outputs and facilitate the implementation of research findings and recommendations. Initiate the creation of a network platform with internal and external stakeholders in the establishment of dialogue on the outcomes of evaluation results. Develop and implement the Jobs Fund's evaluation and learning agenda. Provide strategic oversight, guidance and quality control of evaluation and learning. Define quantifiable output, outcome and Key Performance Indicators (KPIs). Develop processes for measuring progress against set evaluation and learning targets. Develop a learning review framework with each of the business units. Constantly engage with project managers and the Communications Unit to develop and document compelling outcome and impact success stories and to foster institutionalisation and internalisation of learning processes. Contribute to the training of project managers and partners on evaluation methodologies. Provide guidelines to staff and partners on evaluation and learning metrics and categories to effectively monitor current and future research. Develop and maintain relationships with internal and external stakeholders. Develop and maintain relationships with Universities, research institutions and other relevant stakeholders. Identify opportunities to optimise the Job Fund's collection, use, and management of data. Develop and conduct training for Jobs Fund staff on use of systems and effective data collection, use, and visualisation. Simplify complex systems and processes into user-friendly guidance for staff. Collaborate with the grants management system team and unit staff on broader system enhancements. Conduct long and short-term research, analysis, and information gathering assignments in support of evaluation and learning efforts. Manage, analyse, and effectively visualise large and complex data sets. Coordinate and respond to internal and external requests for data and data analysis.
- ENQUIRIES** : Kaizer Malakoane Tel no: (012) 315 5442

NATIONAL DEPARTMENT OF HEALTH

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

- APPLICATIONS** : 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 N Sombinge
- CLOSING DATE** : 16 October 2017, 12:00 Mid-Day
- 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. (Certification should not be older than three months) 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.

MANAGEMENT ECHELON

- POST 39/12** : **DIRECTOR: COMPREHENSIVE HIV & AIDS CARE MANAGEMENT AND TREATMENT REF NO: NDOH 63/2017**
(Contract post ending March 2019)
Chief Directorate: HIV and AIDS. Directorate: HIV and AIDS
- SALARY** : An all-inclusive remuneration package of R948 174 per annum [basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree or equivalent NQF level 7 qualification in Medicine. A post graduate degree will be an advantage. A minimum of ten (10) years' experience in HIV Management or related environment of which 5 years must have been at middle/senior level. Extensive understanding of and experience in the application of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of HIV/AIDS and TB, Public Health and Clinical approaches and data management. Sound and in-depth knowledge of the Health Act and regulations pertaining to the Act. Knowledge of the legislative framework governing the Public Service and the relevant prescripts, and application of human resources. Good co-ordination, leadership, communication, programme management, strategic

planning, policy analysis and development, clinical and negotiating, planning and organisation skills *A driver's licence.

DUTIES

: Manage the coordination of programme activities related to the implementation of the Comprehensive Care Management and Treatment (CCMT) plan and National Strategic Plan (NSP) 2017-2022 for persons living with HIV and AIDS. Oversee the implementation of the Comprehensive HIV, TB and Branch clinical guidelines and reviews thereof. Capacity building of clinicians (basic and advanced). Quality Improvement (QI) implementation for HIV plans. Liaise with all stakeholders such as NHLS, District Support Partners, MRC, Universities. Etc, for guidelines reviews. Develop effective mechanisms to monitor progress of programme implementation and regular reviews of programme performance. Write reports as per statutory requirements.

ENQUIRIES

: Dr ZE Pinini Tel no: (012) 395 9157

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(GOLDFIELDS TVET COLLEGE)**

Goldfields TVET College for Technical and Vocational Education and Training (TVET) is inviting applications from suitably qualified candidates to fill the following PERSAL paid vacancies:

- APPLICATIONS** : Please forward all applications to: The Principal, Mr FS Mahlangu, Goldfields TVET College, Private Bag X 95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingo Park, Reception area.
- CLOSING DATE** : 13 October 2017, applications received after the closing date or faxed applications will not be considered.
- NOTE** : Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Shortlisted 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. If you did not receive feedback from the college within 90 days of the closing date consider your application unsuccessful.
Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability

OTHER POST

- POST 39/13** : **DEPUTY EDUCATION SPECIALIST: CAMPUS MANAGER**
- SALARY** : R517 558 – R887 571 per Annum, Level 10
- CENTRE** : Tosa Campus
- REQUIREMENTS** : A national senior certificate (Grade 12) or NCV Level 4.A Recognised Bachelor's degree or equivalent qualification which must include a training as a teacher. A minimum of 8 years experience in Education and/or TVET Colleges coupled with experience in Management and Leadership. A sound knowledge of transformational issues within the TVET SECTOR .Experience in managing people, Projects, Finance, Human Resources Management and Development, good Governance practices relevant to the TVET sector.in depth knowledge and understanding of the regulatory frame work such as NDP,CETA ACT ,Employment Equity, Labour Relations Act, NDSS III,SAQA,PFMA.SACE registration. Good Communication, presentation, administrative, decision making skills. Advanced computer skills (MS Word, MS Excel and PowerPoint).A valid driver's licence.
- DUTIES** : Provide strategic leadership and management of the Campus. Ensure coordination and alignment of the campus with the vision of the college and the TVET Sector as a whole. Monitor performance of the campus against College, Regional and National targets. Provide effective Campus management and administration functions of the College including Fleet Management, Academic programme, Financial Management (SCM, Budget Monitor) manage and oversee the administration of NSFAS at the Campus. Liase with students, Parents, relative Stakeholders. Oversee the implementation of College infrastructure development plan. Monitor and review the relevance of the programme qualification mix offered in the Campus and ensure Campus complies with ISO and Health and Safety standard. Maintain Campus security systems.
- ENQUIRIES** : DR RS Radile Tel no: (057) 910 6000

DEPARTMENT OF HUMAN SETTLEMETS

- APPLICATIONS** : The Director-General: National Department Of Human Settlements, Private Bag X644, Pretoria, 0001 or Hand Delivery: 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001
- FOR ATTENTION** : MS N Nortman Tel: (012)444-9115
- CLOSING DATE** : 06 October 2017
- NOTE** : The Department of Human Settlements is an equal opportunity, affirmative action employer. It is our intention to promote representivity including race, gender and disability through the filling of these positions. To further the objective of representivity within the Department, Males and people with disabilities are encouraged to apply. All applicants will be subjected to security clearance processes in accordance with the requirements of the Minimum Information Security Standard, qualification verification and other assessment processes. Should the outcome of these processes not meet the required prescripts, your appointment will NOT be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of qualification certificates and your ID/Passport. The short listed candidates will subjected to technical test assessment. All copies must be certified in the past 12 months. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment.

OTHER POST

- POST 39/14** : **SENIOR ACCOUNTING CLERKS 2 POSTS REF NO: DOHS/123/2017**
(3 years employment contact)
Branch: Chief Financial Officer
Chief Directorate: Financial Management
- SALARY** : R152 862 per annum + 37% In lieu Benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 certificate plus 1 year Financial Accounting Experience; Good interpersonal skills and communication (both written and verbal);The ability to work under pressure; Computer Literacy (Microsoft Office);The following will serve as a recommendation: knowledge of Treasury Regulations, Public Finance Management Act, Basic Accounting System (BAS), Safety Web, thorough knowledge of Financial Accounting skills.
- DUTIES** : The appointee will be responsible for: Creditors and sundry payments and related queries; Creditors Reconciliations; Checking payment register; Record Keeping; Capturing of Entities and payment; Assistant Cashier.

ENQUIRIES
NOTE

- : Ms E Motsepe Tel no: (012) 444-9119
- : Representivity: Diversity is promoted. Males and People with Disabilities candidates are encouraged to apply)

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- CLOSING DATE** : 13 October 2017
- NOTE** : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Shortlisted candidates will be subjected to a personnel vetting process. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POST

- POST 39/15** : **DEPUTY DIRECTOR: FINANCIAL REPORTING SERVICES: REF NO: 17/29/CFO**
- SALARY** : R657 558 – R774 576 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : A Bachelor's Degree or National Diploma (NQF level 6) in Financial Accounting qualification; A minimum of 5 years relevant experience in financial accounting/ management environment of which a minimum of 3 years should be at management level; Experience in the compilation of Internal/ Annual Financial statements according to Modified Cash Standards; Knowledge of Public Finance Management Act and Treasury Regulations/ Departmental Delegations and DFI; Knowledge of SCM prescripts and BAS; A valid driver's licence. Skills and Competencies: Communication skills; Basic numeric skills and interpersonal skills; Computer literacy; Ability to work under pressure; Analytical and problem solving skills; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Manage and oversee receiving of inputs, validation and preparation of Interim/ Annual Financial Statements; Manage and oversee the facilitation of the audit process of the Interim/ Annual Financial Statements; Manage and oversee the reconciliation of creditors and ensuring payments; Provide guidance and training on Interim/ Annual Financial Statements inputs to end users; Compile monthly and quarterly management reports; Manage and oversee the agency services relating to collection of interdepartments debts emanating from

ENQUIRIES

services offered to other departments; Manage other adhoc accounting functions;
Provide effective people management.
: Ms E. Zeekoei Tel no: (012) 315 1436

DEPARTMENT OF LABOUR

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

- CLOSING DATE** : 16 October 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 39/16** : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/17/09/12HO**
(Re-advertisement, applicants who previously applied are encouraged to re-apply)
- SALARY** : R 1 127 334 per annum (All inclusive)
- CENTRE** : Provincial Office: Western Cape
- REQUIREMENTS** : Three (3) year Degree (NQF level 7 as recognised by SAQA) in Public Administration/Business Administration /Public Management/ Business Management/ Labour Law/ Operations Management/ Project Management. Five (5) years of experience at a senior management level. Five (5) years functional experience in operational/administrative service. A valid driver's licence. Knowledge: Recruitment and Selection, Human Resource administration, Relevant legislation in Labour Relations Act, Public Service Regulation Act, Basic Condition of Employment Act, Departmental Policies and procedures, Public Finance Management Act, Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Verbal and written communication, Computer literacy, Negotiation, Presentation.
- DUTIES** : Develop and manage the effective implementation of Inspection and Enforcement Services including the specialization model. Manage Labour Market Information system services in the Province. Develop and manage effective implementation of Public Employment Services. Manage implementation of Management Support Services and financial management in line with relevant prescripts. Manage strategic plan of integrated beneficiary service in the Province in line with the relevant prescripts. Develop strategic plan to reach the community of the Province. Promote sound work ethics on service delivery. Establish and maintain partnerships

and working relations with key relevant stakeholders. Manage all resources within the Chief Directorate.

ENQUIRIES : Ms M Bronkhorst, Tel no: (012) 309 4969
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 39/17 : **DIRECTOR: ADVOCACY AND STAKEHOLDER RELATIONS REF NO: HR 4/17/9/01HO**

SALARY : R948 174 per annum (all inclusive)
CENTRE : Branch: Inspection and Enforcement Services, Head Office.
REQUIREMENTS : Four year Degree (NQF7 and SAQA recognized) in Law/LLB. Admission as an Attorney or Advocate of the High Court of South Africa who has undergone pupillage and passes their bar exams. A valid driver's licence. Five (5) years of experience at a middle management level. Three (3) years functional experience in a Legal/ Inspection and Enforcement services. A valid driver's licence. Knowledge: Public Service transformation and management issues, Batho Pele Principles, Public Service Act, Ability to convert policy into action, Treasury Regulations, Public Service Regulations and relevant prescripts, Departmental Policies and procedures, Accounting systems and Internal control, Corporate governance. Skills: Administration and financial management, Verbal and written communication, Good interpersonal relations, Ability to build high- performance teams, Computer literacy, Project management, Strong leadership, strategic decision making abilities, Analytical, Innovative.

DUTIES : Develop strategy to render administration of advocacy law. Conduct research and/or investigation on the development of advocacy law. Develop strategy to encourage cooperation of relevant stakeholders. Manage the development of the policy and provide technical advice to relevant stakeholders. Develop and manage the implementation of capacity programmes on advocacy services. Manage resources of the Directorate Advocacy such as HR, Financial, Assets and etc.

ENQUIRIES : Ms F Mncanca, Tel no: (012) 309 4774
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

OTHER POST

POST 39/18 : **DEPUTY DIRECTOR: BENEFICIARY SERVICES 2 POSTS**
(Re-advertisement, applicants who previously applied are encouraged to re-apply)

SALARY : R657 558 per annum (all inclusive)
CENTER : Provincial Office: Mpumalanga- Reference No: HR4/4/7/38(1post)
Provincial Office: Free State- Reference No: HR4/4/8/118 (1 post)
REQUIREMENTS : Three (3) years tertiary qualification in Operations Management/ Operations Research/ Public Management/ Business Administration/ Finance and/ or equivalent qualification. Two (2) years management experience. Three (3) years functional experience in Operations. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Treasury Regulations, Basic Condition of Employment Act, Batho Pele principles, Labour Relations Act, Employment Equity Act, Public Service Regulation, Public Service Act, Operations Systems. Skills: Leadership, Management, Financial Management, Report Writing Computer Literacy, Team Building, Negotiation, Project management, Analytical, Communication (both verbal & written), 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. Manage the resource in the Sub Directorate.

ENQUIRIES : Ms D Chiloane, Tel no: (013) 655 88701
Ms NP Douw-Jack, Tel no: (051) 5056 203

APPLICATIONS

: Chief Director: Provincial Operations: Private Bag X7263, Emalaheni, 1035 or hand deliver at Corner of Hoffmeyer and Beatty Avenue, Labour Building 1035, For Attention: Sub-directorate: Human Resources Management, Provincial Office: Mpumalanga
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.

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT (MISA)

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to careers@tseleconsulting.co.za
- CLOSING DATE** : 06 October 2017
- NOTE** : MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria and other provinces. The successful candidate will be subjected to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, ID and certified copies of qualifications (certification should not be more than six (6) months). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful.

OTHER POSTS

- POST 39/19** : **CHIEF ENGINEERS (CIVL) REF NO: MISA/CE: CIV/18**
- SALARY CENTRE** : R935 172 - R1 773 930 per annum - (OSD)
: All nine (9) provinces (one per province). Candidates must indicate their preferred provinces of deployment in their applications' however it will be in MISA's discretion to deploy candidates in each province according to the provincial needs.
- REQUIREMENTS** : An appropriate Degree in Civil Engineering (B Eng/ BSc Eng/ BTech Eng) or relevant qualification, with Six (6) years' post-qualification experience in Civil Engineering and registered as professional Engineer/ Engineering Technologist. Core competencies: Strategic Capacity and Leadership. People management and Empowerment. Programme and Project Management. Financial Management. Change management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge. Engineering and professional judgement. Contract management. Knowledge of local socio- economic infrastructure. Engineering, legal and operational compliance. Engineering operational communication.
- DUTIES** : The successful candidate will perform the following duties: Provide strategic direction for Civil Engineering services in accordance with South African Policies, Act, Regulations and industry guidelines following MISA and Municipal Norms and Practices. Manage the diagnostic process of the identified municipalities (poor performing). Manage the Assessment of municipal infrastructure planning, development, implementation and operation & Maintenance requirement of municipalities. Manage municipal support in infrastructure life cycle covering Pre-feasibility and Feasibility studies, Design and Development, Implementation and Operation and Maintenance including procurement, programme/ project and contract management. Manage the development, review and the implementation of municipal sector master plans.
- ENQUIRIES** : Najeeda Horseley Tel no: (011) 704 2863

- POST 39/20** : **PROFESSIONAL ENGINEERS (CIVIL) REF NO: MISA/PE: CIV/19**
- SALARY CENTRE** : R637 875 – R977 883 per annum (OSD)
: All Nine (9) provinces. Candidates must indicate their preferred provinces of deployment in their applications, however it will be in MISA’s discretion to deploy candidates in each province according to the provincial needs, both on appointment and during the course of employment.
- REQUIREMENTS** : An appropriate Degree in Civil Engineering (B Eng/ BTech Eng) or relevant qualification, with Three (3) years post-qualification experience in Civil Engineering and registered as professional Engineer/ Technologist. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge. Engineering and professional judgement. Contract management. Knowledge of local socio-economic infrastructure. Engineering, legal and operational compliance. Engineering operational compliance.
- DUTIES** : The successful candidate will perform the following duties: Provide support on Civil Engineering services in accordance with South African Policies, Acts, Regulations and industry guidelines following MISA and Municipal Norms and Practices. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation and operation & Maintenance requirement of municipalities. Support municipalities on infrastructure life cycle covering Pre-feasibility and Feasibility studies, Design and Development, Implementation and Operation and Maintenance including procurement, programme/ project and contract management. Support in the development, review and the implementation of municipal sector master plans.
- ENQUIRIES** : Najeeda Horseley Tel mo: (011) 704 2863
- POST 39/21** : **PROFESSIONAL ENGINEERS (ELECTRICAL) REF NO: MISA/PE: ELEC/20**
- SALARY CENTRE** : R637 875 – R977 883 per annum (OSD)
: All Nine (9) provinces. Candidates must indicate their preferred provinces of deployment in their applications, however it will be in MISA’s discretion to deploy candidates in each province according to the provincial needs, both on appointment and during the course of employment.
- REQUIREMENTS** : An appropriate Degree in Electrical Engineering (B Eng/ BSc Eng/ BTech Eng) or relevant qualification, with Three (3) years’ post-qualification experience in Electrical Engineering and registered as professional Engineer/ Technologist. Core Competencies: Strategic Capacity Leadership. People management and Empowerment. Programme and Project Management. Financial Management. Change Management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge. Engineering and professional judgement. Contract management. Knowledge of local socio- economic infrastructure. Engineering, legal and operational compliance. Engineering operational communication.
- DUTIES** : The successful candidate will perform the following duties: Provide support on Electrical Engineering services in accordance with South African Policies, Act, Regulations and industry guidelines following MISA and Municipal Norms and Practices. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation and operation & Maintenance requirement of municipalities. Support municipalities on infrastructure life cycle covering Pre-feasibility and Feasibility studies, Design and Development, Implementation and

- Operation and Maintenance including procurement, programme/ project and contract management. Support in the development, review and the implementation of municipal sector master plans.
- ENQUIRIES** : Najeeda Horsey Tel no: (011) 704 2863
- POST 39/22** : **TOWN PLANNER REF NO: MISA/TP/21**
- SALARY CENTRE** : R549 639 – R842 619 per annum (OSD)
: All Nine (9) provinces. Candidates must indicate their preferred provinces of deployment in their applications, however it will be in MISA's discretion to deploy candidates in each province according to the provincial needs, both on appointment and during the course of employment.
- REQUIREMENTS** : An appropriate Bachelor's Degree in Urban/ Town and Regional Planning or equivalent qualification on NQF level 7 with Three (3) years' post-qualification experience in Urban/ Town and Regional Planning and registered as professional with SACPLAN. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills (Verbal and Written). Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Technical competencies: In depth knowledge and understanding of: Urban/ Town and Regional Planning Principles and Methodologies. Research and Development. Urban/ Town and Regional Planning professional judgement. Computer aided applications.
- DUTIES** : The successful candidate will perform the following duties: Support Town Planning Process in accordance with South Africa Policies, Acts, Regulations and Industry Guidelines following MISA and Municipal Norms and Practices. Support municipalities to compile Spatial Development Frameworks (SDF) as part of IDP processes. Support municipalities to compile guidelines and evaluations of Land Use Management Scheme (LUMS). Support municipalities in implementation and management of Town Planning Schemes in compliance with legislative requirements. Support municipalities in reviewing and developing land use in line with Spatial Development Framework (SDF).
- ENQUIRIES** : Najeeda Horsey Tel no: (011) 704 2863

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets
- FOR ATTENTION** : Ms A West
- CLOSING DATE** : 23 October 2017 @15H45
- NOTES** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement. Please accept that your application was unsuccessful. Please take note that faxed, E-mailed and late applications will not be accepted.

OTHER POST

- POST 39/23** : **ASSISTANT DIRECTOR: PROFESSIONAL ETHICS RESEARCH AND PROMOTION (LEVEL 10) REF NO: PERP/09/2017**
- SALARY** : R 417 552 per annum
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Ideal candidate profile: National Diploma/Bachelor's degree in the fields of Professional Ethics, Social Sciences, Public Management and Administration or Development Management. A minimum of three (3) years' experience in Professional Ethics. Knowledge and experience of Anti-corruption initiatives in the public service. Knowledge of Professional Ethics infrastructure in the public service. Presentation skills. Ability to conduct research to compile reports based on good governance legislation, especially, the extent to which it relates to Professional Ethics. Operational knowledge of MS Office (Word, Excel and Outlook) and Analytical skills for report writing. A Valid driver's license.
- DUTIES** : Key performance areas: Promotion of a high standard of Professional Ethics and Anti-Corruption instruments in the public service. Promotion of the Code of Conduct in the public service. Promotion of ethical leadership in the public service. Conduct research on Anti-Corruption initiatives and Professional Ethics to inform policy development. Conduct research on the Professional Ethics infrastructure in the public service. Provide advice and prepare reports on Professional Ethics and Anti-Corruption instruments to key stakeholders, including Parliament. Do presentations and facilitate Anti-Corruption workshops and seminars.
- ENQUIRIES** : Mr R Davids Tel no: (012) 352 1123

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer / promotion/ appointment will promote representivity will receive preference.

- APPLICATIONS** : The Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms E Steenkamp
- CLOSING DATE** : 15 October 2017
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 39/24** : **CHIEF EXECUTIVE OFFICER: SOUTH AFRICAN SOCIAL SECURITY AGENCY**
REF NO: A3/2017
(Five-year fixed term contract)
- SALARY** : R1 782,687 per annum plus a 10% non pensionable HoD allowance. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement, sign an employment contract and disclose her/his financial interest within one month of appointment and thereafter on an annual basis.
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) and a Post graduate qualification (NQF level 8) as recognised by SAQA plus 8 – 10 years of experience at senior managerial level of which at least 3 years experience must be within any organ of State as defined in the Constitution, Act 108 of 1996. Competencies needed: Strategic capability and leadership. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem-solving and analysis. People management and empowerment. Client orientation and customer focus. Communication (written and verbal). Honesty and Integrity. Attributes: Ability to initiate and support organizational transformation and change. Ability to explore and implement new ways of delivering services that will contribute to the improvement of organizational processes and to build the

highest standard of ethical and moral conduct. Ability to provide vision, set organizational direction and inspire other to deliver on the organizational mandate. Ability to work together with civil society, business, academia and international community.

DUTIES : Ensure the effective and efficient management, administration as well as payment of social security grants in South Africa. Provide strategic direction and leadership to ensure continuous improvement of social grants service delivery. Ensure efficient management and administration of the Agency, including the effective utilisation and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use as well as care of state property. Render support to the Government and develop as well as implement social security policies. Ensure that policies and legislation are drafted to achieve the strategic goals set by the Minister of Social Development for the Agency. Develop effective strategies and programmes to give effect to policies and legislation. Manage communication and dissemination of information on the social development sector.

ENQUIRIES : Mr D Chinappan, Tel no: (012) 312-7504
NOTE : Preference will be given to African females/PWD followed by Coloured females, respectively as at the time of appointment.

OTHER POSTS

POST 39/25 : **PROJECT MANAGER: GLOBAL FUND REF NO: B3/A/2017**
Contract until 31 March 2019
Chief Directorate: HIV/AIDS and Burdens of the Diseases (Global Fund Project)

SALARY : R657 558 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : National Department of Social Development, HSRC Building, Pretoria
REQUIREMENTS : An appropriate recognised Degree/National Diploma Plus a qualification in Advanced Project Management Plus a minimum of 3 years' experience in financial monitoring and managing projects Plus experience in using project management tools. A postgraduate qualification in project management and registration with a relevant project management professional body will be an added advantage. Knowledge of the relevant Public Service Legislation. Knowledge of the project management discipline and life cycle (PMBOK, PRINCE2). Knowledge of project management techniques and tools. Competencies needed: Financial management. Planning and coordination. Project and programme management. People management and empowerment. Time management. Risk management. Presentation and facilitation. Computer literacy. Contract management. Conflict management. Stakeholder management. Communication (verbal and written). Capacity building. Analytical. Quality Management. Leadership. Critical thinking and problem-solving. Team work. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Independent thinker. Cost consciousness. Honesty and integrity. Influential.

DUTIES : Develop project scope and executable project plans in collaboration with responsible managers. Support departmental managers in implementing appropriate project management tools and methodologies, processes and standards to ensure uniformity when executing projects. Facilitate and coordinate the implementation of allocated projects from initiation to closure. Compile and present financial and project progress and close-out reports. Ensure quality project deliverables in line with the project plans. Identify and address emerging project risk ensuring project success.

ENQUIRIES : Ms R Pooe Tel no: (012) 312 7832
FOR ATTENTION : Ms E Steenkamp
CLOSING DATE : 13 October 2017

- POST 39/26** : **ADMINISTRATIVE OFFICER REF NO: B3/B/2017**
Contract until 31 March 2019
Chief Directorate: HIV/AIDS and Burdens of the Diseases (Global Fund Project)
- SALARY** : R226 611 per annum Plus 37% of salary in lieu of benefits
CENTRE : National Department of Social Development, HSRC Building, Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma or equivalent qualification Plus 1 to 2 years' experience in the financial administration field. Knowledge of administrative field. Knowledge of financial, provisioning and procurement prescripts and procedures. Knowledge of document management, tracking and retrieving of information. Competencies needed: Planning and organising skills. Office administration skills. Communication (verbal and written) skills. Problem-solving skills. Computer literacy. Attributes: Good interpersonal relations. Compliant. Systematic. Ability to work under pressure. Ability to work in a team and independently. Adaptive. Confidentiality. Accuracy. Disciplined. Assertive. Honesty and integrity. Friendly and trustworthy.
- DUTIES** : Facilitate communication and manage documents flow within the Global Fund unit and between other departmental units. Provide records management services and maintain updated filing system. Assist with logistical arrangements for travelling, meetings and workshops. Prepare and ensure distribution of meeting and workshop documents. Assist with the capturing of data, collect and disseminate relevant project information and reports. Render secretariat services i.e. create, update and maintain project repository.
- ENQUIRIES** : Ms R Pooe Tel no: (012) 312 7832
FOR ATTENTION : Ms E Steenkamp
CLOSING DATE : 13 October 2017
- POST 39/27** : **DATA CAPTURER REF NO: B3/C/2017 52 CONTRACT POSTS**
Contract until 31 March 2019
Chief Directorate: HIV/AIDS and Burdens of the Diseases (Global Fund Project)
- SALARY** : R127 851.00 per annum Plus 37% of salary in lieu of benefits
CENTRE : Gauteng Provincial Department 6 Positions: (X1 Tshwane District Office), (X1 West Rand District Office), (X1 Sedibeng District Office), (X1 Ekurhuleni District Office), (X2 Johannesburg Metro Office)
Limpopo Provincial Department 5 Positions: (X1 Waterberg District Office) ,(X1 Vhembe District Office) ,(X1 Capricorn District Office) ,(X1 Sekhukhune District Office) ,(X1 Mopani District Office)
Mpumalanga Provincial Department 5 Positions: (X2 Ehlanzeni District Office) ,(X1 Nkangala District Office) ,(X1 Gert Sibande District Office) ,(X1 Bushbuckridge Office)
North-West Provincial Department 5 Positions: (X2 Ngaka Modiri Molema District Office) ,(X1 Dr Kenneth Kaunda District Office) ,(X1 Bojanala District Office) ,(X1 Dr Ruth Segomotsi Mompati District Office)
KwaZulu-Natal Provincial Department 12 Positions: (X1 Ilembe District Office) ,(X1 Umzinyathi District Office) ,(X1 Zululand District Office) ,(X1 Umkhanyakude District Office) ,(X1 Uthukela District Office) ,(X1 Amajuba District Office) ,(X1 Ugu District Office) ,(X1 Umgungundlovu District Office) ,(X1 Ethekwini North District Office) ,(X1 Ethekwini South District Office) ,(X1 King Cetshwayo District Office) ,(X1 Harry Gwala District Office)
Northern Cape Provincial Department 6 Positions: (X2 Frances Baard District Office) ,(X1 ZF Mgcawu District Office) ,(X1 Pixley Ka Seme District Office) ,(X1 Namaqua District Office) ,(X1 John Taolo Gaetsewe District Office)
Eastern Cape Provincial Department 8 Positions: (X1 Joe Gqabi District Office) ,(X1 OR Tambo District Office) ,(X1 Amathole District Office) ,(X1 Buffalo City District Office) ,(X1 Cacadu District Office) ,(X1 Chris Hani District Office) ,(X1 Nelson Mandela District Office) ,(X1 Alfred Nzo District Office)
Free State Provincial Department 5 Positions: (X2 Mangaung District Office) ,(X1 Xhariep District Office) ,(X2 Fezile Dabi District Office)
- REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification PLUS 1 year relevant working experience in data capturing and data management environment. Knowledge of the

administrative field. Knowledge of Community Based Information Systems. Knowledge of document management, tracking and retrieving of information. Data quality management. Competencies: Data capturing skills. Communication (written and verbal) skills. Planning and organising skills. Problem-solving skills. Customer care and client orientation skills. Understanding of Community Based Organisations. Attributes: Good interpersonal relations. Drive and energy. Ability to work under pressure. Friendly and trustworthy. Diplomacy. Discipline. Ability to work in a team and independently.

DUTIES

: Assist with the capturing of organisations data in the departmental online reporting system. Gather and conduct data quality checks on community based data sets relevant information systems. Assist officials and Community Based Organisations (CBO) with relevant information and training sessions. Maintain and compile weekly, monthly and quarterly statistics reports.

ENQUIRIES

: Gauteng: Dept. of Health and Social Development, Private Bag X35, Johannesburg, 2000 or hand deliver to 9th Floor, Perm Building, 75 Commissioner Street, Johannesburg, 2000, Enquiries: Ms Busi Zondo, Tel: 011 355 7926
Limpopo: Dept. of Social Development, Private Bag X9710, Polokwane, 0700, or hand deliver to 21 Biccard Street, Olympic Towers, Ground floor Office 030, Polokwane, 0700, Enquiries: Ms Fiaona Modikwa, Tel: 015 230 4374
Mpumalanga: Dept. of Social Development, Private Bag X11285, Nelspruit, 1200 or hand deliver to No. 7 Government Boulevard, Riverside Government Complex, Building number 3, 1st Floor, Nelspruit, 1200, Enquiries: Ms Cecilia Mazibuko, Tel: 013 766 3522
North West: Dept. of Social Development, Private Bag X2068, Mmabatho, North West, 2745 or hand deliver to 4th Floor, Provident Fund Building, University Drive, Mmabatho, 2745, Enquiries: Mr Hendrick Setjie, Tel: 018 388 1629
KwaZulu-Natal: Dept. of Social Development, Private Bag X9144, Pietermaritzburg, 3200 or hand deliver to 208 Hoosen Haffejee Street (Opposite Nashua Building), Pietermaritzburg, 3200 Enquiries: Ms Fezile Luthuli, Tel: 033 264 2175
Northern Cape: Dept. of Social Development, Private Bag X5042, Kimberley, 8301 or hand deliver to Mimosa Complex, Bakley Road, Kimberley, 8301, Enquiries: Ms Pamela Hendricks, Tel: 053 874 9297
Eastern Cape: Dept. of Social Development, Private Bag X0039, Bisho, 5605 or hand deliver to Beacon Hill Office corner Hargreaves Rd and Hockey close, King Williams Town, 5605, Enquiries: Ms Noluvuyo Mekuto, Tel: 043 605 5158
Free State: Dept. of Social Development, Private Bag X20616, Bloemfontein, 9300 or hand deliver to 14 Elizabeth Street, Civilia Building 6th Floor, Room No. 605, Bloemfontein, 9300, Enquiries: Ms.Dithuso Monare, Tel: 051 409 0668
13 October 2017

CLOSING DATE

DEPARTMENT OF TRADITIONAL AFFAIRS

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

- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 3rd Floor Pencardia 1 Building.
- FOR ATTENTION** : Ms L Motlhala
- CLOSING DATE** : 20 October 2017
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified ID, copies of qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POST

- POST 39/28** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**
- SALARY** : R334 545 per annum, Level 09
- CENTRE** : Pretoria
- REQUIREMENTS** : A three (3) year Bachelor's Degree/ National Diploma in Human Resources Management/Social Science or equivalent qualification with five (5) years' experience in a Human Resource environment. A valid driver's licence. Technical Competencies: Knowledge of PERSAL, Public Service Act, Public Service Regulations and prescripts from Public Service and Administration. Skills: Language proficiency, report writing, computer literacy. Core Competencies: Project management, Knowledge management, Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Communication and Honesty and Integrity.
- DUTIES** : The successful candidate will perform the following duties: Administer conditions of service, remuneration and employee benefits. Maintenance of PERSAL. Administer and maintain personnel information system. Coordinate Human Resource Development activities. Implement the Public Service Act, Public Service regulations and Departmental policies pertaining to recruitment, selection and related activities. Ensure effective implementation of recruitment processes. Administer health and wellness programme for the Department.
- ENQUIRIES** : Ms L Motlhala Tel no: (012) 336 5824

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

It is the department's intention to promote equity through 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** : Applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown or Applicants can apply online at: www.gautengonline.gov.za
- CLOSING DATE** : 13 October 2017
- NOTE** : NB: Please note that Assistant Director: Financial Reporting (REFS/001236) and Assistant Director: Financial Accounting/Accounts payable (REFS/001235) Advertised on DPSA Circular No: 29 of 2017 with the Closing Date of The 4th Of August 2017 Has Been Withdrawn and Replaced with the Posts Below. Those Who Applied Before Are Advised To Re-Apply.

OTHER POSTS

- POST 39/29** : **ASSISTANT DIRECTOR: DEBTORS & CREDITORS CONTROL REF NO: 001727**
Directorate: Office of the CFO

- SALARY CENTRE REQUIREMENTS** : R334 545 per annum (plus benefits)
: Johannesburg
: Matric plus National Diploma/Degree in Accounting/Finance. Computer literacy, in particular spread sheet applications. Good verbal and written communication and interactive skills. 2-3 years relevant experience in finance.

- DUTIES** : Ensure that GRV's are captured timeously, correctly and accurately. Ensure that all payments to be processed have a valid PO and are paid to the correct account within 30 days and by the 7th of every month for those that are paid in advance. Check correctness and accuracy of the disbursement vs payment proposal and bank statement ensuring that all payments due are paid and there's no overpayment/underpayment. Reviewing and ensuring that supplier recons are signed off by the 8th of every month. Execute follow up's on outstanding invoices, credit notes, etc. with AP and relevant officials. Prepare documents to treasury for manual cheques. Ensure that funds are requested by 13h00 and the requisition is accurate. Consolidation and submission of AP reports and reconciliation of age analysis, payment management, invoice tracking and accruals. Manage Performance Management and quarterly reports of people reporting to this position. Ensure that all AG queries; payment related queries from clients are dealt with in accordance with the agreed time

- ENQUIRIES** : Mr. Oscar Baloyi Tel no: (011) 689 4648

- POST 39/30** : **ASSISTANT DIRECTOR: FINANCIAL SUPPORT & REPORTING REF NO: 001728**
Directorate: Office of the CFO

- SALARY CENTRE REQUIREMENTS** : R334 545 per annum (plus benefits)
: Johannesburg
: Matric plus a National Diploma/Degree in Accounting/Finance. Computer literacy, in particular spreadsheet applications. Good verbal and written communication and interactive skills. 2-3 years relevant Government experience in finance.

- DUTIES** : Preparation and submission of complete and accurate quarterly Interim and Annual Financial Statements to management for review and submission to Treasury and the Auditors as prescribed by National Treasury guidelines and PFMA. Provide audit schedules and relevant supporting documents to internal and external Auditors and Coordination of responses to Audit Queries. Preparation of monthly Treasury financial reports and assist with responses to legislature and provincial treasury. Assist with analysis of the Assets and Liabilities accounts as per Trail Balance. Execute follow ups on outstanding items on suspense accounts – Bank

Adjustment Account, Outstanding cheques. T&S Advance account. Claims Recoveries Account. Advances (payables). Timely closure of the accounting period. Followup of interdepartmental claims and the debt account. Supervision of petty cash processes in line with the policies and relevant legislation. Ensure that all receipts at the cashier's office are allocated, captured and deposited at the date of receipts or within a reasonable time.

ENQUIRIES : Mr. Oscar Baloyi, Tel no: (011) 689 4648

DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 39/31 : **ASSISTANT MANAGER AREA NURSING SPECIALITY: (DAY & NIGHT) OBSTETRICS & GYNAE**

SALARY CENTRE REQUIREMENTS : R546 315- R 614 874 per annum
: Pholosong Hospital
: SANC Registration. Post Basic nursing qualification with duration of at least 1 year accredited with SANC. A minimum of 10 years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate recognizable experience in the specific specialty. At least 3 years of the period referred to above must be appropriate recognizable experience at management level.

DUTIES : Demonstrate an in depth understanding of other relevant legal framework such as National Health Act, Public service regulation and Labour Relations Act. Demonstrate an in depth understanding of other relevant legal framework such as National Health Act, Occupational Health and Safety Health, Public Service regulation and Labour Relations Act. Demonstrate an in depth understanding of nursing legislation and related and ethical practices and how this impact on service delivery. Ensure clinical nursing practices by the nursing team/ unit in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality on nursing care as directed by the professional scope of practices and standards as determined by the relevant health facility. Demonstrate an understanding of HR and Financial policies and practices. Demonstrate effective communication with parents, patients, supervisors, other health professionals and junior colleagues, including more complex, writing when required. Work effectively and amicably at supervisory level with person of diverse intellectual, cultural, racial or religious differences. Able to develop a contract, build and maintain a network of professional relates in order to enhance service delivery. Computer literacy (Ms Word or Excel)

ENQUIRIES APPLICATIONS : MS KF Mabuza, Tel no; (011) 812 5000
: Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550

CLOSING DATE NOTE : 20 October 2017
: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached The institution reserves the right not to fill the post

POST 39/32 : **OPERATIONAL MANAGER NURSING SPECIALITY UNIT: OBSTETRICS & GYNAE**

SALARY : R499 953 – R562 698 per annum
CENTRE : Pholosong Hospital
REQUIREMENTS : A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e Diploma/ Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post-Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant speciality. A minimum of a 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 critical care (ICU)

DUTIES : Manage effectively the utilization of resources, nursing statutes and other relevant legal frameworks such as Nursing Act, National Health Act, OHS Act, Patients' Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act. Good interpersonal relations, good communication (Written and Verbal). Good conflict management, good decision making and problem solving abilities, Computer (Ms Word or Excel. Supervisory and leadership skills.

ENQUIRIES : MS KF Mabuza, Tel no; (011) 812 5000
APPLICATIONS : Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550

CLOSING DATE : 20 October 2017
NOTE : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached The institution reserves the right not to fill the post

POST 39/33 : **OPERATIONAL MANAGER NURSING SPECIALITY UNIT: ICU**

SALARY : R499 953 – R 562 698 per annum
CENTRE : Pholosong Hospital
REQUIREMENTS : A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e Diploma/ Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post-Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant speciality. A minimum of a 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 critical care (ICU)

DUTIES : Manage effectively the utilization of resources, nursing statutes and other relevant legal frameworks such as Nursing Act, National Health Act, OHS Act, Patients' Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act. Good interpersonal relations, good communication (Written and Verbal). Good conflict management, good decision making and problem solving abilities, Computer (Ms Word or Excel. Supervisory and leadership skills.

ENQUIRIES : MS KF Mabuza, Tel no; (011) 812 5000
APPLICATIONS : Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550

CLOSING DATE : 20 October 2017
NOTE : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached The institution reserves the right not to fill the post.

POST 39/34 : **OPERATIONAL MANAGER NURSING: SPECIALTY UNIT PNB3: NEONATAL & PEADIATRIC DEPARTMENT**

SALARY : R499 953 – R562 698 per annum
CENTRE : Pholosong Hospital
REQUIREMENTS : A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred above should be appropriate/ recognized experience after obtaining the 1

- year post basic diploma in Child Nursing Science. A post basic nursing qualification with a duration of at least 1 year accredited with the SANC.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework, Manage effective the utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services, Maintain professional growth/ ethical standards. Must have strong leadership skills, good verbal and written communication and conflict management skills, good interpersonal relationship and ability to work under pressure. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate an in depth understanding of nursing legislation and related legal and nursing ethical practices and how this impacts on service delivery.
- ENQUIRIES** : MS KF Mabuza, Tel no: (011) 812 5000
- APPLICATIONS** : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550
- CLOSING DATE** : 20 October 2017
- NOTE** : The institution reserves the right not to fill the post.
- POST 39/35** : **OPERATIONAL MANAGER NURSING: SPECIALTY UNIT PNB3: ACCIDENT AND EMERGENCY UNIT**
- SALARY** : R499 953 – R 562 698 per annum
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred above should be appropriate/ recognized experience after obtaining the 1 year post basic diploma in trauma. A post basic nursing qualification with a duration of at least 1 accredited with the SANC.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework, Manage effective the utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services, Maintain professional growth/ ethical standards. Must have strong leadership skills, good verbal and written communication and conflict management skills, good interpersonal relationship and ability to work under pressure. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate an in depth understanding of nursing legislation and related legal and nursing ethical practices and how this impacts on service delivery.
- ENQUIRIES** : MS KF Mabuza, Tel no: (011) 812 5000
- APPLICATIONS** : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550
- CLOSING DATE** : 20 October 2017
- NOTE** : The institution reserves the right not to fill the post.
- POST 39/36** : **OPERATIONAL MANAGER NURSING GENERAL: MEDICAL WARD**
- SALARY** : R394 665 – R 444 195 per annum
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : A basic qualification accredited with the SANC in terms of Government Notice 425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse A minimum of 7 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SA Nursing Council in General Nursing
- DUTIES** : Coordination of optimal, holistic nursing care provided within set standards and professional/ legal framework, Manage effectively the supervision and utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ ethical standards and self-development

ENQUIRIES APPLICATIONS : MS KF Mabuza, Tel no: (011) 812 5000
: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550

CLOSING DATE NOTE : 20 October 2017
: The institution reserves the right not to fill the post.

POST 39/37 : **OPERATIONAL MANAGER NURSING GENERAL OPD**

SALARY CENTRE REQUIREMENTS : R394 665 – R 444 195 per annum
: Pholosong Hospital
: A basic qualification accredited with the SANC in terms of Government Notice 425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SA Nursing Council in General Nursing

DUTIES : Coordination of optimal, holistic nursing care provided within set standards and professional/ legal framework, Manage effectively the supervision and utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ ethical standards and self-development

ENQUIRIES APPLICATIONS : MS KF Mabuza, Tel no: (011) 812 5000
: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550

CLOSING DATE NOTE : 20 October 2017
: The institution reserves the right not to fill the post.

POST 39/38 : **LECTURER GRADE 1 (PND1)/ SOCIAL SCIENCES AND PSYCHIATRIC NURSING SCIENCE 4 POSTS REF NO: 001685**
Directorate: Nursing Education and Training

SALARY : R340 431 per annum (plus benefits) PN-D1
R418 701 per annum (plus benefits) PN-D2

CENTRE REQUIREMENTS : Chris Hani Baragwanath Nursing College
: Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of four (4)years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC. A minimum of two (2) years' experience in Clinical Psychiatric Nursing. Valid drivers' license. The ability to do power point presentation and report writing using micro-soft word. Sound communication, supervisory, word and presentation skills. Ability to work in a team and under pressure.

DUTIES : Involvement in the planning, coordination and implementation of Psychiatric Nursing Science training programmes. Provide theoretical and clinical instruction, and evaluation of Social Sciences and Psychiatric Nursing Science. Clinical accompaniment which include clinical teaching and evaluation to determine students' competencies. Exercise control over students. Provide student with clinical guidance and support. Support the mission of the College by serving in Committees, attending and participating in meetings and College activities. Promote the image of the College. Participate in research relevant to Nursing Education. Develop, review and evaluate curriculum. Engage in own professional development related to Nursing Education.

ENQUIRIES APPLICATIONS : Mr. H.R. Letlape Tel No: (011) 983 3007
: Applications must be submitted on a Z83 form with your C. V. certified copies of your I.D, current SANC Receipt and attached Qualifications. Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at www.gautengonline.gov.za

CLOSING DATE : 06 October 2017

- NOTE** : State all your competencies, trainings and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. 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 Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.
- POST 39/39** : **LECTURER GRADE 1 (PND1) / LECTURER GRADE 2 (PND 2) GENERAL NURSING SCIENCE (GNS) 6 POSTS REFS/001672**
Directorate: Nursing Education and Training
- SALARY** : R340 431 291 per annum (plus benefits) PND1
R418 701 per annum (plus benefits) PND2
- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Nursing College
Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. PN-D1, minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General nursing and Midwifery. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience in Nursing Education. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice and all relevant regulations. Valid driver's license. The ability to apply computer technology and programmes. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Current registration with SANC.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of General Nursing Science academic programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.
- ENQUIRIES** : Ms. N. J. Mqokozo, Tel No: (011) 983 3005
Ms. N. Kubheka, Tel No: (011) 983 3003
- APPLICATIONS** : Applications must be submitted on a Z83 form with your C. V. certified copies of your I.D, current SANC Receipt and attached Qualifications. Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at www.gautengonline.gov.za
- CLOSING DATE** : 06 October 2017
- NOTE** : All applications must be submitted with a Z83 form, a C.V and certified copies. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than three month on submission date. Driver's license and smart card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. 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 pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.

POST 39/40 : **PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY (PN-B1) REF NO-001702**
Directorate: Nursing

SALARY : R340 431 – 394 665 per annum (plus benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse. A minimum of four (4) years appropriate /recognizable experience in nursing after registration as a professional nurse with South African Nursing Council in General Nursing. A post-basic qualification in Advanced Midwifery with a duration of at least 1 year accredited with the SANC in terms of Government Notice No R212 in Advanced Midwifery. Registration with South African Nursing Council as a professional nurse and specialist.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Provision of optimal, holistic specialised nursing care within set standards and professional/legal framework. Promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of multi-disciplinary team to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Lead shifts and transfer skills through in-service training including ESMOE training. Effectively manage material resources and ensure adherence to minimum and maximum levels. Effective human resource management through implementation of PMDS. Maintain professional growth /ethical standards and self-development. Participate in training and research.

ENQUIRIES : Mrs. N Mazini Tel no: (018) 788 1725
APPLICATIONS : Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag X2023, Carletonville, 2500 or apply on line at www.gautengonline.gov.za

CLOSING DATE : 06 October 2017
NOTE : The employer reserves the right to fill or not fill the post People with disabilities are encouraged to apply.

POST 39/41 : **ASSISTANT DIRECTOR: (HIM) LEVEL 9 X 1**
Directorate: Hospital Information Management

SALARY : R334 545 per annum (plus benefit)
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : Degree or diploma in information management science, or Epidemiology Statistics or related qualifications with 5 years appropriate managerial experience at supervisory role. Advanced DHIS and or knowledge management. More than 5 years working experience in health environment. Computer literate with extensive knowledge of Advanced MS Excel, Word, PowerPoint, Outlook and internet is compulsory. Analytical and numeric skills. Good communication, Presentation, Interpersonal, Coordination and report writing skills. A valid driver's license is compulsory.

DUTIES : Provide leadership and management of Hospital Information Management Unit. Set up an efficient Information Management Unit to support decentralized accountability system. Develop hospital information or Knowledge Management strategy. Develop

policies, procedures and process for efficient management of hospital information. Set system and process for evidence based management approach in the hospital. Facilitate and coordinate hospital performance reviews. Produce regulate updates and annual performance report. Assists with evaluation and training. Monitor and ensure compliance to NCS and Auditors General findings and implements recommendations. Produce timeous management reports. Participate in the formulation of the hospital operational and strategic plans. Contribute to the hospital planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PMDS) against departmental and hospital objectives in line with strategic, operational and turnaround strategy of the department. Perform any other duties delegated by the Head of the Institution.

ENQUIRIES : Mr. M.S. Machaba Tel no: (012) 841 8307
APPLICATIONS : Applications should include Z83, CV, Certified copies of ID and Qualifications. Applications to be sent to Human Resources, Mamelodi Hospital, Private Bag X 0032, Rethabile, Mamelodi East, 0122 or hand deliver to 19472 Serapeng street, Tsamaya Road, Mamelodi East, or submit on line at www.gautengonline.gov.za
FOR ATTENTION : Ms. J Vilakazi – Recruitment section.
CLOSING DATE : 06 October 2017

POST 39/42 : **SENIOR ADMINISTRATION OFFICER (REGISTRY) REF NO: 001674**
 Directorate: Administration

SALARY : R211 194-R266 943 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Nursing College
REQUIREMENTS : Grade 12 Certificate / level 4 certificate/National Vocational Certificate or equivalent qualification. Three years' experience in registry environment. Communications (verbal & written). Planning and organizing skills. Good computer skills (MS Word, Excel, etc.) computer certificate must be attached. Applying and interpretation of regulations and other legislative frameworks that govern the document management. Procedures and policies. Compliance of the legislations that govern document management and archives. Ability to work under pressure and to meet departmental deadlines. Sound interpersonal relations. Ability to handle confidentiality information.

DUTIES : Provide registry and archives support services. Managing the daily duties at the registry opening and the closing of files. Managing the registry section and supervise registry employees. Updating the control sheet. Managing the franking of all outgoing mail. Manage the record all remittance and registered mail in the respective registers. Manage and distribution of internal correspondence to other institutions. Listing closed files and transfer them to the archives storerooms. Sorting and opening of mail. Distribution of circulars .Updating distribution list. Handling franking machine. Recording the movement of document of documentation and files. Staff Development.

ENQUIRIES : Ms. E.C. Van Der Merwe, Tel no: (011) 983 3072
APPLICATIONS : Applications must be submitted on a Z83 form with a C.V and Certified copies. Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Chris Hani Baragwanath Academic Hospital premises), Chris Hani Road, Diepkloof ,Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at www.gautengonline.gov.za

CLOSING DATE : 06 October 2017
NOTE :

All applications must be submitted with a Z83 form, a C.V and Certified copies. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than three month on submission date. Smart card ID must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. 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 Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.

- POST 39/43** : **PRINCIPAL NETWORK CONTROLLER REF NO: 001668**
Directorate: Forensic Medical Services
- SALARY** : R226 611 per annum (plus benefits)
CENTRE : Head Office
REQUIREMENTS : 3 year National Diploma/Degree in Information Technology plus two (2) years' experience / Grade 12 plus between five to ten (5-10) years relevant experience. Good knowledge of LAN/WAN devices and management as well as experience on Windows Server 2008 and /2012, Exchange 2010 and Windows /7/8 is essential. Added advantages: Microsoft qualification, knowledge of government transversal systems. Knowledge of CISCO devices and their operation as well as VoIP. Understanding of Relation Database Model, JS and JSP. Good communication skills. Ability to work under pressure, independently and in a team environment. Knowledge and working experience with anti-virus software, backups and Microsoft Active Directory. Advanced trouble shooting and fault findings skills. Must be prepared to travel and work after hours, and public holidays and standby when required. A valid driver's license.
- DUTIES** : The successful candidate will be responsible for administering and configuration of Windows 2008/ and 2012 servers and ensure maximum performance. Perform backups and restores, administer WAN/LAN connections, fix errors and escalate when necessary. Troubleshoot network problems. Assist with implementation and testing of network security measures and Disaster Recovery Plan. Ensure update of anti-virus software. Install, configure and troubleshoot BAS, Persal, or any Government Transversal System. Ensure maximum uptime of network equipment through accurate and early response.
- ENQUIRIES** : Mr M Mokhethi Tel no: 011 492 0143
APPLICATIONS : Applications must be forwarded to Forensic Medical Services, No. 11 Diagonal Street 13th floor, reception area, or can be posted to Forensic Medical Services P.O Box 7128, Johannesburg 2000.
- CLOSING DATE** : 06 October 2017
NOTE : The successful candidate will be subjected to OHS medical surveillance regime as required in the HBA regulations within the OHS Act, 85 of 1993. A security clearance check verification of qualifications will be conducted. **NB:** Please note this is a re – advertisement, all candidates who have previously applied must again do so
- POST 39/44** : **ADMINISTRATION CLERK (STUDENT AFFAIRS REF NO: 001684**
Directorate: Nursing Education and Training
- SALARY** : R152 862. - R180 063 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Nursing College
REQUIREMENTS : Grade 12 Certificate with Accounting or Mathematics as a passed subject. One year experience in the Public Service Administration environment. Sound Communication (written and verbal) and interpersonal relations skills. Computer literacy (Word and Excel), certificate attached. Sound telephone manners. Must be willing to undertake a skills knowledge test on MS Word and Excel. A valid driver's license will be added as an advantage.
- DUTIES** : Control student absenteeism both theory and clinical. Assist students with leave matters and submit Leave forms to HR, Campuses and Clinics/Hospitals. File leaves forms and other documents in the student's files. Draw student's files for management when requested. Rearrange and label students course trays and files every year. Facilitate student's course registration/orientation and award ceremonies. Maintain and update student's records e.g. tests, exams results and lecture periods. Recording, sealing and dividing graduation certificates. Co-ordinate and record clinical hours and theoretical periods of students from all campuses. Completion of clinical hours and correlation with course requirements. Arrange class rooms and examination venues to according to schedules. Carry out lawful duties allocated by the supervisor.
- ENQUIRIES** : Mr. T. Nxumalo, Tel No: (011) 983 3001
APPLICATIONS : Applications must be submitted on a Z83 form with a C.V and certified copies. at the Chris Hani Baragwanath Nursing College(inside the Chris Hani Baragwanath

		Academic Hospital premises), Chris Hani Road, Diepkloof ,Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	06 October 2017
<u>NOTES</u>	:	All applications must be submitted with a Z83 form, a C.V and certified copies. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than three month on submission date. Driver's license and smart card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. 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 pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.
<u>POST 39/45</u>	:	<u>ADMINISTRATION CLERK (RECEPTIONIST) REF NO: 001673</u> Directorate: ADMINISTRATION
<u>SALARY</u>	:	R152 862. - R180 063 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Nursing College
<u>REQUIREMENTS</u>	:	Senior Certificate /Grade 12 or equivalent qualification. Two years' experience in Reception or Call Centre. Telephone etiquette. Good Customer Service. Good communication skills. Good Interpersonal Relations. Computer certificate and the ability to apply computer skills. Effective working relationship with all stake holders (Managers, Staff, Students and Community). Ability to work in a team and under pressure.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following tasks: Attending to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Receive messages and convey them appropriately to division and persons. Receive guests on behalf of the College and direct them to the relevant people or destination. Maintain and updating telephone directory and distribute thereof. Identify and report telephone faults to the supervisor. Perform other tasks that may be delegated to by the Supervisor. Escalate any problems to management.
<u>ENQUIRIES</u>	:	Ms. E.C. Van Der Merwe, Tel no: (011) 983 3072
<u>APPLICATIONS</u>	:	Applications must be submitted on a Z83 form with a C.V and Certified copies Applications should be submitted at the Chris Hani Baragwanath Nursing College(inside the Chris Hani Baragwanath Academic Hospital premises), Chris Hani Road , Diepkloof ,Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	06 October 2017
<u>NOTE</u>	:	All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than three month on submission date. Smart card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Person living with disability will be given preferential.
<u>POST 39/46</u>	:	<u>PROCUREMENT AND ASSET CLERK</u> Directorate: Nursing Education and Training
<u>SALARY</u>	:	R152 862 -R180 063 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Nursing College
<u>REQUIREMENTS</u>	:	Grade 12 or Equivalent Qualification .One Year relevant experience. Have knowledge of Procurement Policies and directives, Public Finance Management Act, Treasury regulations in terms of the PFMA, Preferred Procurement Policy Framework Act and Broad Based Black Economic Empowerment ACT 003.

	:	Computer literacy. Planning and organizational skills. Analytical skills. Communication skills (verbal and Written)
<u>DUTIES</u>	:	Capture RLS01 on SAP. Complete RLS 02 for payment. Update VA11a. Receiving and Issuing of inventories to End users. Check quantity and quality of stock before receiving. Be part of the stock take team. Do monthly spot checks on inventories. Update the Asset register monthly. Conduct Asset verification annually. Assist with the disposal of Assets. Keep record of all disposed Assets. Safeguard the Assets and inventories of the department to eliminate theft, losses, wastage and misuse thereof. File all documents for future reference.
<u>ENQUIRIES</u>	:	Ms. Z. Mthethwa Tel no: (011) 983 3050
<u>APPLICATIONS</u>	:	Applications Should be submitted at the Chris Hani Baragwanath Nursing College (inside the Chris Hani Baragwanath Academic Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at www.gautengonline.gov.za .
<u>CLOSING DATE</u>	:	06 October 2017
<u>NOTE</u>	:	All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than three months on submission date. A smart ID card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidate will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records and the verification of educational qualifications certificates). 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 pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.
<u>POST 39/47</u>	:	<u>CLEANER/GARDNER REF NO: 001664</u> Directorate: Support Staff
<u>SALARY</u>	:	R90 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Nursing College
<u>REQUIREMENTS</u>	:	Grade 7-12 /ABET Equivalent Qualification. School report/certificate must be attached. Numerical skills. Basic verbal and written communication skills. 2 years' experience in a cleaning, gardening will be an added advantage. Ability to operate variety of equipment, tools and machinery. Ability to work independently and under pressure and executing of any other reasonable instructions given by an authorized person.
<u>DUTIES</u>	:	To clean, maintain and create clean environment and other cleaning functions. To maintain and clean the College premises and surrounding. To maintain the garden. Empty dirt bins. Clean government vehicles. Pick up papers. To detect and report malfunctioning of gardening equipment, tools and taps. Perform cleaning services of a routine nature by utilizing a variety of tools, equipment and machinery. The executions of tasks take place mainly under direct supervision and require minimal training.
<u>ENQUIRIES</u>	:	Mr. J. Hlatshwayo Tel no: (011) 983 3082
<u>APPLICATIONS</u>	:	Applications Should be submitted at the Chris Hani Baragwanath Nursing College (inside the Chris Hani Baragwanath Academic Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at www.gautengonline.gov.za .
<u>CLOSING DATE</u>	:	06 October 2017
<u>NOTES</u>	:	All applications must be submitted with a Z83 form, a C.V and Certified copies. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be older than three month on submission date. Smart card ID must be copied on both sides. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records), the verification of educational qualifications certificates and Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications and applications received after closing date will not be considered.

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

The Department of Agriculture and Rural Development 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 representative. "The Department supports people with disabilities" The Department of Agriculture and Rural Development reserves the right not to fill any advertised post

- APPLICATIONS** : All applications must be addressed to the Head of Department Private Bag X 9059 Pietermaritzburg 3200
- CLOSING DATE** : 13 October 2017
- NOTE** : Applications must be submitted on the prescribed form Z83 obtainable from any Public Service Department and all applications must be accompanied by a comprehensive CV with at least two referees. Certified copies (Not copies of certified copies) of all educational qualifications including Matric Certificate and supporting documents (Identity documents, Drivers Licence etc.) must also be submitted with your application. Applications must be submitted on or before the closing date. All applications must quote the correct reference and post numbers and if more than one post is being applied for, separate applications are required. It will be required of the successful candidate to undergo an appropriate security clearance. Applicants must please note that they will be required to show proof of original qualifications during selection process. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates must be prepared to undergo competency assessment. Applications will not be acknowledged due to the large volume of applications received and should you not receive a response within 60 days, kindly consider your application unsuccessful NB: Late, faxed or e-mailed applications will not be accepted. Failure to comply with the above instructions will result in immediate disqualification.

MANAGEMENT ECHELON

- POST 39/48** : **DISTRICT DIRECTOR: AGRICULTURAL EXTENSION & ADVISORY SERVICES**
2 POSTS REF NO: CED25/2017
Re Advertisement
- SALARY** : R948 174 per annum, An all-inclusive salary package (level 13) is payable to the successful candidate subject to the signing of a mutually agreed performance agreement. The successful candidate will be subjected to security clearance and is required to disclose financial interest.
- CENTRE** : Umzinyathi (X1) Umkhanyakude (X1)
- REQUIREMENTS** : A BSc Degree in Agricultural Sciences/ Bachelor's Degree in Agriculture/ B. Tech Agriculture and a valid driver's Licence. Experience: A minimum of 5 yrs Middle Management Service (MMS) experience in Agriculture. Knowledge: Sound knowledge of relevant legislative environment: RSA Constitution, PFMA, Treasury Regulations, PSR, PSA, Financial management, White Paper on Agriculture for KZN Strategy for Agrarian Transformation in KZN, NDP, LRA, PAIA, EPMDs, Community Development, Public Participation, Community outreach, social dynamics of KZN Communities, Agricultural Policy Action Plan, Provincial Growth and Development Plan, service delivery framework and Project Management Principles. Skills: Excellent communication, (written and verbal), innovative, good interpersonal relations, honesty, professionalism, integrity, honesty, time frame driven, decision making, Statistical, forecasting and strategic planning skills.
- DUTIES** : Key Performance Areas: Manage the provisions of agricultural extension and advisory services, facilitate the establishment of extension forums, evaluate and report on extension programmes. Manage District agricultural projects, establish and participate in institutional structures for planning, implementation and coordination of agricultural projects. Manage the provisions of all agricultural specific interventions and engineering support and support land reform programmes. Development and implementation of policies as and when required based on inputs

- from stakeholders. Manage the provisions of administration support to the District (including veterinary services). Manage the resources of the Directorate.
- ENQUIRIES** : Mr MJ Mfusi 033 355 9411
- POST 39/49** : **DIRECTOR: INTEGRATED PLANNING MONITORING AND EVALUATION REF NO: CED26/2017**
- SALARY** : R948 174 P.A. An all-inclusive salary package (level 13) is payable to the successful candidate subject to the signing of a mutually agreed performance agreement. The successful candidate will be subjected to security clearance and is required to disclose financial interest.
- CENTRE REQUIREMENTS** : CEDARA
 : Bachelor's Degree in Social Science/ Undergraduate qualification (NQF 7) and a valid Driver's Licence. Experience: 5 yrs Middle Management Service (MMS) experience within an Integrated Planning, Policy, Monitoring and Evaluation environment. Knowledge: Sound knowledge of relevant legislative environment: RSA Constitution, PFMA, Treasury Regulations, PSR, PSA, Financial Management, KZN Citizens Charter, NDP, LRA, PAIA, EPMDs, , Project Management principles, National and Provincial Practice Notes, Public Service Delivery, Management Performance Assessment Tool (MPAT) Millennium Development Goals, Government Wide Monitoring & Evaluation Policy Framework, E-Government, Batho Pele, Policy Development processes and reporting, Public Participation Score Cards. Skills: Excellent communication, (written and verbal), innovative, good interpersonal relations, honesty, professionalism, integrity, honesty, time frame driven, decision making, statistical, forecasting and strategic planning skills, Report writing, Problem solving, Change management, self-disciplined and be able to work under pressure.
- DUTIES** : Key Performance Areas: Facilitate strategic planning, performance, monitoring and reporting; monitor the performance information of the department, research and maintain baseline and body of evidence for monitoring and evaluation strategic and operational plan. Facilitate policy analysis and programme evaluation; render expert advice and guidance in terms of the application of policies and strategies, ensure development and implementation of evaluation systems, coordinate and manage MPAT reporting. Provide Batho Pele interventions, ensure the facilitation of the Departmental Service Excellence Awards, Ensure the implementation of the Service Development Improvement Plan and Service Commitment Charter, Ensure the implementation of Batho Pele and report on the Departmental Batho Pele status and activities. Manage the development, review and implementation of policies according to norms and standards; manage the implementation of National, Provincial and Departmental frameworks, monitor and evaluate compliance with implemented policies. Manage resources of the Directorate.
- ENQUIRIES** : Mrs GN Mavundla 033 343 8116

OTHER POSTS

- POST 39/50** : **CHIEF ENGINEER GRADE A REF. NO: SSC01 /2017 GRADE**
- SALARY** : R935 172 (to be determined according to years of experience in line with OSD)
- CENTRE** : Hilton (Pietermaritzburg/Cedara) – Head Office
- REQUIREMENTS** : B Engineering/ BSc Engineering Degree and a valid driver's licence. Compulsory registration with ECSA as a Professional Engineer and proof thereof. Experience: Six (6) years relevant post qualification experience as a registered professional engineer (Agricultural, Mechanical or Civil). Knowledge: Sound knowledge of site investigation, survey and construction Skills: Problems solving, planning and design, supervision and self-management. Good communication (written/verbal), must be client focused and responsive. Computer literacy (MS Office, CAD, GPS survey).
- DUTIES** : Key Performance Areas: To provide leadership and support by applying engineering principles and techniques to address engineering challenges through research and development, following an approved CPD program for continued professional registration purposes. To perform and manage all aspects of varied innovative and complex engineering activities that results in progress in technology and agricultural

- engineering applications. Manage the Professional Engineering Services Unit to provide high level technical expertise and support to line function staff.
- ENQUIRIES** : Mr MJ Mfusi Tel no: (033) 355 9108
- POST 39/51** : **PROFESSIONAL ENGINEER (5 POSTS) REF NO: SSC 02/2017: GRADE: A-C**
- SALARY** : R637 412 PA (to be determined according to years of experience in line with OSD)
- CENTRE** : Hilton/Cedara – Head Office
- REQUIREMENTS** : B Engineering/ BSc Engineering Degree and a valid driver's licence. Compulsory Registration with ECSA as a Professional Engineer and proof thereof. Experience: 3 years' relevant post qualification experience (Agricultural, Mechanical or Civil). Knowledge: sound knowledge of programme and project management; engineering design and analysis; legal compliance; creating a high performance culture, networking and professional judgement. Skills: Innovative, problems solving, planning and analysing, decision making, team work, creativity, communication (written/verbal), people management, customer focus and responsive and computer literacy.
- DUTIES** : Key Performance Areas: To provide technical advice and support by applying engineering principles and techniques to address engineering challenges through investigation following an approved CPD program for continued professional registration purposes. To perform all aspects of varied innovative and complex agricultural engineering activities that results in progress in technology and engineering applications in one or more of the following fields of agricultural engineering: irrigation & water supply; mechanization; farm structures; animal handling facilities; soil conservation; food processing > energy. Design new systems to solve practical agricultural engineering challenges and improve efficiency and enhance safety. Provide an extension service to farmers and other clients with respect to engineering and soil conservation. Office administration and budget planning. Execution of and reporting on technical research and development.
- ENQUIRIES** : Mr MJ Mfusi Tel no: (033) 355 9108
- POST 39/52** : **ENGINEERING TECHNOLOGIST (4 POSTS) GRADE: A – C REF NO: NOSSC03/2017**
- SALARY** : R323 259 (to be determined according to years of experience in line with OSD)
- CENTRE** : Hilton /Cedara
- REQUIREMENTS** : Bachelor of Technology Degree (B Tech) in Engineering and a valid driver's licence. Compulsory Registration with ECSA as an Engineering Technologist and proof thereof. Experience: 3 years post qualification engineering experience (Agricultural, Civil or Mechanical). Technical Knowledge: Project Management; Technical Design & Analysis, Research and Development; Legal Compliance Technical Report writing; Computer aided engineering applications; Networking and professional judgement. Skills: Strategic capability, Problems solving and analysis, decision making, team work, creativity, communication (written/verbal), people management, planning and organising skills, customer focus and responsive and be computer literate.
- DUTIES** : Key Performance Areas: To provide technical advice and support by applying engineering principles and techniques to address engineering challenges through investigation, following an approved CPD program for continued professional registration purposes. Planning, design and implementation of engineering projects and new systems to solve problems and improve efficiency in one or more of the following fields of agricultural engineering: Irrigation & water supply; mechanization; farm structures; animal handling facilities; soil conservation and food processing. Implementation of cost effective solutions according to departmental standards. Evaluation of existing manuals, standard drawings and procedures to incorporate new technology. Promotion of safety in line with statutory and regulatory requirements. Reporting on service delivery and adherence to administrative procedures and regulations. Investigate new developments in agricultural engineering technology to improve expertise. Self-development in terms of keeping abreast with new technologies and procedures.
- ENQUIRIES** : Mr E.U. Koch Tel no: (033) 355 9108

POST 39/53 : **CONTROL ENGINEERING TECHNOLOGIST (4 POSTS) GRADE A REF NO SSC04/2017**

SALARY : R673 956 (to be determined according to years of experience in line with OSD)

CENTRE : Hilton/Cedara

REQUIREMENTS : Bachelor of Technology (B Tech) in Engineering and a valid driver's licence. Compulsory Registration with ECSA as an Engineering Technologist and proof thereof. Experience: 6 years post qualification engineering technologist experience (Agricultural, Civil or Mechanical) Knowledge: Project management, technical design and analysis, research and development. Skills: Problems solving, planning and analysis, decision making, team work, creativity, communication (written/verbal), people management, customer focus and responsive and be computer literacy, planning and organising skills.

DUTIES : Key Performance Areas: Manage technological advisory services. Plan technological support to engineers and associate professionals; Monitoring and evaluation of technological designs as well as manage administrative and related functions; Address engineering challenges through research and provide strategic direction in the process. Follow an approved CPD programme for continued professional registration purposes. Planning, design and implementation of engineering projects and new systems to solve problems and improve efficiency in one or more of the following fields of agricultural engineering: irrigation & water supply; mechanization; farm structures; animal handling facilities; soil conservation and food processing. Development of cost effective solutions according to departmental standards. Development of design manuals, standard drawings and procedures to incorporate new technology. Promotion of safety in line with statutory and regulatory requirements. Reporting on service delivery; Research engineering technology to improve expertise. Self-development in terms of keeping abreast with new technologies and procedures.

ENQUIRIES : Mr MJ Mfusi 033 – 3559 108

POST 39/54 : **CONTROL ENGINEERING TECHNICIAN (6 POSTS) GRADE A**

SALARY : R396 375 (to be determined according to experience in line with OSD)

CENTRES : (1): 1X ILEMBE DISTRICT, 1X UGU DISTRICT, 1X UTHUKELA: REF NO SSC05/2017

(2): North (1X AMAJUBA, 1X UMKHANYAKUDE, 1X UMZINYATHI). REF. NO: NSC01/2017

REQUIREMENTS : A National Diploma in Engineering and a valid driver's license. Be registered with ECSA as an Engineering Technician and provide Requirements: A National Diploma in Engineering and a valid driver's licence. Compulsory Registration with ECSA as an Engineering Technician and proof thereof. Experience: Six (6) years post qualification technical engineering experience (Agricultural, Civil or Mechanical). Knowledge: sound knowledge of project management, technical design and analysis, research and development. Skills: Problems solving, planning and analysis, decision making, team work, creativity, communication (written/verbal), people management, customer focus and responsive and be computer literacy, planning and organising skills.

DUTIES : Key Performance Areas: To perform and manage technical services and support in engineering research design, construction operations and maintenance. Planning, design and implementation of engineering projects and new systems to solve problems and improve efficiency in one or more of the following fields of agricultural engineering: irrigation & water supply; mechanization; farm structures; animal handling facilities; soil conservation; food processing. Development of cost effective solutions according to departmental standards. Evaluation of existing manuals, standard drawings and procedures to incorporate new technology. Promotion of safety in line with statutory and regulatory requirements. Reporting on service delivery and adherence to administrative procedures and regulations. Self-development in terms of keeping up to date with new technologies and procedures. Following an approved CPD Programme for continued registration purposes.

ENQUIRIES : Mr MJ Mfusi 033 – 3559 108

<u>POST 39/55</u>	:	<u>ENGINEERING TECHNICIAN (21 POSTS) GRADE A-C</u>
<u>SALARY CENTRES</u>	:	R274 440 (to be determined in terms of OSD) REF NO: NSC 02 CENTRE (1) NORTH (9 POSTS) - 3X AMAJUBA, 3X UMKHANYAKUDE, 3X UMZINYATHI. REF. NO: SSC06/2017 CENTRE (2) SOUTH (12 POSTS) 3X ILEMBE, 3 X UGU, 3X UMGUNGUNDLOVU, 3X UTHUKELA.
<u>REQUIREMENTS</u>	:	A National Diploma in Engineering and a valid driver's licence. Compulsory registration with ECSA as an Engineering Technician and proof thereof. Experience: three (3) years post qualification technical engineering experience (Agricultural, Civil or Mechanical) Knowledge: sound knowledge of project management, technical design and analysis, research and development. Skills: Problems solving, planning and analysis, decision making, team work, creativity, communication (written/verbal), people management, customer focus and responsive and be computer literacy, planning and organising skills.
<u>DUTIES</u>	:	Key Performance Areas: To render technical services and support in engineering research. Planning, design and implementation of engineering projects and new systems to solve problems and improve efficiency in one or more of the following fields of agricultural engineering: irrigation & water supply; mechanization; farm structures; animal handling facilities; soil conservation; food processing and energy. Implementation of cost effective solutions according to departmental standards. Application of existing design manuals, standard drawings and procedures. Promotion of safety in line with statutory and regulatory requirements. Reporting on service delivery and adherence to administrative procedures and regulations. Self-development in terms of keeping up to date with new technologies and procedures.
<u>ENQUIRIES</u>	:	Mr MJ Mfusi 033 – 3559 108
<u>POST 39/56</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT (OFFICE OF THE HOD) REF NO SSC07/2017 SL9</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum Cedara A relevant National Diploma/Bachelor's Degree and a valid code EB driver's licence. Experience: 3-5 years' supervisory experience in administration. Knowledge: PSR, PFMA, Treasury Regulations, knowledge of the administrative functioning and understanding of the Public Service Structure. Skills: Organizing, Planning, Problem solving, Analytical, Computer literacy, Time management, Minute taking, Conflict Management, Decision making, Interpersonal relations, communication (Verbal/ written), Self-discipline, be able to cope under pressure, Supervisory, Policy analysis and development.
<u>DUTIES</u>	:	Key Performance Areas: To ensure financial support to the HOD; request and analyse monthly reports, update and maintain detailed commitment register; provide, compile and submit budget for the OHOD and render advice and guidance within the component on financial matters. Ensure provision of administrative support services to the Office of the HOD; coordinate meetings, conferences and seminars and ensure logistical arrangements. Compile memorandums, submissions, letters and minutes. Ensure recording of incoming and outgoing correspondence, delivery and safe keeping of documents and receive, screen and prioritize documents for attention. Initiate the request for the procurement of goods and services for the component. Monitor component assets by means of asset register. Provide executive secretariat duties to meetings (DMCO, MANCO and EXCO). Ensure the effective and efficient management of staff; liaise with internal and external stakeholders and assist in conducting research pertaining to parliamentary and ministerial enquiries.
<u>ENQUIRIES</u>	:	Ms BB Xulu (033) 343 8254
<u>POST 39/57</u>	:	<u>PERSONAL ASSISTANT TO DIRECTOR: HOD SUPPORT REF NO: SSC08/2017 SL 7</u>
<u>SALARY CENTRE</u>	:	R226 611 per annum Cedara

<u>REQUIREMENTS</u>	:	Secretariat Diploma or equivalent qualification. Experience: 3-5 years' experience in rendering administrative support to Senior Management and a valid driver's licence Skills: • Communications (verbal and written) with people at different levels and from different backgrounds• good telephone etiquette, computer skills and understanding of all Microsoft office programmes (Excel, Word and PowerPoint) and Internet, sound organizational and interpersonal relations, reliability, ability to act with tact and discretion, ability to do research and analyse documents and situations, good grooming and presentation, self-management and motivation, knowledge: • knowledge of the relevant legislation/ policies/prescripts and basic knowledge on financial administration.
<u>DUTIES</u>	:	Key Performance• Provide secretariat/receptionist support to the Director; receives telephone calls, manage the diary of the and compile realistic schedules of appointments• Renders administrative support; ensure the effective flow of information and documents from the office, scrutinize routine submissions/ reports and make notes, respond to enquiries, coordinate travelling arrangements, manage the leave register and do filling of documents• Provides support regarding meetings; scrutinize documents to determine actions, record minute decision, communicate to relevant role players and coordinate logistical arrangements for meetings. Support the Director with the administration of the budget when required. Assist in the determining of funding requirements for the purpose of MTEF submissions, check and collates BAS reports to ensure that expenditure is allocated properly and identify the need to move funds between items. Study the relevant Public Service and Departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly; keep up to date information of prescripts/ policies and remain abreast with the procedures applicable to work terrain.
<u>ENQUIRIES</u>	:	Ms B Xulu 033 355 9108
<u>POST 39/58</u>	:	<u>PROFESSIONAL SCIENTIST: ENTOMOLOGIST – 2 POSTS GRADE: A-C</u>
<u>SALARY CENTRES</u>	:	R 549 636 (to be determined according to years of experience in line with OSD)
	:	REF NO: NSC03/2017 CENTRE (2): UMZINYATHI (X1)
	:	REF NO: SSC9 CENTRE (1) CEDARA (X1)
<u>REQUIREMENTS</u>	:	A 4-year BSc. or BSc Honours Degree with Entomology as a major and a valid driver's licence. Recommendations: A post graduate Degree in Entomology; research experience and scientific publications. Compulsory registration with SACNASP as a Natural Professional Scientist and provide proof thereof. Experience: three (3) years post qualification natural scientific experience. Knowledge: legal compliance; creating high performance culture; professional judgement; Data analysis; Policy development and analysis; presentation skills; Programme and Project management, scientific methodologies and models, Research and development, Computer aided scientific applications. Skills: Analytic, creativity, decision making, team work, creativity, communication (written/verbal), technical report writing, people management, Computer literacy, networking, change management, planning and organising skills.
<u>DUTIES</u>	:	Key Performance Areas: Develop and implement methodologies, policies, systems and procedures with particular reference to agricultural research; identify gaps and develop appropriate interventions for entomology research needs; continuous professional development to keep abreast with new technologies and procedures; conduct applied research to generate information and knowledge aimed at developing appropriate technology to address agricultural production constraints due to pests; gather and interpret data statistically and compile scientific papers and technical documents; dissemination of information through presentation of papers at scientific symposia and congresses and lecturing at farmers' days and at short courses and provide specialist advice on Entomology related matters.
<u>ENQUIRIES</u>	:	Ms F Qwabe 033 355 9160
<u>POST 39/59</u>	:	<u>CHIEF ARTISAN REF NO: SSC10/2017 GRADE: A – B</u>
<u>SALARY CENTRE</u>	:	R343 480 PER ANNUM
	:	Cedara - Head Office

- REQUIREMENTS** : A relevant Trade Test Certificate issued under the provisions of the Manpower Training Act of 1981 as amended and a valid (EB) driver's licence. Experience: 10 years post qualification experience as an Artisan/Artisan Foreman. Knowledge: compilation of specifications and production processes, project management, financial management, technical design and consulting. Skills: Computer literacy (MS Word and Excel), report writing, analytic thinking skills, team work, problem solving, ability to make independent decisions, communication (verbal and written), presentation, planning and organizing.
- DUTIES** : Key Performance Areas: Manage technical services and support in conjunction with Technical/ Artisan and associates in the field, workshop and technical office activities. Manage administrative and related functions, compile and submit reports and provide inputs into the budgeting process. Manage financial resources, control and monitor expenditure according to the budget, and manage the commercial value add of the discipline- related resources. Ensure the management of resources allocated and ensure the transfer of skills.
- ENQUIRIES** : Mr A Kent (033) 355 9192

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 39/60** : **MEDICAL SPECIALIST GRADE 1 REF NO: HRM 36/2017 – 02 POSTS**
Directorate: Dept. Of General Surgery
People with Disabilities and African females are encouraged to apply
- SALARY** : GR 1: R991 857–R1 052 712 per annum, (All inclusive salary package) plus compulsory commuted overtime
None to less than 5 years after registration with the HPCSA as an Independent Medical Specialist
- CENTRE REQUIREMENTS** : King Edward VIII Hospital (KEH)
: MBCHB degree or equivalent PLUS, tertiary qualification (FCS)(SA) PLUS registration with the HPCSA as a Medical Specialist PLUS current registration certificate as a Medical Specialist with HPCSA (2017/2018) Knowledge, Skills, Training And Competencies Required: Knowledge and skills in adult and Paediatric Emergency Resuscitative intervention, clinical knowledge in Acute and Chronic Surgical Management of patients, good interpersonal and supervisory skills, supervision of students, interns, doctors, auxillary staff and registrars, accomplished in management of Surgical trauma, knowledge and capability of performing and teaching laparoscopic surgery
- DUTIES** : Key Performance Areas: Provision of quality centered medical care to all patients in the surgical unit, maintain accurate medical record in accordance with legal and ethical guidelines, supervision of students, interns, doctors, auxillary staff and Registrars, participation in after-hours duties is compulsory, provision to assist in the outreach programs

ENQUIRIES APPLICATIONS : Dr. R.R. Chetty – 082 771 1663
 : 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 : 13 October 2017
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.

OTHER POSTS

POST 39/61 : **MEDICAL OFFICER 4 POST REF NO: NE 07/2017**
 Section: Obstetrics & Gynaecology

SALARY : Medical Officer Grade 1: SALARY: R736 425.00 per annum (All-inclusive package) Appropriate qualification plus registration with HPCSA as a Medical Practitioner.
 Medical Officer Grade 2: SALARY: R842 028.00 per annum (All-inclusive package) Appropriate qualification plus five (5) years' experience after registration with HPCSA as a Medical Practitioner
 Medical Officer Grade 3: SALARY: R977 199.00 per annum (All-inclusive package) Appropriate qualification plus ten (10) years' experience after registration with HPCSA as a Medical Practitioner
 Other benefits: 18% In-hospital allowance (from basic salary) Commuted Overtime.
 Nature of package: The all-inclusive package consists of a 70% basic salary and 30% flexible portion that maybe structured in-terms of the applicable rules

CENTRE REQUIREMENTS : Newcastle Regional Hospital
 : Matric or equivalent PLUS. MBCHB degree PLUS. Registration certificate as a Medical Practitioner with HPCSA. Current registration with the HPCSA as a Medical Officer (2017/2018). Completion of Community Service. Knowledge, Skills, Training and Competencies Required: Sound knowledge of women's health issues to allow for accurate diagnosis and appropriate management of clinical problems. Ability to deal with all maternity emergencies. Ability to perform all gynaecological procedures e.g. Ectopic, Evac's, TLS. Good decision making, Problem solving, Leadership and mentoring skills. Good communication skills. Knowledge of ethical medical practice. Ability to assess, diagnose and manage Obstetrics and Gynaecological conditions.

DUTIES : Key Performance Areas: Participation in the provision of services in Obstetrics & Gynaecology department in the Amajuba District. Perform after hours duties. Assist with supervision and support of interns in the department and in the departmental academic programme. Provide and ensure community orientated clinical services and to support Primary Health Care services

ENQUIRIES APPLICATIONS FOR ATTENTION : Dr. N.I. Dlamini – HOCU (O&G) Contact no: 034 328 0000
CLOSING DATE : CEO Newcastle Hospital Private Bag X 6653 Newcastle 2940
NOTE : Human Resource Manager
 : 11 October 2017
 : Application for employment – Z83. Certified copy of Identity document. Certified copy of Senior/Matric Certificate and Tertiary Qualification. Professional Registration certificate with the HPCSA. Updated Curriculum Vitae with traceable reference. Copy of certificate of current registration with HPCSA (2017/2018). Proof

of Current and Previous experience of employment endorsed and stamped by Human Resource Department. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security. agency (SSA) to the following checks (criminal clearance, credit records, citizenship). Verification of Educational Qualifications by SAQA, verification of previous experience from employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Newcastle Regional Hospital is an equal opportunity, affirmative action employer whose aim is to promote representativity in all occupational categories in the institution. Persons with disability are encouraged to apply. Please note that due to financial constraints no S&T payment will be considered for payments to candidates that are invited for interview.

- POST 39/62** : **CLINICAL TECHNOLOGIST (CRITICAL CARE) GRADE 1/2 (3 POSTS) REF NO: HRM 34/2017**
 Directorate: Dept. Of Anaesthetics and Critical Care
 People with Disabilities and African Males are encouraged to apply
- SALARY** : GR 1: R281 148–R321 462 per annum. plus benefits Medical Aid, Housing Allowance, service bonus
 No experience after registration with HPCSA as a clinical technologist
 GR 2: R331 179–R378 687 per annum plus benefits Medical Aid, Housing allowance, service bonus
 10 years experience after registration with the HPCSA as a clinical technologist
- CENTRE REQUIREMENTS** : King Edward VIII Hospital (KEH)
 : Diploma in Clinical Technology (Critical Care), current registration with the HPCSA as a Clinical Technologist (Critical Care) for (2017/2018) Knowledge, Skills, Training And Competencies Required: Thorough knowledge of Biomedical Apparatus/Life support Medical equipment, candidate must have worked in Operating Theatres, Trauma complex, and ICU during training, must have good communication skills (verbal and written), she/He must have the ability to work independently and in a team context and also be able to trouble-shoot/problem solve medical equipment under pressure
- DUTIES** : Key Performance Areas: Effective provision of Clinical Technology Services in the clinical areas below or as required by Line Manager, required to work on a rotational basis in all service areas, these include Neonatal Intensive care unit, Paediatric Intensive care unit, Main Operating theatres, Trauma unit Trauma theatres, Medical emergency, Trauma Resuscitation area and Trauma ICU. Ensure that all Life Support Medical equipment is readily available, assist with performing diagnostic and therapeutic procedures (TEGs, Bronchoscopies, ECGs, BGAs, EEGs, Platelet Function Tests etc), assist with safely transporting critically ill/ventilated patients to CT Scan/MRI, assist with difficult Intubations, cardiac output set up and monitoring, Operating the Cell-Saver medical device as well as all other equipment within the field of practice, Participation in clinical research, ordering of stock and training of DUT students, required to work on standby, after-hours, weekends and public holidays
- ENQUIRIES APPLICATIONS** : Dr. L. Cronje Tel no: (031) 360 3610
 : 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 NOTE** : 06 October 2017
 : Application for employment – Z83. Certified copy of Identity document. Certified copy of Senior/Matric Certificate and Tertiary Qualification. Professional Registration certificate with the HPCSA. Updated Curriculum Vitae with traceable reference. Copy of certificate of current registration with HPCSA (2017/2018). Proof of Current and Previous experience of employment endorsed and stamped by Human Resource Department. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security. agency (SSA) to the following checks (criminal

clearance, credit records, citizenship). Verification of Educational Qualifications by SAQA, verification of previous experience from employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Newcastle Regional Hospital is an equal opportunity, affirmative action employer whose aim is to promote representativity in all occupational categories in the institution. Persons with disability are encouraged to apply. Please note that due to financial constraints no S&T payment will be considered for payments to candidates that are invited for interview.

POST 39/63 : **CLINICAL TECHNOLOGIST (CARDIOLOGY/ECHO) GRADE 1/2 REF NO: HRM 35/2017**

Directorate: Dept. Of Anaesthetics and Critical Care
People with Disabilities and African Males are encouraged to apply

SALARY : GR 1: R281 148 – R 321 462 per annum plus benefits Medical Aid, Housing Allowance, service bonus
No experience after registration with HPCSA as a clinical technologist
GR 2: R331 179.00 – R 378 687.00 per annum plus benefits Medical Aid, Housing allowance, service bonus

CENTRE REQUIREMENTS : 10 years experience after registration with the HPCSA as a clinical technologist
King Edward VIII Hospital (KEH)
Diploma in Clinical Technology (Cardiology), current registration with the HPCSA as a Clinical Technologist (Cardiology) for (2017/2018) Knowledge, Skills, Training And Competencies Required: Thorough knowledge of biomedical apparatus required for duties, candidate must have worked in adult and paediatric units during training, must have good communication skills (verbal and written), she/He must have the ability to work independently and in a team context and also be able to trouble-shoot problem solve medical equipment under pressure

DUTIES : Key Performance Areas: Provide efficient service in Main and Obstetric Theatre complex, ICU and perioperative services including High care areas and other critical domains as required by line-managers, attend ward rounds and meetings in allocated departments, perform procedures such as echocardiography, FATE and FAST scans, 12 lead ECG, provide 24 hour standby service (required to work after hours, weekends and public holidays), participate in the departmental outreach program, academic activities and journal club, support department research, audit and quality improvement projects, support ECHO/FATE workshops and medical staff training, maintenance of equipment

ENQUIRIES APPLICATIONS : Dr. L. Cronje - 031 360 3610
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 : 06 October 2017

NOTE : Application for employment – Z83. Certified copy of Identity document. Certified copy of Senior/Matric Certificate and Tertiary Qualification. Professional Registration certificate with the HPCSA. Updated Curriculum Vitae with traceable reference. Copy of certificate of current registration with HPCSA (2017/2018). Proof of Current and Previous experience of employment endorsed and stamped by Human Resource Department. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security. agency (SSA) to the following checks (criminal clearance, credit records, citizenship). Verification of Educational Qualifications by SAQA, verification of previous experience from employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Newcastle Regional Hospital is an equal opportunity, affirmative action employer whose aim is to promote representativity in all occupational categories in the institution. Persons with disability are encouraged to apply. Please note that due to financial constraints

no S&T payment will be considered for payments to candidates that are invited for interview.

DEPARTMENT OF TRANSPORT

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 13 October 2017
- NOTE** : Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), identity document as well as valid driver's licence (where a driver's licence is a requirement). Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the post(s).

OTHER POST

- POST 39/64** : **LEGAL ADMINISTRATIVE OFFICER: LITIGATION (REF. NO. P 36/2017)**
- SALARY** : R226 227 – R446 736 (MR 3-MR5) (depending on experience)
- CENTRE** : Head office, Pietermaritzburg
- REQUIREMENTS** : Bachelor of Laws (LLB); plus Minimum of 2 years postgraduate legal experience; plus A valid driver's licence (Minimum code B). Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Act. Knowledge of Public Service Regulations. Knowledge of Public Financial Management Act. Knowledge of Treasury Regulations. Knowledge of interpretation of laws. Knowledge of legal research methods and mechanisms. Knowledge of drafting of legal document. Knowledge of legislation management. Knowledge of legislation administered by the Department. Knowledge of other legislation impacting on legislation administered by the Department. Knowledge of legislative framework of the Public

Sector. Knowledge of Administrative law. Knowledge of Constitutional Law. Knowledge of Civil and criminal procedure law. Knowledge of law of contracts. Knowledge of family law. Good communication skills. Legal writing skills. Dispute resolution skills. Leadership skills. Computer literacy. Interpersonal relations and networking skills. Problem solving skills. Financial management skills. Project management skills. Time management skills. Negotiation skills. The ideal candidate must be outcome oriented, have a willingness to learn, be reliable and have objectivity in dealing with matters. He/she must be decisive and have determination.

DUTIES

: Provide litigation management: Assist in the management of litigation, including the auditing, monitoring and review of the departmental litigation management systems, policy, procedure or practice manual. Attend all court proceedings and, where appropriate, defend the Department. Instruct and liaise with the State Attorney and where appropriate, Private Attorneys. Institute legal proceedings on behalf of the Department, including debt recovery proceedings. Arrange and participate in consultation with relevant parties in all court proceedings, including officials of the Department. Assist in the development of any course of action, systems, policy or instruments designed to achieve litigation management goals. Provide legal interpretation: Interpret legislation, litigations, agreements, policies and other legal documents. Advice the management and other officials in the Department on the interpretation, application and legal implications of provisions of relevant legal instrument. Provide advice and guidance and input to policy: Consult with stakeholders and identify shortcomings in policies and legislation. Assist with the preparation of comments and recommendations. Dissemination of amendments, circulars, policies and legislation to relevant forums. Provide legal support services: Assist in the training of officials of the Department on legal matters. Organise, facilitate, initiate and participate in consultations, meetings, negotiations, discussions, workshops and seminars on any significant legal issue. Where appropriate, provide legal assistance to the management and other officials in the Department for the preparation, drafting or making of management decisions or taking of administrative actions with possible legal implication.

ENQUIRIES
FOR ATTENTION
NOTE

: Ms S Ngubo Tel. No.: 033 – 355 8997
:
: Ms HS Masango
:
: It is the intention of this Department to consider equity targets when filling this position. Shortlisted candidates may be required to undergo a competency based test.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION**

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions funded through the DORA Infrastructure Conditional Grant, as set out below.

- APPLICATIONS** : The Head of Department, Department of Education, Private Bag x 11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex.
- FOR ATTENTION** : Mr. G Mathebula, HR Provisioning.
- CLOSING DATE** : 19 October 2017
- NOTE** : Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, originally certified copies (not older than three months) of all qualifications and RSA ID-document, as well as valid driver's license where required. Please note that a passport or driver's license will not be accepted in lieu of an Identity document. Failure to attach the requested documents will result in your application not being considered. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful.

OTHER POSTS

- POST 39/65** : **DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: K12/173**
- SALARY** : R453 246 per annum
- CENTRE** : Amsterdam Circuit Office, Amsterdam
- REQUIREMENTS** : An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE.
- DUTIES** : Monitor implementation of curriculums, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring

of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES

:

Mr MP Nkosi, Tel (017) 801 5097, Ms G Motau, Tel (017) 801 5077

POST 39/66

:

DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: K12/174

SALARY CENTRE REQUIREMENTS

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:

R453 246 per annum
H/V Ridge East Circuit Office, Evander
An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE.

DUTIES

:

Monitor implementation of curriculums, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES

:

Mr MP Nkosi, Tel (017) 801 5097, Ms G Motau, Tel (017) 801 5077

POST 39/67

:

DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: K12/175

SALARY CENTRE REQUIREMENTS

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:
:

R453 246 per annum
Bethal Circuit Office, Bethal
An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education.

Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE

DUTIES : Monitor implementation of curriculars, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES : Mr MP Nkosi, Tel (017) 801 5097, Ms G Motau, Tel (017) 801 5077

POST 39/68 : **DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: K12/176**

SALARY : R453 246 per annum

CENTRE : Badplaas Circuit Office, Elukwatini

REQUIREMENTS : An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE

DUTIES : Monitor implementation of curriculars, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating

- learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.
- ENQUIRIES** : Mr MP Nkosi, Tel (017) 801 5097, Ms G Motau, Tel (017) 801 5077
- POST 39/69** : **DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: K12/177**
- SALARY** : R453 246 per annum
- CENTRE** : Carolina Circuit Office, Carolina
- REQUIREMENTS** : An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE
- DUTIES** : Monitor implementation of curriculums, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.
- ENQUIRIES** : Mr MP Nkosi, Tel (017) 801 5097, Ms G Motau, Tel (017) 801 5077
- POST 39/70** : **DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: K12/178**
- SALARY** : R453 246 per annum
- CENTRE** : Emalahleni 2 Circuit Office, Emalahleni
- REQUIREMENTS** : An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE

DUTIES : Monitor implementation of curriculars, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES : Ms M Masilela, Tel (013) 947 1816

POST 39/71 : **DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: K12/179**

SALARY CENTRE REQUIREMENTS : R453 246 per annum
 : Emalaheni 3 Circuit Office, Emalaheni
 : An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE.

DUTIES : Monitor implementation of curriculars, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES : Ms M Masilela, Tel (013) 947 1816

POST 39/72 : **DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: K12/180**

SALARY : R453 246 per annum
CENTRE : Kwaggafontein West Circuit Office, Kwaggafontein
REQUIREMENTS : An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE.

DUTIES : Monitor implementation of curriculums, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES : Ms M Masilela, Tel no: (013) 947 1816

POST 39/73 : **DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT K12/181**

SALARY : R453 246 per annum
CENTRE : Sikhulile Circuit Office, Kanyamazane
REQUIREMENTS : An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE.

DUTIES : Monitor implementation of curriculums, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school

governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES

:

Ms JT Dlamini, Tel no: (013) 766 0508

POST 39/74

:

DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: K12/182

SALARY

:

R 453 246 per annum

CENTRE

:

Nkululeko Circuit Office, Matsulu

REQUIREMENTS

:

An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE

DUTIES

:

Monitor implementation of curriculums, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES

:

Ms JT Dlamini, Tel no: (013) 766 0508

POST 39/75

:

DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: K12/183

SALARY

:

R453 246 per annum

CENTRE

:

Nkomazi West Circuit Office, Tonga

REQUIREMENTS

:

An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service

policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE

DUTIES : Monitor implementation of curriculars, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management , leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES : Ms JT Dlamini, Tel (013) 766 0508

POST 39/76 : **DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: K12/184**

SALARY : R453 246 per annum
CENTRE : Lehukwe Circuit Office, Cunningmoore
REQUIREMENTS : An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE

DUTIES : Monitor implementation of curriculars, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's

		progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage. Mr T Magoane, Tel (013) 766 7410
<u>ENQUIRIES</u>	:	
<u>POST 39/77</u>	:	<u>DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: K12/185</u>
<u>SALARY</u>	:	R453 246 per annum
<u>CENTRE</u>	:	Thulamahashe Circuit Office, Thulamahashe
<u>REQUIREMENTS</u>	:	An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE
<u>DUTIES</u>	:	Monitor implementation of curriculums, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.
<u>ENQUIRIES</u>	:	Mr T Magoane, Tel (013) 766 7410
<u>POST 39/78</u>	:	<u>DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: K12/186</u>
<u>SALARY</u>	:	R453 246 per annum
<u>CENTRE</u>	:	Ximhungwe Circuit Office, Kildare Trust
<u>REQUIREMENTS</u>	:	An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE.
<u>DUTIES</u>	:	Monitor implementation of curriculums, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies

to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES

:

Mr T Magoane, Tel no: (013) 766 7410

POST 39/79

:

DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT K12/187

**SALARY
CENTRE
REQUIREMENTS**

:
:
:

R 453 246 per annum
Maviljan Circuit Office, Bushbuckridge
An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE.

DUTIES

:

Monitor implementation of curriculums, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES

:

Mr T Magoane, Tel no: (013) 766 7410

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

- APPLICATIONS** : 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.
- CLOSING DATE** : 13 October 2017
- NOTE** : The Office of the Premier is an equal employment opportunity and affirmative action employer and it 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. Employment Equity plan of the Office will be considered when filling these positions. 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 three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment whilst selected interviewed candidates will be subjected to a two day competency assessments. 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. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority.

MANAGEMENT ECHELON

- POST 39/80** : **CHIEF DIRECTOR: SERVICE DELIVERY MONITORING AND INTERVENTION**
REF NO: NWOOP/10/01
Job Purpose: To manage and facilitate service delivery monitoring support programmes and interventions
- SALARY** : R1 127 334.00 p.a. (all inclusive package Level 14)
- CENTRE** : Provincial Office, Mmabatho
- REQUIREMENTS** : A bachelor's degree in Public Management/Public Administration or related field of study and/ or equivalent (NOF level and Credits). Extensive experience in service delivery interventions and five years' experience at senior management level. Extensive knowledge and understanding of Public Service prescripts and knowledge of the community development programme in the public service will serve as an added advantage.
- DUTIES** : The management and coordination of district wide service delivery improvement support programmes and interventions in line with the five concretes of the province. Monitoring and evaluation of service delivery in the four districts. Facilitate and coordinate public participation programme.
- ENQUIRIES** : Mr. T.J. Maweela, Tel no: 018 – 388 2696
- POST 39/81** : **DIRECTOR: CORPORATE COMMUNICATION REF NO: NWOOP/10/02**
Job Purpose: To promote Provincial Government Corporate Identity
- SALARY** : R948 174 per annum (all-inclusive package level 13)
- CENTRE** : Provincial office: Mmabatho
- REQUIREMENTS** : A bachelor's degree in Communications/Public Relations/Journalism or related field of study and/ or equivalent (NOF level and Credits). Extensive experience in communications/public relations/journalism and five years experience at middle management level.
- DUTIES** : Develop and manage corporate communication strategies. Develop, strengthen and maintain Office of the Premier brand. Monitor the implementation and compliance of the corporate identity, visibility and uniform branding of the Office. Provide media production services including professional video, desk-top publishing and photography services. Manage production of publications. Ensure effective profiling of the Office of the Premier and the North West Provincial Government. Develop and implement the events management strategy and communication plans

for all Provincial Government marketing campaigns. Organise and project manage all communication activities around events and campaigns on the Office and provincial events calendar. Publish publications to profile the work of the Office and ensure the public has access to information on progress in implementing government's programme of action. Promote and facilitate an effective internal communication programme. Establish and ensure adherence to budgets, schedules, work plans and performance requirements.

ENQUIRES : Mr. Brian Setswambung, Tel: (018) 388 5695

OTHER POSTS

POST 39/82 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: NWOOP/10/03**
Job purpose: To manage and provide Supply Chain Management services

SALARY : R657 558 per annum (all inclusive package level 11)
CENTRE : Mahikeng
REQUIREMENTS : A bachelor's degree in Logistics Management/ Supply Chain Management/Purchasing management and/ or equivalent (NOF level and Credits). 6 -7 years experience in Supply Chain Management/ procurement of which 3 years should be at junior management level. Knowledge of Supply Chain Management prescripts and understanding of legislative framework. Knowledge of PFMA/Treasury regulations. **DUTIES:** Provide end to end support, guidance and advice on Supply Chain Management value chain. Manage the implementation of Supply Chain Management systems, policies and procedures. Management of staff. Ensure effective and efficient functioning of Supply Chain Management Committees. Management and administration of Bids and related processes

ENQUIRIES : Mr. O.D. Gaolaolwe, Tel no: 018 -3884240

POST 39/83 : **PROVINCIAL GOVERNMENT INFORMATION TECHNOLOGY OFFICE COUNCIL (PGITOC) SECRETARIAT REF NO: NWOOP09/01**
Job Purpose: Provide and coordinate secretarial support services to the Provincial GITO council.

SALARY : R334 545 per annum, Level 09
CENTRE : Mmabatho
REQUIREMENTS : A three year degree in the ICT field or equivalent. 3 – 5 years experience in the secretariat field. Knowledge: Extensive knowledge of IT policies and procedures. Knowledge and understanding of the role and functions of the PGITO council. Skills: Report writing, minutes taking, coordinating and communication skills. A valid driver licence.

DUTIES : To provide secretariat functions to the provincial GITO council and various committees. Ensure effective running of GITO council meetings. Monitor the role of the council to ensure that the Council delivers on its mandate of coordinating projects. Timely delivery of minutes, agendas and notifications and other information to the PGITO council members. Handling of official documents of the PGITO council, such as ToRs, correspondence, resolutions and minutes. Ensure that new members of the PGITOC are properly updated. Collection and distribution of reports as well as relevant data of Technical Committees to the council members. Liaising with departments, institutions as well as municipalities to ensure their active participation in the GITO Council activities.

ENQUIRIES : Mr M. Toka, Tel no: 018-3883135

NOTE : NB: This post was previously advertised in the DPSA Circular No. 37 with a closing date of 22/09/2017. All applicants who have already applied for the position they need not to apply again their applications will be considered.

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

CLOSING DATE : 13 October 2017 @ 16:00
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency test. Kindly note that technical support is only available from this coming Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 39/84 : **SENIOR AGRICULTURAL ECONOMIST, REF NO. AGR 2017-67**

SALARY : R 417 552 per annum, Level 10
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Honours Degree (or equivalent) with Economics or Agricultural Economics as a major subject, with a minimum of 3 years' relevant experience; A valid code B drivers licence. Recommendation: Masters' Degree with Economics or Agricultural Economics as a major; Ability to analyse large datasets and trends using Stata (or related) statistical software. Ability to conduct independent research and good understanding of the Agricultural sector and resource economics. Competencies: Knowledge of Economic and financial systems, analytical techniques, and international trade theory and policy; Advanced computer literacy and knowledge of programming packages (e.g. STATA, R); Advanced presentation and communication (written and verbal) skills; Ability to conduct independent research; Good understanding of the Agricultural sector and macro-economic factors influencing it; General understanding and application of resource economics.

DUTIES : Continuous in-depth study/research of development/patterns/trends in resources, macro-economics, trade, investment and rural development; Undertake and oversee the analysis/identification of economic questions/challenges in a specific environment /situation pertaining to legislation, strategy, policy, initiatives, interventions; Undertake and oversee the application, adaption and development of models in order to reflect current situation or forecast/project possible scenarios; Undertake and oversee the compilation of the final output e.g. reports, position papers, information documents, policy documents, populated database etc. Undertake and oversee the provision of advice to internal and external stakeholders on the impact of forecast for decision-making, initiatives or interventions within a specific environment; Establish and maintain a network for liaison with economic/agricultural analysis institutions and other stakeholders; Perform administrative and related functions.

ENQUIRIES : Mr L Pienaar Tel no: (021) 808 5023
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 39/85 : **SUPPLY CHAIN MANAGEMENT CLERK, REF NO. AGR 2017-65**

SALARY : R 152 862 per annum, Level 05
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 or equivalent qualification. Recommendation: A minimum of 1-year relevant experience. Competencies: Good understanding of the following: Application of relevant legislation; Working knowledge of systems; Communication skills (verbally and written) in at least two of the three official languages of the Western Cape; Interpersonal skills; Numeric skills; Searching skills; Organising and planning skills; Basic analytical skills; General administration skills; Office administration skills; Proven computer literacy.

- DUTIES** : Acquisition and Demand: Register and capture information of suppliers on LOGIS; Obtaining of quotations; Placing of orders; Maintain all databases (asset/ suppliers/ requisition); Capturing of specifications and contracts on electronic purchasing system; Render secretarial function to the Bid Committee; Compile Bid documents; Minute taking and typing; Maintain a database of suppliers; Assist with the tender administration process; Payments: Ensure that invoice, SRI's and quantities correspond; Request credit notes from suppliers when necessary; Capturing invoices and creating payments; Warehousing and Transit: Posting of relevant documentation on the LOGIS system; Preparation of payment documentation and obtain credit notes; Quality and quantity control.
- ENQUIRIES** : Mr C Starling Tel no: (021) 808 5161
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- CLOSING DATE** : 13 October 2017 @ 16:00
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency test. Kindly note that technical support is only available from this coming Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 39/86** : **ENVIRONMENTAL OFFICER PRODUCTION: REMEDIATION AND EMERGENCY INCIDENT MANAGEMENT, REF NO. EADP 2017-27 (1-YEAR CONTRACT POSITION)**
- SALARY** : R 240 015 – R 420 690 per annum (OSD as prescribed)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : A relevant 3-year National Diploma in the Natural, Physical, Environmental Sciences or Engineering; A valid driver's licence (Code B). Recommendation: Technical knowledge of the integrated environmental management processes including the specific environmental management acts promulgated in terms of NEMA S30 emergency incidents, remediation and Provincial environmental policies; Technical knowledge of the functioning of ecosystems, social interactions and other environmental aspects; Knowledge of methodologies and techniques for the evaluation of environmental impacts, environmental monitoring and auditing. Competencies: Knowledge of environmental management, especially remediation; Knowledge of environmental legislation; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Report writing skills; Meeting and facilitation skills; Basic Project Management skills; Proven computer literacy in Word, Excel and PowerPoint.
- DUTIES** : Provide technical advice into projects and policies related to remediation of contaminated land and NEMA s30 Emergency Incident Management; Provide technical comment and assessment of technical reports related to remediation of contaminated land and NEMA s30 Emergency Incident Management; Provide technical advice and comment with regard to compliance and enforcement of National Environmental Management Act (NEMA) Section 30 (emergency incidents pertaining to pollution), Section 28 (Duty of Care), the EIA Regulations and the National Environmental Management Waste Act (NEMWA); Administer emergency incident response including site visits, reviewing reports, drafting technical directives and recording information.
- ENQUIRIES** : Mr S Botha Tel no: (021) 483 0752
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

- POST 39/87** : **ENVIRONMENTAL OFFICER PRODUCTION: WASTE MANAGEMENT PLANNING, REF NO. EADP 2017-26**
- SALARY** : R240 015 – R 420 690 per annum (OSD as prescribed)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : A relevant 3-year National Diploma in the Natural/ Physical Science, or Engineering or an appropriate equivalent qualification; A valid driver's licence (Code B). Recommendation: An appropriate recognised 3-year B-Degree; Experience in planning, organising and report writing. Competencies: Knowledge of the following: Information and / or Waste or Pollution Management field; Statistical Analysis; Environmental, general and hazardous waste management; Proven computer literacy (MS Office); Sound interpersonal and effective communication skills (written and verbal) to communicate via a wide range of media to a diverse range of stakeholders, including writing skills and the ability to communicate in at least two of the three official languages (Afrikaans, Xhosa and English) in the Western Cape; Ability to conduct research.
- DUTIES** : Applications of registry procedures; Maintenance of the filing system and records control schedule; Control of franking machine and remittance register; Distribution and collection of files and correspondence; Controlling of the mailbag; Assist registry personnel and other officials; Assist transport officer with transport driving duties.
- ENQUIRIES** : Mr A Hoon Tel no: (021) 483 2712
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF HUMAN SETTLEMENTS

- CLOSING DATE** : 13 October 2017 @ 16:00
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency test. Kindly note that technical support is only available from this coming Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 39/88** : **CONSTRUCTION PROJECT MANAGER (GRADE A-C), REF NO. HS 2017-36**
- SALARY** : R 637 875 – R 977 883 per annum, Grade A-C (OSD as prescribed).
- CENTRE** : Department of Human Settlements, Western Cape Government
- REQUIREMENTS** : National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience/ or BTech (Built Environment field) with a minimum of 4 years certified managerial experience; Honours degree in any Built Environment field with a minimum of 3 years' experience; Valid driver's licence; Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Recommendation: Proven working knowledge with experience of: Housing Development Act, Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBR) guidelines, Planning and Environmental regulatory requirements. Competencies: Planning and Environmental regulatory requirements; Experience in relevant public service legislation, policies, regulations, guidelines; working knowledge in project management principles and methodologies, experience in building and construction legislation and standards; knowledge in contract law, contract management and contract administration; experience in Human Settlement and Local Government delivery issues; Excellent communication (written and verbal) and report writing skills in at least two official languages of the Western Cape, Proven computer literacy skills in MS Office packages; Excellent programme and project

management skills, Excellent research and development skills, Excellent technical report writing skills; ability to liaise with personnel, general public and stakeholder/clients, ability to work independently and in a team. Ability to work irregular hours as required, ability to work within specific timeframes, be innovative, pragmatic, creative, committed, assertive, self-management, motivated and diplomatic.

DUTIES

: Plan, manage and coordinate all aspects of subsidized Human Settlement Development Implementation within the Region under the supervision of the Chief Engineer: Analyse and evaluate funding applications, prepare relevant funding reports ensuring full compliance with relevant policies, Project pipeline planning, project planning implementation, monitoring, reporting and evaluation in line with project management methodology and policy, Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Chief Engineer; Identify resources needed, assign individual responsibilities and procure as required in accordance with relevant policy; Manage day-to-day operational aspects of a project and scope of work; Apply QMS on projects and manage implementation thereof; Effectively apply project management methodology and enforce project standards to minimize risk on projects; Assist in determining business plan outputs and work towards achieving them; Evaluation of project funding applications applicable to Human Settlement implementation programmes (Human Settlement development Grant and Urban Settlement Development Grant), and report findings with recommendations; Compilation, evaluation and recommendation of tender specifications applicable to relevant provincial projects; ensure through evaluation that planning and design is done according to sound engineering principles and according to norms and standards as well as codes of practice and the National Housing Code; Provide support and advice to municipalities on matters relating to Human Settlement implementation; Plan and develop new housing and infrastructure projects to be implemented by the Provincial Department of Human Settlements; Oversee construction and on-going monitoring and evaluation of projects planned and implemented by the Provincial Department of Human Settlements; Oversee budget planning and control in line with project pipelines and the human settlement chapter of integrated Development Plans; compile logs and managing significant risk according to sound risk management practice and organizational requirements; Project Accounting and Financial Management: Manage project budget and resources in consultation with Chief Engineer, Monitor project expenditure and ensure full compliance in accordance with relevant policy, Provide inputs, compile and implement the operational plan as derived from the Annual Performance Plan (APP), Manage the budget for the Sub-Directorate: Cape Winelands District in accordance with legislative frameworks regulating public finances; Office Administration: Provide inputs to Chief Engineer with tender administration, Ensure that correct tender and procurement procedures are adhered to in component, Serve as interface with the Supply Chain Management component in the Department, Ensure that full and proper records of all tender and procurement processes of the relevant projects are kept in accordance with prescribed norms and standards; Research and Development: Keep up with new technologies and procedures, Research/literature on new developments on project management methodologies, Liaise with relevant bodies/councils on project and construction management, Provide support to the Chief Engineer in the collection of data and execution of research; People Management: Function as supervisor of subordinates, Monitor and coach subordinates, Manage the discipline of subordinates, Manage the workload of subordinates.

**ENQUIRIES
APPLICATIONS**

: Ms PN Mayisela Tel no: (021) 483 2854
: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF LOCAL GOVERNMENT

**CLOSING DATE
NOTE**

: 13 October 2017 @ 16:00
: Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to

undergo competency assessments/proficiency test. Kindly note that technical support is only available from this coming Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 39/89** : **OFFICE MANAGER: INTEGRATED SERVICE DELIVERY, REF NO. LG 2017-22**
- SALARY** : R 334 545 per annum, Level 09
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : 3-year National Diploma (or equivalent qualification) with a minimum of 3 years' experience in rendering executive support functions and/ or office administration to senior management; Proficiency in Microsoft Office Packages (Word, Excel, PowerPoint and Outlook). Competencies: Advanced knowledge of relevant software packages; In depth knowledge and understanding of the relevant legislation/ policies/ prescripts and procedures; Excellent communication skills; Analytical thinking; Excellent report writing skills; Self-management and motivation; Customer service orientation; Project Management.
- DUTIES** : Manage engagements with respect to programme/activities; Render line administrative support services such as systems that will contribute towards improving efficiency; flow of information documents, safekeeping of all documentation; Provide support to the Senior Manager with regard to meeting e.g. screening of documents to determine actions and information required for the meeting, render secretarial services; Manage financial and human resources of the Office of the Senior Manager; Execute research, analyse information and compile complex documents for the Senior Manager; Remains up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and executive support to the Senior Manager.
- ENQUIRIES** : Ms N Zamxaka Tel no: (021) 483 4449
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF THE PREMIER

- CLOSING DATE** : 13 October 2017 @ 16:00
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency test. Kindly note that technical support is only available from this coming Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 39/90** : **DEPUTY DIRECTOR: ICT CHANGE NAVIGATION, REF NO. DOTP 2017-82 (1-YEAR CONTRACT POSITION)**
- SALARY** : All-inclusive salary package of R 657 558 per annum, Level 11
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate Honours Degree (or equivalent qualification) with a minimum of 3 years' management experience in an OD or HR work environment; Valid drivers' licence. Recommendation: Qualification specific in Behavioural science (Industrial Psychology) or Management science or Public Management. Competencies: Deciding and Initiating Action; Relating and Networking; Applying Expertise and Technology; Persuading and Influencing; Analysing; Leading and Supervising; Presenting and Communicating Information; Planning and Organising.
- DUTIES** : Perform functions on an advanced/complex level and manage staff that perform these functions, namely: Leading and supervising a specialist Change Management

team; Design appropriate change management interventions for institutional improvement and development; Facilitate change management interventions related to employee, team and organisational dynamics; Perform institutional diagnostic surveys and document findings and recommendations; Manage projects to deliver on change management interventions as per agreed project timelines.

ENQUIRIES : Ms R Shade Tel no: (021) 466 9707
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 39/91 : **CHIEF ORGANISATIONAL DEVELOPMENT PRACTITIONER, REF NO. DOTP 2017-81**
(1-Year Contract Positions)

SALARY : R 334 545 per annum plus 37% in lieu of benefits (Salary level 9).
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree with a minimum of 3 years' experience in an OD or HR work environment; valid drivers' licence. Recommendation: Qualification specific in Behavioural science (Industrial Psychology) or Management science or Public Management. Competencies: Delivering Results and Meeting Customer Expectations; Analysing; Persuading and Influencing; Presenting and Communicating Information; Relating and Networking; Writing and Reporting; Adapting and Responding to Change.

DUTIES : Design appropriate change management interventions for institutional improvement and development; Facilitate change management interventions related to employee, team and organisational dynamics; Perform institutional diagnostic surveys and document findings and recommendations; Manage projects to deliver on change management interventions as per agreed project timelines.

ENQUIRIES : Ms R Shade Tel no: (021) 466 9707
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 39/92 : **PERSONAL ASSISTANT: EDUCATIONAL/CULTURAL AFFAIRS AND SPORT COMPONENT REF NO: DOTP 2017-80**

SALARY : R 226 611 per annum, Level 07
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years' relevant experience in office administration and rendering support services to senior management. Recommendation: Working knowledge of systems. Competencies: Knowledge of the following: Policies, prescripts, regulations and procedures; Administration and Financial Management; Procurement Processes; Understanding of functioning, systems and processes of government; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Excellent (written and verbal) communication skills in at least two of the official languages of the Western Cape Province; Excellent telephone etiquette, planning, organising and report writing skills; High levels of assertiveness and professionalism; Ability to do research and analyse documentation.

DUTIES : Provide a secretarial/ receptionist support service to the Manager; Rendering administrative support services which includes procurement; Provide support to the manager regarding meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms A Basha Tel no: (021) 467 2905
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 39/93 : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO. DOTP 2017-78**

SALARY : R152 862 per annum, Level 05
CENTRE : Department of the Premier, Western Cape Government

- REQUIREMENTS** : Grade 12 or equivalent qualification; A valid driver's licence. Recommendation: A minimum of 2 years' experience in an Asset Control and Management/ Supply Chain Management environment; Experience and good understanding of the following: Asset Management and asset verification; Government's asset related systems. Competencies: Good understanding of the following: Assets and prescribed Asset Management requirements; AM legislative prescripts in Government; Bar coding and scanning methods; Government structure/ organization; Numeric or mathematical skills; Communication skills (verbal and written) in at least two of the three official languages of the Western Cape.; Organising skills; Co-operative and willingness to succeed; Meticulous approach to all responsibilities.
- DUTIES** : Barcoding of assets; Determination of asset values and capturing of asset unto the Asset Register or relevant Asset Management System; Maintenance of the Asset Register/ System and Asset tracking; Annual stock take of Assets, with periodic spot checks, using the relevant, register/system; Actively assist with the disposal of redundant assets; Assist with the management and control of the asset store; Assist the relevant AD with the overall management, safeguarding and control of the assets.
- ENQUIRIES** : Ms I Oliphant Tel no: (021) 483 3395
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF SOCIAL DEVELOPMENT

- CLOSING DATE** : 13 October 2017 @ 16:00
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency test. Kindly note that technical support is only available from this coming Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 39/94** : **SOCIAL WORK SUPERVISOR: SWARTLAND SERVICE DELIVERY, REF NO. DSD 2017-94**

- SALARY** : R 341 322 per annum (OSD as prescribed)
- CENTRE** : Department of the Social Development, Western Cape Government
- REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP. Competencies: Skills to ensure that supervises challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently effective; knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being; the ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently; the understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at-risk and unable to protect themselves; ability to compile complex reports.

- DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective

social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES
APPLICATIONS**

- : Ms C Nell Tel no: (027) 213 2096
- : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

**CLOSING DATE
NOTE**

- : 13 October 2017 @ 16:00
- : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency test. Kindly note that technical support is only available from this coming Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 39/95

- : **CHIEF ARCHITECT: PROGRAMME/ PROJECT INFRASTRUCTURE DELIVERY:
HEALTH, REF NO. TPW 2017-182 (2 POSITIONS AVAILABLE)**

**SALARY
CENTRE
REQUIREMENTS**

- : R 805 806 per annum (OSD as prescribed)
- : Department of the Transport and Public Works, Western Cape Government
- : A relevant B-Degree (or relevant qualification) in Architecture as recognised by SACAP; A minimum of 6 years' post qualification architectural experience; Valid driver's licence; Compulsory registration with SACAP as a Professional Architect (Please attach your proof of registration to your profile). Competencies: Programme and Project Management; Architectural legal and operational compliance; Architectural operational communication; Maintenance skills and knowledge; Mobile equipment operating skills; Architectural principles; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Technical requirements to assess appropriateness of land; Provincial Infrastructure Delivery Management System; Professional judgement; Strategic capability and leadership; Problem solving and analysis; Decision making; Team Leadership; Creativity; Financial management; Customer focus and responsiveness; Proven computer literacy; People Management; Planning and Organising; Conflict management; Negotiation skills; Change management; Risk analyses and development of risk mitigation strategies; Good communication (written and verbal) in at least two of the official languages of the Western Cape Province.

DUTIES

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

Architectural practice and in accordance with the Tender Board and Treasury Regulations. Governance will entail the following: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People Management will entail the following: Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct the deviations to achieve departmental objectives; To perform many diverse functions, often under pressure, of a skilled, complex and highly technical nature requiring frequent interpretation and explanation..

ENQUIRIES : Ms J Thomas Tel no: (021) 483 2004
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 39/96 : **ACQUISITION MANAGER, REF NO: TPW 2017-181**

SALARY : R 334 545 per annum, Level 09
CENTRE : Department of the Transport and Public Works, Western Cape Government
REQUIREMENTS : 3-year National Diploma (or equivalent qualification) with a minimum of 3 years' relevant experience; A valid driver's licence. Recommendation: Recognised Property management qualification. Competencies: Knowledge of the following: Western Cape Land Administration Act No. 6 of 1998 and Regulations; Government Immovable Asset Management Act, No. 19 of 2007 (GIAMA); Applicable legislative and regulatory requirements, policies and standards; Ability to engage in both independent research and as part of a team; Ability to access research sources; Sound organizing, planning time Management skills; Demonstrate initiative and creativity; liaise with personnel at all levels; Must be able to work under pressure and meet tight deadlines; Proven Computer literacy (MS Office), Excellent communication skills (written and verbal) in at least two of the official languages of the Western Cape.

DUTIES : Implement and manage the acquisition and disposal of property for the Western Cape Government; Provide support to management of the sub-directorate in terms of administrative activities that support the effective operations of the sub-directorate.

ENQUIRIES : Ms E van der Westhuizen Tel no: (021) 483 5532
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 39/97 : **WORKS INSPECTOR: ELECTRICAL REF NO: TPW 2017-178**

SALARY : R 281 418 per annum (Salary level 8).
CENTRE : Department of the Transport and Public Works, Western Cape Government
REQUIREMENTS : National Diploma (T/N/S streams) or equivalent, or N 3 and a passed trade test in the building environment, or Registration as an Engineering Technician, and a valid driver's licence; 3 years' building construction on-site experience; Valid driver's licence and willingness to travel regularly is also required. Recommendation: Extensive building construction on-site experience; Appropriate experience in the electrical environment and contract administration; Experience in preparation of specifications, plans and working drawings and the ability to interpret Bills of Quantities; Technical experience of mechanical matters, familiar with contract administration, Occupational Health and Safety Act and relevant regulations. Competencies: Knowledge of facets of the construction industry and National Building Regulations; Knowledge of the latest SANS 10142 [Electrical wiring code],

compilation of specifications and tender regulations; Computer literacy; Excellent technical report writing skills; Excellent communication skills at project management level [verbal and written]; Customer focus and responsiveness; Quality Management; Scope Change Management; Conflict Management; Problem solving and analysis; Planning and organising; Contract Management; Ability to work well within a team.

DUTIES : Deliver infrastructure maintenance, upgrading and minor new work of Health Facilities; Project management and administration in respect of scheduled and unscheduled maintenance works, executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications and bills of quantities, analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of Health Facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

ENQUIRIES : Ms J Thomas Tel no: (021) 483-2004
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 39/98 : **WORKS INSPECTOR: MECHANICAL, REF NO. TPW 2017-179**

SALARY : R 281 418 per annum (Salary level 8).
CENTRE : Department of the Transport and Public Works, Western Cape Government
REQUIREMENTS : National Diploma (T/N/S streams) or equivalent, or N 3 and a passed trade test in the building environment, or Registration as an Engineering Technician, and a valid driver's licence; 3 years' building construction on-site experience; Valid driver's licence and willingness to travel regularly is also required. Recommendation: Appropriate experience in the mechanical environment and contract administration with regards to the installation and maintenance of lifts, air-conditioning, refrigeration, fire-fighting equipment, fire alarms, pumps and stand-by generators; Experience in preparation of specifications, plans and working drawings and the ability to interpret Bills of Quantities; Technical experience of mechanical matters, familiar with contract administration, Occupational Health and Safety Act and relevant regulations. Competencies: Knowledge of facets of the construction industry and National Building Regulations; Knowledge of the latest SANS 1238:2005, 1287-1:2007, 1287-2:2007, 1424:2013, 10173:2003, 1744:2017 and SANS 10142 [Electrical wiring code], compilation of specifications and tender regulations; Computer literacy; Excellent technical report writing skills; Excellent communication skills at project management level [verbal and written]; Customer focus and responsiveness; Quality Management; Scope Change Management; Conflict Management; Problem solving and analysis; Planning and organising; Contract Management; Ability to work well within a team.

DUTIES : Deliver infrastructure maintenance, upgrading and minor new work of Health Facilities; Project management and administration in respect of scheduled and unscheduled maintenance works, executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications and Bills of Quantities, analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of Health Facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

ENQUIRIES : Ms J Thomas Tel no: (021) 483-2004
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 39/99 : **ASSET CLERK: ASSET MANAGEMENT, REF NO. TPW 2017-177**

SALARY : R 281 418 per annum (Salary level 8).
CENTRE : Department of the Transport and Public Works, Western Cape Government

- REQUIREMENTS** : Grade 12 or equivalent qualification with a minimum of 6 months working experience. Recommendation: Good understanding of Asset Management; A valid driver's licence. Competencies: A good understanding of the following: Asset Management; SCOA; LOGIS; National Treasury and Provincial Treasury Instructions and Departmental Delegations and SOP's; Internal office procedures; Principles and processes for providing customer and personal services; Procedures for receiving, responding to and managing requests/ enquiries; Verbal and written communication skills in at least two of the official languages of the Western Cape; Proven computer literacy with proficiency in Excel.
- DUTIES** : Receive and capture Log1: Receive and scrutinize Log 1 forms and financial allocations, obtain quotes; Ensure PA processed for authorisation as per delegation; Verification and barcoding of Assets: Perform stock takes throughout the financial year (quarterly and annually); Record and report on discrepancies (shortages and surpluses); Completion of forms and perform movements of disposal location on the system.
- ENQUIRIES APPLICATIONS** : Ms B Plaatjies Tel no: (021) 483 5317
: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- POST 39/100** : **ADMINISTRATION CLERK: EPWP COMPLIANCE MONITORING, REF NO. TPW 2017-183**
- SALARY CENTRE REQUIREMENTS** : R 152 862 per annum (Salary level 5)
: Department of the Transport and Public Works, Western Cape Government
: Grade 12 or equivalent qualification. Recommendation: Working knowledge of reporting systems; A valid driver's licence; A minimum of 2 years' relevant experience. Competencies: Good understanding of the following: Internal office procedures; National, Provincial and Departmental policies, prescripts and practices regarding EPWP and Public Service reporting procedures; Providing customer and personal services; Administrative and clerical procedures and systems; Working knowledge of applicable EPWP systems.
- DUTIES** : Provide administrative support to management: Assist with logistical arrangements i.e. booking of venues and transport arrangements, filing of work related documents, ensure that stationery is replenished, prepare documents, take minutes of meetings; Keep portfolio of evidence of projects received and work captured: Follow up and provide written feedback on the performance of municipalities with regards to the Expanded Public Works Programme, Display high levels of accuracy with record keeping process, and liaise with relevant stakeholders to ensure that performance data is captured and reported on.
- ENQUIRIES APPLICATIONS** : Mr A Klaas Tel no: (021) 4830982
: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

- POST 39/101** : **CHIEF ENGINEER GRADE A (3 YEAR CONTRACT)**
Directorate: Engineering and Technical Support (Professional and Support Services)
- SALARY** : R 935 172 per annum (A portion of the package can be structured according to the individual's personal needs) (It may be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE** : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate engineering degree (B Eng/ BSC (Eng). Registration with a Professional Council: Registration with the Engineering Council of South Africa (ECSA) as Professional Engineer. Experience: Six years' post-qualification experience required as a registered professional engineer. Project Management and Contract Management experience. Inherent requirements of the job: Valid (Code E/EB) driver's licence. Willingness to travel long distances. Willingness to work away from home for extended periods. Competencies (knowledge/skills): Good communication skills (verbal, written) in at least two of the three official languages of the Western Cape and presentation. Conversant with the requirements of the SANS 1200, SANS 10845 and SANS 10400 where applicable and Conversant with the requirements of the Occupational Health and Safety Act. Good computer skills, including Outlook, Excel, Word, PowerPoint, and Internet use. Basic knowledge of procurement and supply chain function principles and regulations (PFMA). Management of maintenance of building and civil engineering infrastructure, including design, scoping, procurement and implementation. Feasibility studies with emphasis on maintenance and life cycle costing. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Ensure that all Civil engineering, Structural engineering and related infrastructure are functioning effectively. Innovative service delivery mechanisms and feasibility studies. Project and Contract management from inception to completion. Plan and report timeously. Strategies, policies and procedures. Research or literature studies and interaction with relevant professional development boards or councils. People Management.

ENQUIRIES : Mr C Badenhorst, Tel no: (021) 918-1890

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs

CLOSING DATE : 13 October 2017

POST 39/102 : **SENIOR INDUSTRIAL TECHNICIAN (ELECTRONICS/RESPIRATORY AND ANAESTHETICS)**
Chief Directorate: General Specialist and Emergency Services

SALARY : R 281 418 per annum

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Qualified Technician with National Diploma in Electrical Engineering – Light current (T-or N- or S – Stream) (or equivalent) or registration as Engineering Technician in terms of the Engineering Professions of South Africa Act, (Act 46 of 2000). Experience: Appropriate experience in the repair and maintenance of medical equipment. Inherent requirement of the job: Valid (Code B/EB) driver licence. Willingness to work overtime. Do standby duties and handle after-hour calls. Competencies (knowledge/skills): Ability to manage and supervise the repairs of engineering equipment in a hospital environment. Computer literate. Ability to compile technical specifications for hospital equipment. Ability to manage, plan and organise, including maintenance schedules. Good inter-personal relations. Possess accurate technical ability and insight in order to solve problems. Understanding of provincial supply chain policies and practices related to equipment purchasing and management. Management, maintenance and utilisation of asset registers. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Note: Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Manage and carry/out maintenance, repairs, routine inspection and evaluation of electronic, respiratory and anaesthetic equipment. General administrative duties as required, (i.e. write reports, specifications and record-keeping) of departmental activities. Manage service contracts and maintenance projects. Ensure compliance with the Occupational Health and Safety Act. Attend meetings and be able to communicate effectively with clinical and other personnel, as well as private sector employees.

ENQUIRIES : Dr JDT Hendricks, Tel no: (021) 402-6408

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

FOR ATTENTION : Ms C Veldman

CLOSING DATE : 13 October 2017

- POST 39/103** : **ADMINISTRATIVE OFFICER: HUMAN RESOURCES**
Chief Directorate: General Specialist and Emergency Services
- SALARY** : R 226 611 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Human Resources. Appropriate experience of Salaries, Service Conditions, Personnel Management, PERSAL; Recruitment and Selection. Competencies (knowledge/skills): Computer skills in MS Office. Good communication skills (written and verbal) in at least two of the official languages of the Western Cape. Strong analytical and strategic thinking abilities. NOTE: No payment of any kind is required when applying for this post.
- DUTIES** : Supervise Administration Clerks, maintain workflow and update all databases i.e. PILLIR, RWOPS and Probation reports, etc. Administer and ensure effective and efficient implementation of HRM policies and prescripts and approval of PERSAL transactions. Train and develop co-workers and all occupational groups at the institution regarding HR matters. Manage Leave, Pension Administrations and assist with the management of the Staff Performance Management Systems. Serve in an advisory capacity on the Recruitment and Selection panels. Assist with the compilation of the monthly CMI and quarterly Human Resources Audit Action Plan as well as the monitoring and evaluation of audit reports.
- ENQUIRIES** : Ms M Page, Tel no: (021) 826-5792
APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Bellville Health Park, Private Bag x15, Parow 7500.
- FOR ATTENTION** : Ms R Hattingh
CLOSING DATE : 20 October 2017
- POST 39/104** : **OCCUPATIONAL THERAPY TECHNICIAN GRADE 1 TO 2**
- SALARY** : Grade 1: R 185 301 per annum
Grade 2: R 218 274 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapy Technician. Registration with the professional council: Registration with the HPCSA as an Occupational Therapy Technician. Experience: Grade 1: None after obtaining appropriate qualification that allows for registration as an Occupational Therapy Technician with the HPCSA. Grade 2: A minimum of 10 years' appropriate experience after obtaining appropriate qualification that allows for registration as an Occupational Therapy Technician with the HPCSA. Competencies (knowledge/skills): Sound knowledge of various physical conditions (burns, plastic and reconstructive surgeries, lymphedema, etc.). Sound practical knowledge in pressure garment measurement, fabrication and prescription, sewing skills and pattern and garment making. Good interpersonal, organisational and planning skills. Sound knowledge of appropriate national and provisional legislation and policies pertaining to Occupational Therapy. Knowledge and understanding of evidence-based practice. Student training experience and computer literacy. Ability to read, write and converse in at least two of the three official languages of the Western Cape. Appropriate work experience in a hospital health environment. Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status).
- DUTIES** : Implement a planned Occupational Therapy clinical service in Burns, Plastic Surgery and Pressure Garments. Contribute to specific Occupational Therapy assessments through conducting screening evaluations according to set clinical protocols and guidelines (burns; hernia repairs; lymphedema, etc.). Measurement,

fabrication, adjustment and issuing of various pressure garments and assistive devices for persons with burn injuries, plastic and reconstructive procedures, lymphedema, etc. Maintain adequate stock levels of materials needed for all sewing activities (thread, bobbins, pins, spare needles, scissors, measuring tapes, etc.). Implement and evaluate planned therapeutic activities and assist with Occupational Therapy interventions and programmes in the specified clinical areas. Complete and submit Monthly Report and Stats on time. Support the supervisor of the area by contributing to strategic and operation management and administration. Contribute to the training and development within the Occupation Therapy service.

ENQUIRIES : Ms S Ngemntu, Tel no: (021) 938-5962/5986/5062
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms V Meyer
CLOSING DATE : 13 October 2017

POST 39/105 : **HEALTH PROMOTER**

SALARY : R127 851 per annum
CENTRE : Leeu-Gamka, Central Karoo District
REQUIREMENTS : Minimum educational qualifications: General education and Training Certificate (GETC) / Grade 09 (Std 7). Experience: Appropriate working experience in Primary Health Care Facilities. Competencies (knowledge/skills): Ability to communicate well in at least two of the three official languages of the Western Cape. Knowledge of Healthcare, including policies and guidelines. Appropriate health education and promotion experience. Ability to function as part of a team. Ability to follow through instructions independently. Note: No payment of any kind is required when applying for this post.

DUTIES : Manage the burden of disease such as Chronic Diseases program, Child Health, Maternal and Women's Health, HIV/AIDS and Dental health. Implement the applicable focus areas of the Integrated Nutrition Program: Provide disease specific nutrition education and support. Implementation of Nutrition Therapeutic Programme. Monitor and promote growth monitoring in children less than 5 years. Promotion, protection and support of breastfeeding. Assist with micronutrient malnutrition control and Nutrition Education. Collect and submit accurate data on all health promotion as well as INP activities. Manage NTP products as well as other relevant consumables.

ENQUIRIES : Ms A Jooste, Tel no: (023) 414-8200
APPLICATIONS : The District Manager: Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 20 October 2017

POST 39/106 : **HOUSEKEEPING SUPERVISOR (2 POSTS)**
 Chief Directorate: General Specialist and Emergency Services

SALARY : R127 851 per annum
CENTRE : George Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate housekeeping experience in a health related environment. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and relief in other departments. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape. Supervisory skills and optimal utilisation of subordinates. Ability to perform routine structured tasks. Ability to adhere to safety standards, including Infection Prevention and Control. Ability to do hospital hygiene audits. Understanding of hospital waste management, linen management, catering and time management. Note: Candidates may be subjected to a practical/competence or other assessment test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Supervise, coordinate, control and inspect the duties of the Household Aids. Maintain a high standard of hygiene and tidiness in the unit/institution. Order and control stock and kitchen/cleaning equipment. Provide food and drink to patients. Support nursing personnel with non-nursing functions. Adhere to the Code of Conduct and display the core values of the Department of

Health: Western Cape Government in the execution of duties. Maintain self-development.

ENQUIRIES : Ms GE Sellars, Tel no: (044) 802-4536/7
APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
FOR ATTENTION : Mr MZ Emandien
CLOSING DATE : 20 October 2017

POST 39/107 : **HOUSEHOLD AID**
West Coast District

SALARY : R90 234 per annum
CENTRE : Vredendal Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience. Inherent requirements of the job: Incumbent must be prepared to work shifts, day/night and overtime, which include weekends and public holidays. The incumbent must have the ability to do hard physical work (lift and move heavy objects), handle industrial cleaning machines and be on their feet the entire day. Competencies (knowledge/skills): Ability to perform routine household functions. Ability to operate machines and equipment in a cost effective way. Ability to accept accountability and responsibility. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

DUTIES : Key result areas/outputs: Render effective, efficient and safe hygiene and domestic services in hospital. Contribute to effective management of domestic responsibilities. Contribute to effective utilisation and functioning of apparatus, equipment and stock. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.

ENQUIRIES : Mr J Booysen, Tel no: (027) 213-2039
APPLICATIONS : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

FOR ATTENTION : Ms ME Tangayi
CLOSING DATE : 20 October 2017

POST 39/108 : **MESSENGER**
Chief Directorate: General Specialist and Emergency Services

SALARY : R90 234 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Messenger service experience. Inherent requirements of the job: Physically fit and able to be on one's feet for long periods. Ability to lift heavy loads. Competencies (knowledge/skills): Proficient in at least two of the three official languages of the Western Cape. Ability to work independently and unsupervised. Basic computer literacy skills. Note: Shortlisted candidates will be expected to complete a practical test/competence. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Ensure effective and efficient messenger service. Effective and efficient management of Postal Services. Efficient and effective control of stock and assets. Effectively support Human Resources functions.

ENQUIRIES : Ms ZZZ Kwinana, Tel no: (023) 348-1277
APPLICATIONS : The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.

FOR ATTENTION : Ms H Swart
CLOSING DATE : 20 October 2017

POST 39/109 : **PORTER**
Chief Directorate: General Specialist and Emergency Services

SALARY : R90 234 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in the health sector Porter services. Inherent requirements of the job:

Physically fit to lift patients and heavy equipment. Willingness to work overtime as operational needs require. Physically able to be on one's feet for long periods. Willingness to work with and handle corpses. Competencies (knowledge/skills): Proficient in at least two of the three official languages of the Western Cape. Ability to work independently and unsupervised. Note: Shortlisted candidates may be required to complete a practical test. No payment of any kind is required when applying for this post

DUTIES : Key result areas/outputs: Efficient, safe-handling and transportation of patients. Effectively and efficiently manage Mortuary Services and equipment. Effectively support human resources function.

ENQUIRIES : Ms ZZZ Kwinana, Tel no: (023) 348-1277

APPLICATIONS : The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.

FOR ATTENTION : Ms H Swart

CLOSING DATE : 20 October 2017

POST 39/110 : **CLEANER**
Central Karoo District

SALARY : R83 766 per annum

CENTRE : Prince Albert Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numerical skills. Experience: Appropriate cleaning experience. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays, overtime and attend training. Competencies (knowledge/skills): Good communication and interpersonal skills. Proficient in two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Execute cleaning tasks in order to ensure a clean, hygienic and safe environment as per infection and prevention control protocols. Cost effective use and storage of cleaning equipment and cleaning materials. Ensure safe disposal of medical and other waste products. Render assistance to the supervisor with general housekeeping duties. Assists at other support services units when necessary like Laundry, Food Services, CSSD etc.

ENQUIRIES : Mr W. Frans, Tel no: (023) 541-1300

APPLICATIONS : The Manager: Eden District Office, Private Bag X 6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

CLOSING DATE : 20 October 2017