

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 42 OF 2017
DATE ISSUED: 20 OCTOBER 2017

1. Introduction

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

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

AMENDMENT

: **DEPARTMENT OF ENERGY:** Kindly note that the post of Deputy Director-General: Governance and Compliance (Post 41/10) was advertised on the Public Service Vacancy Circular No 41, dated 13 October 2017 with a closing date of 27 October 2017 has been withdrawn. For Enquiries: Mr K Makgohlo Tel: (012) 406 7337/7840.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)	A	03
HOME AFFAIRS	B	04 - 08
HUMAN SETTLEMENTS	C	09 - 10
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE	D	11 - 13
LABOUR	E	14 - 17
PUBLIC WORKS	F	18 - 22
TRADITIONAL AFFAIRS	G	23

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
GAUTENG	H	24 - 34
KWA-ZULU NATAL	I	35 - 39
LIMPOPO	J	40 - 47
NORTH WEST	K	48
WESTERN CAPE	L	49 - 61

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
CLOSING DATE : 30 October 2017 at 12:00
NOTE : 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 applications 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.

OTHER POST

POST 42/01 : **TEAM ASSISTANT: TECHNICAL CONSULTING SERVICES**

SALARY CENTRE REQUIREMENTS : R226 611.00 per annum (plus 37% in lieu of benefits) (Level 7), Term: Permanent
 Pretoria
 National Senior Certificate (Matric) studying towards obtaining a relevant graduate diploma, degree or occupational qualification in administration, office management, project management or business administration. A minimum of 2 years' experience in office administration, general operations, or secretarial support. Experience in environments dealing with project and/or programme management will be an added advantage. Experience in public service will be an advantage. Excellent interpersonal communication skills. Good communication skills. Ability to work efficiently and render administrative support to a dynamic team. Computer literate. Experience in the use of MS Office programmes.

DUTIES : Maintain the Senior Manger's diary and manage appointments. Manage electronic document tracking system. Do all typing/word processing, faxing & photocopying for the senior managers. Assist senior manager in compiling presentations. Arrange meetings (conference rooms, documentation, parking, logistics, resources), and take minutes during meetings. Manage Travel Arrangements (including programs, logistics, security and transport for delegates for other government and international institutions as well as overseas trips). Answer and screen telephone calls. Ensure/ co-ordinate fast & efficient handling of all correspondence, acknowledge receipt of correspondence and distribute to relevant person. Finalize submission documentation and effect necessary changes when requested to do so by senior managers. Perform procurement administrative functions. Manage filing system for the Technical Consulting Services. Assist with the preparation, proof-reading and quality control of documents emanating from the office. Assist with the co-ordination and admin tasks of relevant projects. Work with and /or as part of the technical project teams when needed to provide administrative and secretarial support; Perform and ensure timely reconciliation of subsistence and travel claims for the team. Arrange protocol and VIP protection for all officials from international organisations and foreign governments, where applicable. Handle confidential documents with utmost discretion. Download documents from the internet upon request. Handle all invoices and claims. Prepare budget requirements and travelling for the TCS team and ensure that they are included in the budget of the chief directorate. Confirm availability of funds to operate within budget limit. Coordinate telephone accounts and submit to the relevant parties on a monthly basis. Keep accurate records and reconcile stationary on a monthly basis.

ENQUIRIES : Kaizer Malakoane (012) 315 5442

THE DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) in line with the Department's Employment Equity targets, through the filling of positions. To further the objectivity of representivity within the Department, Women and People with Disabilities are encouraged to apply.



- APPLICATIONS** : Applications must be sent in time to the correct email address as indicated at the bottom of each post, to reach the address on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- CLOSING DATE** : 06 November 2017
- NOTE** : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver's licence is a requirement, applicants must attach a certified copy of such licence. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Successful candidates will be required to enter into a performance agreement and will be subjected to security clearance procedures. Successful candidates may be required to undergo competency test assessments. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Kindly note that for e-mailed applications, should you not receive an acknowledgement of receipt /confirmation advice, this could mean that your application did not reach us due to the size of attachments exceeding 2.5 MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a modern world-class service. If you committed on delivering on the National Development Plan's (NDP's) priorities, ascribe to the Department's shared value set, have what it takes to serve the needs of South Africa's citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - kindly respond before the closing date.

MANAGEMENT ECHELON

- POST 42/02** : **HEAD: COMMUNICATION SERVICES REF NO: HRMC 62/17/1**
Branch: Communication Services
- SALARY** : An all-inclusive salary package of R1 370 973 to R1 544 406 per annum (Level 15), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Head Office, Pretoria
- : A relevant undergraduate qualification (NQF Level 7) and a post graduate qualification (NQF Level 8) as recognised by SAQA in Communications or relevant field. 8-10 years' experience at a senior managerial level. Sound knowledge and understanding of the application of Government Communication Information System Guidelines. Knowledge of communication structures and principles. In-

depth experience in communication policy /strategy development. An innate understanding of the workings of Government and Home Affairs in particular. An understanding of all relevant human resource legislative frameworks, regulations and prescripts. A valid driver's licence and willingness to travel extensively and work extended hours. Outstanding communication skills (verbal, written and presentation). Good liaison skills at all levels. Computer literacy. A unique opportunity has become available for a dyed-in-the wool communication expert-a self-confident, creative strategist who is more than capable of communicating the vision of the Department clearly. S/he will play a vital role in the development of the Department's communication strategy, and will therefore need to be a visionary with considerable experience in public relations, and communications management or journalism.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the development and implementation of communication strategic objectives. Ensure effective external communication and liaison services are in place. Manage various strategic projects and programmes identified to meet short, medium and long term objectives. Guide EXCO on the prioritisation of communication initiatives and key messages. Ensure the effective communication of the Department's strategy. Manage the overall performance of the Unit and Branch. Ensure effective provision of strategic direction and leadership support regarding cluster participation, parliamentary matters and international relations to the Minister, Director-General and delegates of the Department. Give effective strategic direction and leadership regarding communication services to ensure high quality media liaison, development and implementation of a top-notch marketing strategy, as well as corporate communication matters affecting the Ministry and the Department. Provide guidance on the development of norms, standards, practices and tools. Establish and maintain appropriate systems and policies. Ensure accurate forecasting, budgeting and allocation of resources. Ensure effective management of external contractors and suppliers. Ensure good governance, as well as compliance with all audit requirements. Ensure effective management of compliance with legislation, regulations, Departmental policies and procedures. Represent the Branch and Department at strategic, management and other government forums. Ensure the development of quality risk management frameworks, standards and practices. Draft or delegate and submit reports.

ENQUIRIES

: Ms C Mocke, Tel No: (012) 406 4153

APPLICATIONS

: Quoting the relevant reference number, direct your comprehensive CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: Commsrecruitment@dha.gov.za

POST 42/03

: **DEPUTY DIRECTOR-GENERAL: CIVIC SERVICES REF NO: HRMC 62/17/2**
Branch: Civic Services

SALARY

: An all-inclusive salary package of R1 370 973 to R1 544 406 per annum (Level 15), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE

: Head Office, Pretoria.

REQUIREMENTS

: A undergraduate qualification (NQF level 7) and a postgraduate qualification (NQF level 8) as recognised by SAQA in Business Management, Operations Management, Public Administration or a relevant field. 8 -10 years' experience at a senior managerial level. Experience in Business Operations Management. Sound knowledge and understanding of the Immigration Act, Birth, Marriage and Death Act, Identification & Identity Documents Act, Citizenship Act, Travel Documents and Passports Act. Knowledge of the Constitution of South Africa. Understanding of all relevant human resources legislative frameworks, the Public Finance Management Act and Treasury Regulations. Understanding of Good Corporate Governance principles (King Report). Knowledge and understanding of sector needs and business requirements. A valid driver's licence and willingness to travel extensively and work extended hours.

- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Provide strategic direction and ensure the strategic positioning of the Branch. Participate in the development and preparation of the strategic plan for Department of Home Affairs. Coordinate the development, monitoring and review of strategic plans for the Branch in line with Departmental strategic objectives. Ensure provision of strategic leadership and expert advice on the interpretation and implementation of legislation and regulations relating to Civic Services. Ensure effective definition of the performance measures required evaluate the success of the Branch's delivery against strategic objectives. Establish partnerships with all DHA Branches, external stakeholders, international stakeholders and other spheres of government in relation to Civic Services strategic matters. Manage Citizenship policy analysis, development and implementation. Oversee the development, implementation, monitoring and evaluation of the Citizenship Acts, regulations and policies. Provide expert advice on Civic Services policies, regulations and procedures within the industry. Fastrack modernisation of citizenship and identity systems and processes for a world class customer experience. Ensure effective provisioning of Civic Services to all eligible citizens. Manage the overall performance of the Branch against the agreed service delivery standards Stay abreast of emerging Government and Civic Services trends and. Ensure the integrity of the national population register. Ensure the effective planning and development of the Civic Services Footprint. Ensure effective optimisation, capability and utilisation of HANIS. Oversee the process of issuing of travel documents and passports. Ensure effective resource management within the Branch. Establish and maintain appropriate systems (analytical tools, information systems, projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensure accurate forecasting, budgeting and allocation of resources within the Branch. Ensure effective capacity management within the Branch to ensure sustained service delivery. Ensure effective people management within the Branch. Ensure the development and implementation of a skills development strategy within the Branch in conjunction with Human Resources. Build and foster a culture of good governance, customer service, honesty and integrity and world class delivery in the Branch. Ensure effective promotion and practice of good corporate governance and compliance pertaining to financial policies, legislation and regulations. Ensure good governance within the Branch in line with the King Report and other related legislation. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the Branch. Ensure compliance with all audit requirements within the Branch.
- ENQUIRIES** : Ms C Mocke, Tel No: (012) 406 4153
- APPLICATIONS** : Quoting the relevant reference number, direct your comprehensive CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: Civicsrecruitment@dha.gov.za
- POST 42/04** : **CHIEF DIRECTOR: INVESTIGATIONS REF NO: HRMC 62/17/3**
Branch: Counter Corruption and Security Services
- SALARY** : An all-inclusive salary package of R1 127 334 to R1 347 879 per annum (Level 14), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office, Pretoria.
- REQUIREMENTS** : An undergraduate qualification at (NQF level 7) as recognised by SAQA in Public Administration /Business Management. 5 years' experience at a senior managerial level within an investigations environment or relevant field. Knowledge of the Constitution of South Africa. Knowledge and understanding of legislative and regulatory frameworks on Public Service, Departmental Core Business Security and Counter Corruption matters. Knowledge and understanding of sector needs and business requirements. Strategic capability and leadership. People management and empowerment. Programme and project management. Deciding and initiating action. Business report writing and presentation skills. Policy

DUTIES

development and diplomacy. Conflict management, problem solving and analysis. A valid driver's licence and willingness to travel extensively.

The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure innovation and service delivery within the Department. Ensure the identification and analysis of criminal trends, and security risk in processes, systems, facilities or structures that contribute to irregularities or unlawful conduct or breaches of security. Ensure the development of preventative and investigation strategies or measures in order to mitigate identified trends and risks. Engage all relevant Business Units to ensure the effective planning, coordination and implementation of prevention and investigation initiatives within the Department. Ensure the successful investigation and analysis of all identified criminal cases, employee relations cases and law enforcement cases. Ensure the liaison with all relevant law enforcement agencies to enable the successful prosecution of all cases. Findings on criminal trends (identified in statistics of investigated cases), recommendations based on findings, the status of cases in progress, and the outcome of finalised cases. Ensure the effective management of the investigation process within the Department. Ensure the development and management of criminal information database for utilisation of relevant statistical management data. Facilitate the development of technical expertise within the Unit and keep abreast of technical developments. Create and build partnerships with various internal and external (national and international) stakeholders in support of the execution of the function. Provide reports to OPSCO and Investigation Forum meetings on matters relating to trends on security and criminal activities. Ensure the implementation of counter corruption and investigations policies, procedures, standards, systems and practices. Oversee and facilitate the implementation of the policy and strategy of Investigations in the Department. Ensure the implementation of the Counter Corruption Strategy, as well as compliance to the legislative and regulatory frameworks governing Counter Corruption. Participate in the development of the strategy for the Department. Develop business plans in order to meet the strategic objectives of the Departmental Strategic Plan. Responsible for strategic guidance and expert advice in terms of Investigations. Responsible for strategic decision making and risk management in terms of Investigations. Ensure implementation of the business plans of the Unit. Monitor and report to the Chief Counter Corruption and Security Services on the performance of the Unit against the objectives of the DHA Strategic Plan. Manage various strategic projects and programmes identified to meet short, medium and long term objectives of the business Unit. Manage the overall performance of the Unit against the agreed service delivery standards. Ensure the development, implementation and review of policy and strategy on investigations as well as procedures, standards, systems and practices. Ensure effective resources management within the Unit. Accountable for the duties as sub-programme manager in terms of the Public Finance Management Act of 1999 and Treasury Regulations. Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the Unit. Ensure effective management of external contractors and suppliers within the Unit. Ensure effective development and management of internal service level agreements. Oversee effective management of physical assets within the Unit. Ensures accurate forecasting, budgeting and allocation of all resources within the Unit. Ensure effective people management within the Unit. Ensure the development and implementation of the skills development strategy within the Unit. Ensure effective talent management within the Unit (attraction, retention, development) Ensure effective and compliant implementation of performance management within the Unit. Ensure effective management of grievances, discipline and terminations within the Unit. Lead and direct staff in the Unit so that they are able to meet the objectives set for them. Ensure effective governance and compliance within the Unit. Ensure good governance within the Unit in line with Kings III Report and other related legislation. Ensure effective management of compliance with legislation, regulations, audit requirements, Departmental policies and procedures within the Unit. Represent the unit at management and other government forums. Ensure the development of quality and risk management frameworks, standards and practices. Draft and submit annual, quarterly and

ENQUIRIES
APPLICATIONS

monthly reports and reports required or delegated by Ministry, DG, DDG or other Business Units.
: Ms P Reddy, Tel No: (012) 406 7263
: Quoting the relevant reference number, direct your comprehensive CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to CCreruitment@dha.gov.za

DEPARTMENT OF HUMAN SETTLEMENTS

- 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** : 03 November 2017 @16h00
- 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. 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 42/05** : **ASSISTANT DIRECTOR: ORGANISATION DESIGN REF NO: DOHS/126/2017**
(3 years employment contract)
Branch: Corporate Services
Chief Directorate: Human Resources
- SALARY** : R334 545 per annum plus 37% in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : Candidates should be in possession of an appropriate National Diploma/ Bachelor's degree in Management Services with 3 years of experience within the Organisation Development/ Design field. Candidates must be in a possession of a job analysis training certificate (Equate or Evaluate). Candidates must have in-depth understanding of: organisation design tools and processes; Public Service job evaluation processes; business Process Mapping/ Modelling; crafting of job descriptions. Candidates must have the knowledge of the following: Public Service Regulations, 2016; Public Service Act; legislatives/ policy prescripts/ Collective Agreements governing organisation design, and job evaluation. Candidates should

portray the following competencies: good communication skills; change management; influencing skills; service delivery innovation; people management; policy analysis and development; computer software packages is essential: MS Package (i.e. Word, Excel, and PowerPoint), GroupWise, Orgplus and Visio.

DUTIES

: Facilitate the development and review of the service delivery model. Conduct organisational structure review and redesign processes. Conduct workload analysis. Conduct job evaluation. Facilitate verification of job adverts against job description.

ENQUIRIES

: Ms E Motsepe Tel no: (012) 444-9119

NOTE

: Representivity: Diversity is promoted. Males and People with Disabilities candidates are encouraged to apply. This is a re-advertisement. Candidates who previously applied need not re-apply

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

CLOSING DATE : 03 November 2017
NOTE : Applications should be submitted on a Z83 obtained from any Public Service Department accompanied by a comprehensive CV, certified copies of Qualifications and ID. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with short listed candidates only. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment. The Independent Police Investigative Directorate reserves the right not to make an appointment. His/her character should be beyond reproach. Faxed and late applications will not be considered.

OTHER POSTS

POST 42/06 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: Q9/2017/41**

SALARY : R 657 558.00 per annum, Level 11 .The successful candidate will be required to sign a performance agreement.

CENTRE : Pretoria (National Office)

REQUIREMENTS : A recognised NQF 6 Bachelor's Degree or National Diploma in Human Resource Management/ Public Management.3 to 5 years supervision experience at Assistant Director Level or equivalent level in the recruitment and selection, conditions of service and performance management. Extensive Knowledge as a PERSAL Controller, Sound knowledge on Public Service Act, Public Service Regulation, SMS Handbook, Policies and Procedures and all other related Public Service legislations. A valid Driver's license, Computer Literacy, .Good communication skills, problem solving and analysis, presentation, results driven, innovative and customer focused, planning and organising. Attention to detail and ability to work under pressure.

DUTIES : The successful candidate will be responsible for: Management of the performance management system. Manage the administration of all conditions of service, recruitment and selection. Manage the establishment and related reconciliations with Vulindlela report. Prepare human resource reports. Prepare and submit the HRM inputs in preparation of interim and annual financial statements and annual report. Develop and ensure the implementation of Human Resource Policies and Guidelines. Manage registry functions in Human Resource Management. Manage and supervise staff.

ENQUIRIES : Ms S Phalatsi Tel No: (012) 399 0042

APPLICATION : Independent Police Investigative Directorate, Private Bag X941, Pretoria, 7535 or hand delivered at City Forum Building, 114 Madiba Street, Pretoria Central.

FOR ATTENTION : Ms Daisy Mashapa

NOTE : Equity Requirements: Only African Males, African Females, Coloured Females, Indian Females and White Females are invited to apply for the above-mentioned vacancy

POST 42/07 : **ASSISTANT DIRECTOR MONITORING AND EVALUATION REF NO: Q9/2017/42**

SALARY : R 334 545 .00 pa (Salary Level 9). The successful candidate will be required to sign a performance agreement.

CENTRE : Pretoria (National Office)

- REQUIREMENTS** : The ideal candidate must have a Bachelor's Degree or equivalent qualification in Public Administration/ Business Administration plus 3 years relevant experience. Knowledge and understanding of PFMA, Treasury Regulations, Policy Framework for Government-wide M&E system, Framework for Managing Programme Performance Information, Framework for Strategic Plans and Annual Performance Plans, Public Service Regulations, National Development Plan, Medium Term Strategic Framework. Ability to work under pressure. Skills and competencies: interpersonal, communication, report writing, presentation skills, analytical thinking, honesty and integrity, innovation, problem solving and proficiency in computer applications. A driver's license is a prerequisite.
- DUTIES** : Assist with monitoring and reporting of quarterly and mid-year organisational performance on implementation of the Strategic Plan and Annual Performance Plan. Provide support on the development, consolidation, verification and submission of Annual Performance Report. Develop/review and implement an organizational performance monitoring, reporting and evaluation framework. Conduct evaluation on performance of the department in line with the departmental Evaluation Framework. Organise and participate at internal Performance Reporting Workshops. Prepare presentations on organizational performance. Conduct research to contribute to continuous improvement of organizational performance management processes. Conduct provincial performance information audits when required. Assist with collating information for Management Performance Assessment Tool (MPAT). Assist in monitoring the implementation of action plans on performance information to address audit findings by internal and external auditors.
- ENQUIRIES** : Ms Suzan Letlape Tel No: (012) 399 0068
- APPLICATION** : Independent Police Investigative Directorate, Private Bag X941, Pretoria, 7535 or hand delivered at City Forum Building, 114 Madiba Street, Pretoria Central
- FOR ATTENTION** : Mr Godfrey Dladla
- NOTE** : Equity Requirements: Only Coloured Males and White Males, Coloured Females, Indian Females and White Females are invited to apply for the above-mentioned vacancy
- POST 42/08** : **INTERNAL AUDIT PRACTITIONER REF NO: Q9/2017/43**
- SALARY** : R226, 611.00 per annum (Salary level 7). The successful candidate will be required to sign a performance agreement
- CENTRE** : Pretoria (National Office)
- REQUIREMENTS** : A three-year bachelor's degree or equivalent with Auditing and /or Accounting as majors. Two (2) Years internal audit experience. Knowledge of government policies and regulations as well as Standards of Institute of Internal Auditors. Good communications skills (written and verbal). Computer literacy. Ability to gather relevant information through interviews and analytic review of documents. Must be a member of IIA, have a valid driver's license and required to travel frequently.
- DUTIES** : Timely and accurate completion of audit projects as per annual operational plan. Guide and supervise audit team on audit assignments to ensure the objectives are attained. Ensure that audit work conforms with the Institute of Internal Audit (IIA) Standards and other guidelines/ procedures set by the department. Promote and improve the image of internal audit by submitting client satisfaction questionnaire to the auditee when/after the final report is issued so that completed questionnaires can be evaluated for service delivery improvement. Conduct follow-up audits on previous audit project to determine the adequacy, effectiveness and timeliness and actions taken auditees on the reported audit findings.
- ENQUIRIES** : Ms B Mogale: Tel.No: 012 399 0141
- APPLICATION** : Independent Police Investigative Directorate, Private Bag X941, Pretoria, 7535 or hand delivered at City Forum Building, 114 Madiba Street, Pretoria Central
- FOR ATTENTION** : Ms R Sikhwari
- NOTE** : Equity Requirements: Only Coloured Males, White Males, Coloured Females, Indian Females and White Females are invited to apply for the above-mentioned vacancy

POST 42/09 : **PERSONAL ASSISTANT TO THE PROVINCIAL HEAD REF NO: Q9/2017/44**
This is a re-advertisement of ref: (Q9/2017/09 & Q9/2017/30) and those who previously applied are encouraged to re-apply

SALARY : R183 558 per annum (Salary level 6). The successful candidate will be required to sign a performance agreement.

CENTRE : North West Office: (Mahikeng)

REQUIREMENTS : A Secretarial Diploma or equivalent qualification. Minimum of 1 year experience in rendering support services to Senior Management. Advanced proficiency in Ms Word, Ms Power point, Ms Excel, Outlook and Internet Explorer. Good office management skills (document tracking, storage and retrieval systems). Sound minute taking and communication skills, telephone etiquette, and people's skills, as well as general office experience are essential. The ability to act with tact and discretion. Planning and organising skills. The ability to research and analyse documents and situations. Applicants must be able to work under pressure, independently and willing to work overtime when necessary. The successful candidate must be highly reliable, loyal, self-motivated, flexible, creative, client focussed and quality orientated. Driver's licence is essential.

DUTIES : The successful candidate will primarily be responsible for: Providing secretarial support to the Director. Render administrative support services. As well as remaining abreast with the prescripts/policies/procedures relevant to rendering to the Director. Receiving and making telephone calls. Managing the Director's diary. Making travel and accommodation arrangements. Typing of letters/memorandums/submissions/reports. Ensuring the effective flow of information and documents to and from the office of the Director as well as ensuring the safekeeping of all documentation in the office of the Director. Arrange meetings and taking minutes. Preparing power point presentations on information supplied by the Director. Maintaining a task list of the requests from the Director ensuring that these requests are brought to the attention of the people who have to action them and keeping a tracking list of the actions and a brought forward filing system. Ensure adherence to brought forward dates. Filing document retrieval and tracking.

ENQUIRIES : Ms Metlha Molefhe Tel No: (018) 397-2500

APPLICATIONS : Post to Independent Police Investigative Directorate, Private Bag X 2017 Mahikeng 2745 or, hand deliver to No 1 Station Road, Molopo Shopping Centre, 1st floor, Mahikeng, 2745

FOR ATTENTION : Ms Lesego Maamogwa Tel No: (018) 397-2500

NOTE : Equity Requirements: African Males, Coloured Males, Indian Males, African Females, Coloured Females, and White Females are invited to apply for the above-mentioned vacancy.

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 : 30 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). Certified copy of a copy will not be accepted Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

POST 42/10 : **DEPUTY DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR 4/4/1/87**

SALARY : R 779 295 per annum (all inclusive)

CENTER : Provincial Office: East London

REQUIREMENTS : Three year relevant tertiary qualification in Social Sciences (Psychology, Public/Business Administration). Two (2) years management experience. Three (3) years functional experience in Public Employment/Public Administration/ Management Services. Valid driver's license. Knowledge: ILO Conventions, Financial Management, Human Resource Management, OHS Act, Immigration Act, Employment Services Act. Skills: Planning and Organising, Communication, Computer literacy, Analytical, Information Management.

DUTIES : Manage work seeker registration within the Province (Daily). Manage employer services within the province (Daily). Manage employment counselling within the province (Daily). Manage operation, financial and personnel resources of the PES Business Unit and Manage, monitor and evaluate the implementation of policies, legislation, standards and regulations.

ENQUIRIES : Mr BH Gama, Tel: (043) 701 3128

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9005, East London, 5200 Or hand deliver at 03 Hill Street, East London.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office.

<u>POST 42/11</u>	:	<u>DEPUTY DIRECTOR: LABOUR CENTER OPERATIONS REF NO: HR 4/4/5/116</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 779 295 per annum (all inclusive) Labour Centre: Verulam Three year relevant tertiary qualification in Business/ Public/ Administration/ Management/ Operations Management. Two (2) years management experience. Three (3) years functional experience in business/ organisational operations/ services. Knowledge: Public Finance Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental Policies and Procedures, Public Service Regulations, Batho Pele Principles. Skills: Management, Computer, Presentation, Communication (both verbal and written), Interpersonal, Conflict Management, Leadership, Project management.
<u>DUTIES</u>	:	Manage the service delivery objectives as per the mandate of the Department of Labour (Daily). Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities (Intermediate). Manage the budget of the Labour Centre (Monthly). Manage all the resources of the Labour Centre (Daily) Manage and ensure compliance with ALL HRM policy directives and legislation including the Public Service Act and regulations.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr EM Khambula, Tel: (031) 366 2201 Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban Sub-directorate: Human Resources Management,
<u>POST 42/12</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 (DISABILITY MANAGEMENT) 2 POSTS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 459 558-510 042 per annum (OSD) Provincial Office: Kimberley – Reference No: HR4/4/8/294(1 post) Provincial Office: Western Cape- Reference No: HR4/4/10/155 (1 post)
<u>REQUIREMENTS</u>	:	A National diploma/Degree in Occupational Therapy. A Post Graduate Diploma in Vocational Rehabilitation will be added as an advantage plus a minimum of six to nine (6-9) years' relevant post community service experience and a proven track record in vocational rehabilitation. Registration with the HPCSA. Knowledge: Public Service, DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirements, Compensation Fund Value Chain and business processes, Customer Service (Batho Pele Principles). Legislative requirements: COIDA Act, Regulations and Policies, National Health Act, Health Act, Allied Health Professions Act, Rehabilitation Framework & Policy, Skills Development Act, Integrated National Disability Strategy, Occupational Health and Safety Act, Public Service Act, Employment Equity Act, Labour Relation Act, Promotion of Equality and Prevention of Unfair Discrimination Act, PFMA and National Treasury Regulations, Promotion of Access to Information Act, Constitution Act 108 of 1996 (Amended), General knowledge of Public Service Regulations. Skills: Rehabilitation, Analytical, Business writing, required IT skills, Strategic leadership, Financial Management, Knowledge Management, Service Delivery Innovation (SDI), Planning and Organising, Problem solving and Analysis, Decision making, Accountability, Client orientation and Customer Focus, Communication, Work Ethic and self-management, Risk Management and Corporate Governance, Environmental Awareness.
<u>DUTIES</u>	:	Manage early return to work and community re-integration programmes. Participate in the development/review of rehabilitation strategy, policies and protocols in Accordance with the national legislative framework. Establish and maintain high-level relationship with various internal and external stakeholders. Manage the disability Management section.
<u>ENQUIRIES</u>	:	Dr IP Jood-Molaolwe, Tel: (053) 838 1589 Ms Z Maimane, Tel: (021) 4418 125
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hands deliver at Cnr Compound and Pniel Road.
<u>FOR ATTENTION APPLICATIONS FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, Kimberly Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 Sub-directorate: Human Resources Management, Western Cape.

POST 42/13 : **PRINCIPAL INSPECTOR: CIVIL AND CONSTRUCTION ENGINEERING REF NO: HR 4/4/1/94**

SALARY : R 417 552 per annum
CENTRE : Provincial Office: East London
REQUIREMENTS : Three (3) year relevant tertiary qualification in Civil/Construction Engineering. Two (2) years supervisory experience. Two (2) years functional experience in Civil/Construction services. A valid driver's license. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHSA Standards, ISO 18001. Skills: Facilitation, Planning and organizing, Computer literacy Interpersonal, Problem solving, Interviewing, Presentation, Research, Project Management, Analytical, Innovative.

DUTIES : Provide inputs into the development and ensure the implementation of Civil and Construction Engineering Policies and Strategy for the Department of Labour in terms of OHS Act and Regulation. Conduct complex inspections for Civil and Construction Engineering regularly as per OHS programme. Conduct technical research on latest trends of Occupational Health and Safety in terms of Civil and Construction Engineering Sector. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES : Mr MM Mafani, Tel: (043) 701 3032/3279
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9005, East London, 5200 Or hand deliver at 03 Hill Street East London.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office.

POST 42/14 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/17/10/17HO**

SALARY : R 334 545 per annum
CENTRE : Directorate: Risk Management, Head Office
REQUIREMENTS : Three year tertiary qualification in Risk Management/Internal Auditing/Accounting/Economics. Two (2) years supervisory experience. Two (2) years functional experience in Risk Management/ Internal Audit services. Valid driver's license. Knowledge: Public Sector Risk Management framework, COSO Framework, King report on Corporate Governance, Public Finance Management Act, Treasury Regulation, Protected Disclosure Act, Anti-fraud and corruption policies, Criminal and Commercial Law, Labour Relations, legislation, policies and procedures, Basic Conditions of Employment Act, Public Service Act. Skills: Analytical, Strategic Management, Financial Management, Facilitation, Investigation, Interviewing, People Management, Computer literacy, Time Management, Communication, Interpersonal, Presentation, Planning and organizing.

DUTIES : Implement Risk management strategies/ policies and systems for the Department. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training programmes. Implement integrated risk management framework for all aspects of risk across the Department. Manage fraud and corruption investigations in the Department. Manage resources within Risk Management Unit.

ENQUIRIES : Mr A Ngxanga, Tel: (012) 309 4166
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 42/15 : **ASSISTANT DIRECTOR: FRAUD INVESTIGATION AND ANTI-CORRUPTION REF NO: HR4/4/8/122**

SALARY : R 334 545 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : Three year tertiary qualification in Risk Management/Internal Audit/Accounting/Forensic Investigation. Two (2) years Supervisory experience. Two (2) years functional experience in anti-fraud/corruption environment. Valid driver's license. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures All Labour Legislations, Anti-Fraud and

Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles, Public Service Regulations. Skills: Planning and organising Time Management, Conflict Management, Analytical, Investigation, Communication (verbal & written), Computer literacy Presentation.

DUTIES

: Implement Fraud detection and Anti-Corruption Strategies for Provincial Offices. Conduct investigations on reported cases of Fraud and Corruption. Assist in the recovery of all assets acquired fraudulently from the Provincial Office. Analyse systems capabilities to anti-fraud & corruption management programmes. Liaise with appropriate section within the Department of Labour and external stakeholders on Fraud Prevention & Anti-corruption measure.

ENQUIRIES

: Ms Z Mabena, Tel: (051) 5056 280

APPLICATIONS

: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

FOR ATTENTION

: Sub-directorate: Human Resources Management.

DEPARTMENT OF PUBLIC WORKS



The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.

- APPLICATIONS** : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,
- CLOSING DATE** : 27 October 2017
- NOTE** : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply

OTHER POSTS

- POST 42/16** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 2017/180**
Office of the Deputy Director-General
Chief Directorate: Strategic Management Unit
Directorate: Risk Management
- SALARY** : R779 295 00 (All Inclusive Salary package) per annum
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three years tertiary qualification in Risk Management or related field. A Valid driver's License. Competencies/Knowledge: Relevant experience at Middle Management. Knowledge of Public Sector Risk Management Framework and relevant Risk Management Prescripts including IRMSA Standards, COSO Framework, ISO31000, King Report etc. Knowledge and exposure to Public Sector environment, knowledge of Public Finance Management Act and Treasury Regulations. Skills: Strategic capability and Leadership skills, Good Communication (written and verbal) and Liaison skills, Facilitation and Presentation skills, Interpersonal relationships, Planning and Organizing skills, Analytical skills, Monitoring and Evaluation skills, Advocate of team work, Research and analytical skills, Interpersonal skills, Negotiation skills, Investigation skills. Assertiveness, Ability to work independently, Compliance, Diplomacy, Flexibility, and Ability to work under pressure, Decisiveness, Adaptability, Confident, Accuracy, Integrity and Trustworthy.
- DUTIES** : Coordinate and Facilitate implementation of the following: Risk Management Framework, Policy, Strategy and the Risk Management Committee Charter and Business Continuity Framework. Perform secretarial functions of the Risk Management Committee and ensure the Committee is functional. Facilitate the implementation of the risk management processes by conducting risk identification, assessment, monitoring and review. Ensure alignment of risks with strategic objectives and Operational Plans. Facilitate the development and roll out the risk awareness programmes. Facilitate the development and implementation of the Risk Management Plan to integrate risk management into day-to-day activities of the Department. Continual improvements of the risk management process through the coordination of MPAT, Internal Audit and Auditor General

Findings. Compile periodic risk management reports for submission to the oversight structures. Formulation and implementation of an effective Risk Management Strategy. Manage the KPA's of team members. Development, implementation of, and ensure adherence to Risk Management Policies and Procedures. Input into the formulation and implementation of Directorate's plans, budget, cash flow estimates and other resource requirements. Monitor adherence to the Departmental Risk Management Policy. Determine the effective implementation process within the Department. Internal and External liaison with Stakeholders. Develop Risk profiles for the Department. Contribute to the Annual Report. Attend variety of meetings and fulfil various responsibilities on an assortment of committees and other bodies. Formulate, implement and manage an effective administrative process for the Risk Committee and the Directorate operations. Provide Technical advice and support to staff and the Department. Facilitate identification of emerging risks and update of risk registers. Prepare complete, relevant, reliable and timely Risk Management information for reporting to Management and other Governance structures including Risk Management Committee and Audit Committee. Report on the status for implementation of risk treatment plans, Evaluate the overall effectiveness of other ad-hoc and administrative activities as may be delegated by the Chief Risk Officer to ensure effective implementation of Risk Management plan.

**ENQUIRIES
FOR ATTENTION**

: Ms Z. Somdyala, Tel. (012) 406 1183/2129
: Ms N.P Mudau

POST 42/17

: **DEPUTY DIRECTOR: SECURITY RISK AND COMPLIANCE REF NO: 2017/181**

**SALARY
CENTRE
REQUIREMENTS**

: R779 295 00 (All Inclusive Salary package) per annum
: Head Office (Pretoria)
: A three years tertiary qualification in security management, public management or related fields with extensive relevant experience in information security, compliance and supervisory experience in the field of information security and compliance. SSA Security Managers Course, valid driver's licence. Prepared to travel extensively. Knowledge: Relevant security legislation and the Minimum Information Security Standards (MISS), Classification of sensitive information, Conduction of Threats and Risk assessment (TRA), and conduction of security plan during departmental events, good communication and supervisory skills. Effective report writing. Computer literacy.

DUTIES

: To develop, implement and monitor the information security, conduct threats and risk assessment (TRA), develop TRA reports ,develop and implement security risk management programmes, identification of sensitive information, classification of sensitive information, develop and implement information security procedure, conduct information security awareness, develop, implement and manage the security risk register, develop and implement close protection strategy of Top Management, develop and implement security plan during Ministerial and departmental events, liaise with relevant law-enforcement departments

**ENQUIRIES
FOR ATTENTION**

: Mr R Muthanyi, Tel. (012) 406 1629
: Ms N.P Mudau

POST 42/18

: **DEPUTY DIRECTOR: FINANCE (2 POSTS) REF NO: 2017/185**
Revenue and Debt
24 months contract

**SALARY
CENTRE
REQUIREMENTS**

: R779 295 per annum
: Head Office (Pretoria)
: A three year tertiary qualification in financial accounting/ financial management plus relevant experience at middle managerial level in financial accounting, reporting and leasing. CA qualification will be an advantage. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, General Recognised Accounting Practice (GRAP), and Public Service Regulations. The person must be an analytical thinker and have good planning and organizing skills. The person must be able to work under pressure, be creative, innovative and have the ability to communicate at all levels.

DUTIES : The designing, implementation and maintenance of the Directorates' strategic plans. Lead and provide direction towards realising the Department's strategic plans. Develop detailed audit action plans. Ensure that sound internal controls and reporting systems are in place for the attainment of strategic goals. Effective management of accounts receivables as well as the implementation and maintenance of debt risk management system. Manage the compilation of accounts receivable financial reports. Collate all sub-directorate financial reports, including regions. Manage the compilation of financial reports and GRAP accounting of leases. Provide management support to the line manager with compilation of annual financial statements. Facilitate capacity building initiatives. Oversee timely resolution of audit queries. Compile and present reports on the functioning of the directorate.

ENQUIRIES FOR ATTENTION : Mr M Sithole (012) 406 1698
: Ms N.P Mudau

POST 42/19 : **DEPUTY DIRECTOR: COMPLIANCE (REGIONAL SUPPORT) REF NO: 2017/183**
Inspectorate and Compliance

SALARY CENTRE REQUIREMENTS : R 657 558 per annum
: Head Office (Pretoria)
: A three year tertiary qualification in Finance/ Internal Audit. Management experience Extensive working experience in the environment of Internal Control or Auditing or equivalent. Knowledge: Financial prescripts (GAAP and GRAP), Property Industry; Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS). Public Finance Management Act; National Treasury Regulations (Instruction Notes, directives and guidelines); Supply Chain Management Framework; Tender Solutions Suites; ICT Procurement. Skills: Communication skills; Interpersonal skills; Administrative skills; Report writing; Problem solving skills; Accounts and numeric skills. Personal Attributes: Ability to communicate at all levels; Assertiveness; Dedicated; Hardworking; Ability to work under stressful conditions; Team player; People and client orientated. Goal and solution orientated; Trustworthy; Leadership; Valid driver's license. Willingness to travel and work long extra hours.

DUTIES : Identify potential areas of compliance vulnerability and risk in finance and supply chain management environment. Compile reports on a regular basis to keep head of Directorate and management informed of the operation and progress of compliance efforts. Follow up on all reported cases of financial misconduct. Assess the effectiveness of the internal controls on finance and supply chain systems to identify control weakness. Handle investigation of all reported cases of financial misconduct and other SCM and Finance special projects. Coordinate internal compliance review and monitoring activities. Review and update SCM Standard Operating Procedure manual, Delegations document and Policy for the Department. Develop an effective compliance training program for all employees and managers. Monitor and evaluate the performance of the compliance program and related activities. Coordinate the audit between the Department and the AGSA and the regional offices. Secretariat to the Audit Steering Committee meeting. Serve as a member of the National Condonement Committee. Provide support to Regional Offices in implementing and monitoring compliance with Finance and Supply Chain Management prescripts. Support Regional Offices with the implementation of National Treasury prescripts. Manage financial and procurement processes of the section. Compile budget inputs of the component. Manage and develop staff. Perform ad hoc responsibilities as and when required.

ENQUIRIES FOR ATTENTION : Mr L Toona, Tel. (012) 406 2123
: Ms N.P Mudau

POST 42/20 : **DEPUTY DIRECTOR: COMPLIANCE (DPW) REF NO: 2017/184**
Inspectorate and Compliance

SALARY CENTRE : R 657 558 per annum
: Head Office (Pretoria)

- REQUIREMENTS** : A three year tertiary qualification in Finance/ Internal Audit as recognised by SAQA, management experience, Extensive working experience in the environment of Internal Control and/ or Auditing or similar. Knowledge: Financial prescripts (GAAP and GRAP), Property Industry, Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS), Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines), Supply Chain Management Framework, Tender Solutions Suites, ICT Procurement. Skills: Communication skills, Interpersonal skills, Administrative skills, Report writing, Problem solving skills, Accounts and numeric skills. Personal Attributes: Ability to communicate at all levels, Assertiveness, Dedicated, Hardworking, Ability to work under stressful conditions, Team player, People and client orientated. Goal and solution orientated, Trustworthy, Leadership, and Valid driver's license. Willingness to travel and work long extra hours.
- DUTIES** : Identify potential areas of compliance vulnerability and risk in finance and supply chain management environment. Compile reports on a regular basis to keep head of Directorate and management informed of the operation and progress of compliance efforts. Follow up on all reported cases of financial misconduct. Assess the effectiveness of the internal controls on finance and supply chain systems to identify control weakness. Handle investigation of all reported cases of financial misconduct and other SCM and Finance special projects. Coordinate internal compliance review and monitoring activities. Review and update SCM Standard Operating Procedure manual, Delegations document and Policy for the Department. Develop an effective compliance training program for all employees and managers. Monitor and evaluate the performance of the compliance program and related activities. Coordinate the audit between the Department and the AGSA. Provide audit responses and request for information on behalf of the Directorate. Serve as a member of the National Condonement Committee. Manage financial and procurement processes of the section. Compile and submit budget inputs of the component. Manage and develop staff. Perform ad hoc responsibilities as and when required
- ENQUIRIES FOR ATTENTION** : Mr L Toona, Tel. (012) 406 2123
: Ms N.P Mudau
- POST 42/21** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: 2017/182**
Office of the Deputy Director-General
Chief Directorate: Strategic Management Unit
Directorate: Risk Management
- SALARY CENTRE REQUIREMENTS** : R417 552 per annum
: Head Office (Pretoria)
: A three years tertiary qualification in Risk management or Internal Auditing or equivalent qualification with extensive relevant experience in Risk Management. Good understanding of the theory and practices of Risk Management. Affiliation with a professional body (e.g. IRMSA, IIASA, ACFE, etc.) and knowledge of Risk Management, and or Internal Auditing software/s will be an added advantage. Knowledge and understanding of Risk Management Framework (i.e. risk management processes, evaluation methods and approaches); the importance of embedding Risk Management into the culture of the Department by conducting risk awareness; benefits of aligning the Risk Management Policy with the Department's objectives; models and techniques; legislative and regulatory framework underpinning risk management and guidelines relating to Risk Management. Understanding of the Departmental Policies and procedures; National Treasury Public Sector Risk Management Framework; Public Finance Management Act 1999 (PFMA) and Treasury Regulations; Knowledge of the Public Service Act 1994, Public Service Regulations, Public Sector Risk Management framework, COSO Framework, King report on Corporate Governance Financial Management and provisioning administration; and knowledge of the Departmental culture and values. Skills: Communication (written and verbal). Ability to initiate projects, Presentation, Communication, Management, Planning, Facilitation, Organising, Interpersonal, and Coordination skills. Computer (MS Word, and Excel) and a team player. A valid driver's license is required as there will be travelling.

DUTIES : Coordinate and Facilitate implementation of the following: Risk Management Framework, Policy, Strategy and the Risk Management Committee Charter and Business Continuity Framework. Perform secretarial functions of the Risk Management Committee and ensure the Committee is functional. Facilitate the implementation of the risk management processes by conducting risk identification, assessment, monitoring and review. Ensure alignment of risks with strategic objectives and Operational Plans. Facilitate the development and roll out the risk awareness programmes. Assist in facilitating the development and implementation of the Risk Management Plan to integrate risk management into day-to-day activities of the Department. Continual improvements of the risk management process through the coordination of MPAT, Internal Audit and Auditor General Findings. Compile periodic risk management reports for submission to the oversight structures.

ENQUIRIES FOR ATTENTION : Ms Z. Somdyala, Tel. (012) 406 1183/2129
: Ms N.P Mudau

POST 42/22 : **ASSISTANT DIRECTOR: NETWORK ADMINSTRATOR: INFORMATION TECHNOLOGY SYSTEM OPERATIONS REF NO: 2017/186**
24 Months Contract

SALARY CENTRE REQUIREMENTS : R 334 545 per annum
: Head Office (Pretoria)
: A three year tertiary qualification in Information Technology, MCSE and CISCO International Certification at Professional level. Appropriate experience in network administration environment. Strong communication, interpersonal and report writing skills. Self - driven, independent individual with troubleshooting and problem solving skills. A very good understanding of Routing, Switching, Firewalls and WI - Fi technologies. Knowledge of MS Windows 7 – 12, MS Exchange 2013; MS Office suite will be advantageous. Setup and maintained LAN connectivity and wireless networks. Strong knowledge of network hardware including servers, routers, and other computer devices. Ability to integrate systems; applications and advanced Technology. Expert in network security protocols, anti-virus and firewall configuration. Planned and built redundancy into existing systems to eliminate downtime. A valid driver's licence.

DUTIES : Detect and repair faults on LAN/WAN, PC's, peripherals, network points, access points and software. Assist with planning, design and implementation of LAN/WAN infrastructure. Provide, support and maintain business applications and printing including transversal systems. e.g. LOGIS, PERSAL, BAS, WCS and PMIS. Troubleshooting network problems and conflicts. Suggest improvements in speed of the operations and processes to make the system fool proof. Configuring and Managing of the DPW corporate network environment from routing, switching, cabling, wireless, voice and video infrastructure and other computer devices. Installing and maintaining various standard software as per departmental and user requirements. Support the Cisco VoIP Offices. Liaise with equipment manufacturers about technical faults. Install and support software/applications. Travel to different areas to provide support.

ENQUIRIES FOR ATTENTION : Ms L Skhosana, Tel no: (012) 406 1286 /1395
: Ms N.P Mudau

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 Motihala
- CLOSING DATE** : 10 November 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 42/23** : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS**
- SALARY** : R 334 545 per annum. Level 9
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year National Diploma or three year Bachelor's Degree and a minimum of 3 to 5 years' experience in a related field. A qualification in Political Studies/ Public Administration/ Social Science will be an added advantage. Generic competencies: Applied Strategic Thinking, Problem Solving and Decision Making, Project Management, Team leadership, Diversity Management, Communication and Information Management. Technical competencies: Knowledge of government systems and processes, Monitoring and evaluation techniques and skills, Research and policy analysis, Data analysis and interpretation, Writing, reporting and presentation skills.
- DUTIES** : The successful candidate will perform the following duties: Coordinate the implementation of the intergovernmental relations structures. Provide technical support in the development and review of policy to support the intergovernmental strategy. Facilitate the implementation and policy analysis to strengthen intergovernmental relations. Monitor and report on the effectiveness of the intergovernmental strategy. Coordinate the implementation of the intergovernmental relations projects.
- ENQUIRIES** : Ms N Nkosi, Tel: (012) 395 4781/ 2

**GAUTENG PROVINCIAL ADMINISTRATION
ECONOMIC DEVELOPMENT**

<u>APPLICATIONS</u>	:	Apply online to the http://professionaljobcentre.gpg.gov.za website only.
<u>CLOSING DATE</u>	:	29 October 2017
<u>NOTE</u>	:	Application form should be accompanied by a recently updated CV as well as originally certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Kindly note that: successful candidates will be subjected to a security clearance in terms of a criminal record check, verifications of qualifications. All short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job, for which the logistics will be communicated by the department.

OTHER POSTS

<u>POST 41/24</u>	:	<u>ASSISTANT DIRECTOR: SMME, CO-OPERATIVE SUPPORT AND DEVELOPMENT</u> Directorate: SMME, Co-operative Support and Development
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<u>SALARY</u>	:	R 334 545.00 per annum (inclusive of benefits) to R 404 121.00 per annum (inclusive of benefits) Level: 09
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<u>CENTRE REQUIREMENTS</u>	:	Umnotho House Johannesburg National Diploma/ Degree in Development Economics / Business Economics or co-operatives development and management or relevant qualification. Post graduate qualification will be an added advantage. 3-5 years' experience in Co-operatives Support and Development environment. A valid driver's license. Skills and Attributes: Basic knowledge of Co-operatives (financial co-operatives) sector policy and legislation. Time Management. Good communication skills. Written and verbal communication, interpersonal skills. Consistent. Co-operative. Focused. Logical. Organised. Professional. Client orientation. Report writing. Presentation. Research.
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<u>DUTIES</u>	:	Assist in the design, development and implementation of co-operative financial institutions, support strategies and programs to the provincial departments and municipalities. Implement Gauteng Co-operative Financial Institutions growth and modernisation programme. Collate co-operatives monthly data. Assist in the development and review of the compliance report. Assist internal communication and research units to ensure the developed co-operatives strategy is communicated. Liaise with internal and external stakeholders in organising co-operatives forums. Provide information that lead to monthly, quarterly and annual reports. Assists with other administrative tasks. Assist with monitoring the implementation of the Gauteng co-operatives strategy and policy. Liaise with relevant stakeholders to create a platform for co-operatives sustainability. Mentor and coach graduate and interns.
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<u>ENQUIRIES</u>	:	Siphiwe Nhlapho (011) 355 8540
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<u>POST 42/25</u>	:	<u>OFFICE MANAGER: BUSINESS REGULATION AND GOVERNANCE</u> Directorate: Office of the DDG: Business Regulation and Governance
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<u>SALARY</u>	:	R 334 545.00 per annum (inclusive of benefits) to R 404 121.00 per annum (inclusive of benefits) Level: 09
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<u>CENTRE REQUIREMENTS</u>	:	Umnotho House Johannesburg Grade 12 with National Diploma (NQF L6). Degree in Public Administration or equivalent Able to work with MS Office, (Excel, Access, Word, Power Point and E-mail). Knowledge of Project Management will be advantageous. Good written and verbal communication skills. Preference will be given to an experienced professional who has previously supported this SMS role. Must have 3 – 5 years' secretarial and extensive administrative experience. 3-5 years' experience in an
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office of a Director or higher. Skills and Attributes: Able to Develop, maintain and administered a document management system. Organizing and planning. Customer relationship management. Written and verbal communication, interpersonal skills. Able to outside the box and be able to anticipate the DDG's needs. Must be well groomed, conservative and able to manage confidential information. Results oriented, innovative, persuasive, customer focused, assertive, professional, self- starter / self-confident. Must have impeccable attention to detail abilities, organisational and time management skills. Must be able to shift priorities effortlessly, demonstrate a sense of urgency and initiative. Consistent. Co-operative. Focused. Logical. Organised. Professional. Client orientation.

DUTIES : Be the professional face and image of the Branch. Provide administrative management functions to the DDG. Develop, manage and maintain a document management system (for the office) aligned to the main filing system. Liaise on behalf of the DDG with other departmental officials, stakeholders of other governments (also international) and the public. Co-ordinate and administer projects initiated from the office of the DDG. Prepare presentations and documents on behalf of the DDG. Conduct research and gather information to support the smooth running of the office of the DDG. Diary management (manual and electronic), coordinate meetings, workshops and conferences. Take minutes, make official travel arrangements, reconcile and process subsistence and travel claims. Manage procurement in the office of the DDG.

ENQUIRIES : Siphwe Nhlapho (011) 355 8540

DEPARTMENT OF EDUCATION

APPLICATIONS : Applications must be delivered or posted to: Physical address: 111 Commissioner Street, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.

CLOSING DATE : 03 November 2017

NOTE : All appointments will be subject to a process of security clearance, reference checking and qualification verification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications must be submitted on a Z83 form, obtainable from any public service department or website, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. If you do not receive any response within 3 months, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 42/26 : **DISTRICT DIRECTOR (5 YEARS FIXED TERM CONTRACT PERFORMANCE BASED) REF NO: EN2017/10/01**
Chief Directorate: District Operation Management (Ekurhuleni Region)

SALARY : R 948 174.00 per annum (an all-inclusive package)

CENTRE : Ekurhuleni North District

REQUIREMENTS : An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/ senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.

DUTIES : Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. education support and learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for

efficient support to circuits and institutions. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage sub-ordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control activities pertaining to functions of the Districts. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full responsibility for regular reports forwarded to the Chief Directorate: District Operations Management.

ENQUIRIES : Mr. Hector Tsosane Tel no: (011) 355 0200

POST 42/27 : **DIRECTOR: INFRASTRUCTURE PLANNING AND PROPERTY MANAGEMENT REF NO: HO2017/10/02**
Chief Directorate: Physical Resource Planning and Property Management

SALARY : R 948 174.00 per annum (an all-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate NQF level 7 (Degree in the Built Environment) qualification, with at least a minimum of 5 years middle/ senior management experience. Proven management skills in design and delivery of infrastructure programmes and experience in infrastructure portfolio management. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the infrastructure policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.

DUTIES : Develop and manage strategies, policies, systems, norms/standards and plans related to infrastructure, associated equipment and property management. Manage the physical resources planning framework, prioritisation model(s), Business Cases and Project Briefs. Interpret and apply norms and standards. Direct infrastructure analysis. Finalise infrastructure planning documents. Direct property management. Manage operations as it pertains to leases, acquiring of land and rates & taxes. Align the core business of the Directorate to the strategic goals and objectives of the Chief Directorate. Manage staff and finances.

ENQUIRIES : Mr. Hector Tsosane Tel No. (011) 355 0200

POST 42/28 : **DIRECTOR: MAINTENANCE (5 YEARS FIXED TERM CONTRACT PERFORMANCE BASED) REF NO: HO2017/10/03**
Chief Directorate: Physical Resource Planning and Property Management

SALARY : R 948 174.00 per annum (an all-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate NQF level 7 (Degree in the Built Environment) qualifications, with at least a minimum of 5 years middle/ senior management experience. Proven management skills in infrastructure management environment especially in terms of maintenance. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential. Ability to work under pressure.

DUTIES : Monitoring Manage the design of technical condition assessments for all education infrastructure. Manage the collection of condition information and submission for updating on systems. Manage the development and updating of the departmental policy for maintenance of schools & offices and norms/standards aligned to national norms/standards. Plan and manage job creation on maintenance projects. Manage the development and updating of standard operating procedures for maintenance. Manage implementation of planned maintenance projects, emergency maintenance and repairs. Manage inspections to validate that all

maintenance work has been completed timeously within budget and meeting quality assurance standards. Manage inspections to validate compliance with OHS requirements. Provide technical advice with prioritisation of maintenance projects. Undertake site visits and prepare progress reports for infrastructure projects.
Mr. Hector Tsosane Tel No. (011) 355 0200

ENQUIRIES

OTHER POST

POST 42/29

CHAIRPERSON OF THE RISK MANAGEMENT COMMITTEE REF NO: HO2017/10/04
Directorate: Office of the HOD

SALARY

Compensation will be in accordance with the rates as determined by the National Treasury

CENTRE

Head Office, Johannesburg

REQUIREMENTS

An Chartered Accountant (CASA)/ Masters in Business Administration(MBA)/Masters of Business Leadership(MBL)/Certified Internal Auditor(CIA) and any relevant degree (Risk Management, Accounting, Auditing, Financial Management and Legal) 10 Years exposure to the Risk Management Environment in the Public Sector and serving on an oversight committee/s will be an added advantage *Integrity, Independence, Objectivity, Dedication, understanding of the Department's Mandate and operations *Good understanding of Risk Management and Governance, Public Finance Management Act(PFMA), Treasury Regulations, Public Sector Risk Management Framework and Committee of the Sponsoring Organisation of the Treadway Commission(COSO) Framework, King IV report on Corporate Governance*

DUTIES

Chairing the Risk Management Committee meeting of the Department; monitoring of risk management (i.e. to assist in designing, implementing and coordinating the department's risk management initiatives); formulate, promote and review the organisation's Risk Management Strategy and Policy to monitor progress at strategic and operational levels and advising the Accounting Officer on gaps and improvements required to enhance Departmental Risk Management

ENQUIRES

Mr Puledi Selepe, Tel No: (011) 355 1154.

NOTES

The term of office will be three (3) years subject to renewal at the discretion of the Department. Candidates currently employed within public service will not receive remuneration, except for Subsistence and Travelling allowance.

DEPARTMENT OF HEALTH

OTHER POSTS

POST 42/30

PHARMACY MANAGER REF NO: TDHS/2017A/17
Directorate: Pharmacy

SALARY

R805 236 per annum (plus benefits)

CENTRE

Bronkhorstspuit Hospital

REQUIREMENTS

Bpharm degree: A qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the SAPC as a Pharmacist. Experience: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Appropriate management experience in Hospital Pharmacy. Competencies (knowledge/skills): Knowledge of the Pharmacy Act 53 of 1974 as amended, Medicines and Related Substance Control Act, Act 101 of 1965 as amended, GPP, Public Finance Management Act and supply chain processes. Proof of Continuous Professional Development especially in the area of evidence-based medicine and Pharmacovigilance. Knowledge of dispensing management, clinical pharmacy management and Pharmacy and Therapeutic Committee (PTC) Management. Good interpersonal, organisational and communication skills. Advanced Computer literacy (Word, Excel, and PowerPoint).

DUTIES

Facilitate a comprehensive dispensing process, including the approval of items that are not on the Provincial Code List. Monitor and facilitate the drug supply

management. Assist with the development and implementation of standard operating procedures (SOPs). Monitor and facilitate the training and development of pharmacy staff. Assist with the management functions of supervision and control of resources and equipment as well as human resource management of pharmacy staff. Facilitate and monitor research.

APPLICATIONS : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001.
ENQUIRIES : Ms MAG Makobela Tel No: (079) 528 9840
CLOSING DATE : 03 November 2017

POST 42/31 : **MEDICAL OFFICER: 3 POSTS REFS NO: TDHS/2017A/18**
Directorate: Medicine

SALARY : Grade 1 R736 425 – R793 341 per annum (all-inclusive package)
Grade 2 R842 028 – R920 703 per annum (all-inclusive package)
Grade 3 R977 199 – R1 221 723 per annum (all-inclusive package)

CENTRE : Bronkhorstspuit Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as a Medical Practitioner and proof of current registration. A minimum of (2) years appropriate experience as a Medical Officer after registration with the HPSCA as a Medical Practitioner, a valid Driver's licence and knowledge of all Computers system.

DUTIES : Perform all clinical services in all required units within the Hospital. Provide support where the clinical service required. Perform overtime when require or/and requested.

APPLICATIONS : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001.

ENQUIRIES : Mrs. Ms MAG Makobela and Dr S Phoshoko Tel No: (012) 451 9035
CLOSING DATE : 03 November 2017

POST 42/32 : **REGISTRAR FAMILY MEDICINE SEFAKO MAKGATHO OF HEALTH SCIENCES UNIVERSITY AND UNIVERSITY PRETORIA (12 POSTS) REF NO: TDHS/2017A/20**
Directorate: Health Family Medicine

SALARY : R 736 425.00 per annum

CENTRE : Tshwane District Health Services
REQUIREMENTS : MBChB or equivalent. Registrar must be registered with the Health Professions council of South Africa (HPCSA).A minimum of 1 year experience as a Medical Officer (excluding community Service) is required. Applicants must be permanent /naturalized South African residents. OTHER SKILLS: Own discipline, knowledge of relevant legislation, regulations, health programmes and policies, programme planning, implementation and evaluation. Information management, quality assurance and improvement programmes. Leadership, communication. problem solving, computer literacy, stress tolerance, self-confidence, objectiveness and empathy.

DUTIES : Registrar will inter alia be responsible for rendering clinical services, assessment and treatment of patients. A registrar is expected to carry out related administrative duties, to participate in all activities of family medicine which relate to teaching and research. He/she will participate in departmental audit activities, preparing and writing of reports. Registrars will be rotated through related departments at various hospitals complexes in their specific outreach programmes including Community Health Centers and Clinics

APPLICATIONS : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001.

ENQUIRIES : Ms. L Mametse or Prof. J V Ndimande Tel No: (012) 451 9169
CLOSING DATE : 03 November 2017

<u>POST 42/33</u>	:	<u>OPERATIONAL MANAGER SPECIALITY (THEATER) REF NO: TDHS/2017A/16</u> Directorate: Nursing Services
<u>SALARY</u>	:	R499 953.00 per annum (Plus Benefits)
<u>CENTRE</u>	:	Bronkhorstspuit Hospital
<u>REQUIREMENTS</u>	:	A basic R425 qualification (Diploma/Degree in Nursing) Or equivalent qualification that allows registration with the SANC as professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post basic Nursing qualification with duration of at least one year accredited with the SANC in one of the specialties referred to in the glossary of terms. Diploma or Degree in Nursing Administration / Management. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least seven (7) Years of the period referred to above must be appropriate/recognizable experience after obtaining the one (1) year post basic qualification in the relevant specialty. (Less one (1) year from experience for candidates appointed from outside the public service after complying with registration requirements). A valid Driver's license
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Manage effectively the supervision and utilization of resources. Coordination of provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development. 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 Principles and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.
<u>ENQUIRIES</u>	:	Mrs MAG Makobela/Manthosi Tel: (012) 451 9035
<u>APPLICATIONS</u>	:	Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001
<u>CLOSING DATE</u>	:	03 November 2017
<u>POST 42/34</u>	:	<u>AREA MANAGER NURSING (GENERAL) GRADE 1 (REFS/001820)</u> Directorate: Nursing
<u>SALARY</u>	:	R 499 953 per annum
<u>CENTRE</u>	:	Odi District Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Diploma in Midwifery required. Diploma in Nursing Administration required. Registration with SANC as a professional nurse. Proof of current registration. A minimum of 8 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. At least 2 years of the period referred to above must be appropriate recognizable experience at management level (less than 1 year experience for candidates appointed outside a public service after complying with registration requirements). Experiences as a night supervisor will be an advantage.
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of effective and efficient patients care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate comprehensive on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary team work). Manage, monitor and ensure proper utilization of human financial and physical resources. Participate in the analysis, formation and implementation of nursing guidelines, practices, standards and procedures. To work mostly on night as a supervisor, though expected to assist on day where there is a need. Participate in the nursing management team for both day/night. To be part of the nursing management. To act on behalf of Nursing Service Manager (day/night) and all other managers especially on night and after hours. Communication as a skill is highly expected. Expected to recommend, advice, give information in the form of reports, letters, and memos. General and strategic advice, nursing and management support. Maintain professional growth/ethical

		standards and self -development: SANC, Nurses day involvement, promoting the image of both nursing and hospital.
<u>ENQUIRIES</u>	:	Ms S.J Boshoman Tel No: (012) 725 2312.
<u>APPLICATIONS</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
<u>CLOSING DATE</u>	:	03 November 2017
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than three months old.
<u>POST 42/35</u>	:	<u>LECTURER PNDI / PNDII: GENERAL NURSING SERVICE (7 POSTS) REFS/001816</u> Directorate: Nursing Education and Training
<u>SALARY</u>	:	R340 431 – 394 665 per annum (plus benefits) R418 701 – 546 315 per annum (plus benefits)
<u>CENTRE</u>	:	SG Lourens Nursing College
<u>REQUIREMENTS</u>	:	PNDI: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post-basic qualification in Nursing Education and registered with SANC. Proof of current registration with SANC. A minimum of 4 years' appropriate/recognisable experience as a Professional Nurse with SANC in General Nursing (less 1 year experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 8 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report- writing and presentation skills. The ability to work in a team and under pressure. PNDII: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post- basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the 1-year post-basic qualification in the relevant speciality (less 1 years' experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid Code 8 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presenting skills. The ability to work in a team under pressure.
<u>DUTIES</u>	:	Coordinate the provision of education and training of student nurses. Work effectively and co-operatively with students and ensure effective and successful education and training of student nurses, in both theory and clinical development. Ensure availability of student guidance and support. Support the Vision and Mission of the College by serving on committees, attending and participating in meetings and College activities. Promote the image of the College. Implement assessment strategies to determine student's competence. Participate in research on Nursing Education.
<u>ENQUIRIES</u>	:	Ms J .E Malobola, Tel No (012) 319 5601
<u>APPLICATIONS</u>	:	Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodrehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001 or apply on-line at www.gautengonline.gov.za .
<u>NOTE</u>	:	Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint.
<u>CLOSING DATE</u>	:	03 November 2017

<u>POST 41/36</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) GRADE 1- PAEDIATRIC UNIT (REFS/001819)</u> Directorate: Nursing
<u>SALARY</u>	:	R 340 431 per annum
<u>CENTRE</u>	:	Odi District Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Diploma in Midwifery as a qualification needed. One year post basic qualification in Child Nursing Science. A minimum of four years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least one year of the period referred to above must be appropriate experience in the specified speciality after obtaining the one year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Knowledge of Nursing care procedures, and nursing statutes and other relevant legal framework such as: Nursing Act, OHS, Patients' rights charter and Batho Pele Principles. Provision of optimal, holistic specialized nursing care with set standards and within a professional/ legal framework. Effective utilization of resources. Participation in training and research. Provision of support in nursing services. Maintain professional growth/ ethical/ standards and self-development (CPD). Maintain constructive working relations with other stakeholders. Multidisciplinary team work. Labour relations principle
<u>ENQUIRIES</u>	:	Ms S.J Boshoman (012 725 2312).
<u>APPLICATIONS</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
<u>CLOSING DATE</u>	:	03 November 2017
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than three months old.
<u>POST 42/37</u>	:	<u>MEDICAL TECHNOLOGIST GRADE I; II; III</u> Directorate: Oral Pathology and Oral Biology
<u>SALARY</u>	:	R 312, 039.00 – R 432,987.00 per annum (plus benefits)
<u>CENTRE</u>	:	University of Pretoria Oral Health Centre
<u>REQUIREMENTS</u>	:	The candidate must possess a National Diploma in Medical Technology/Biomedical Technology (Histopathology) and be registered with HPCSA as a medical technologist (histopathology). The candidate must demonstrate post-registration experience in specimen receiving and grossing, microtome sectioning, theatre frozen- sectioning, routine and special staining techniques. The candidate must be computer literate and demonstrate good communication skills.
<u>DUTIES</u>	:	The incumbent will be required to work under supervision and independently perform laboratory procedures (specimen receiving and grossing, microtome sectioning, theatre frozen- sectioning, routine and special staining techniques Review and verify results and interact with pathologists on technical matters to provide all relevant data that may pertain to diagnosis of disease_Operate, maintain and calibrate laboratory equipment to ensure efficient operation and the provision of accurate results Implement sound housekeeping procedures and work effectively with other members of a team to ensure a safe working environment in accordance with safety protocols Implement established document, slide and tissue-block archiving systems.
<u>ENQUIRIES</u>	:	Mrs. M van Heerden Tel: (012) 319 2519
<u>APPLICATIONS</u>	:	Quoting the relevant reference number. Direct applications must be delivered to Ms. N Kubheka, Human Resource Management at Louis Botha Building A, Room 1.10, 6 Dr Savage Road, Riviera, Pretoria. Or mailed to PO Box 1266 Pretoria, 0001 NB! Attach certified copies of your Qualifications, Identity document, Curriculum Vitae, HPCSA Registration and Z83 must be attached or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	27 October 2017

- NOTE** : Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.
- POST 42/38** : **DIAGNOSTIC RADIOGRAPHER REF NO: TDHS/2017A/19**
Directorate: Radiography
- SALARY** : R 227 582 - R260 214 (Grade1) per annum (Plus Benefits)
R 268 083 - R306 537 (Grade2) per annum (Plus Benefits)
R 315 795 - R383 244 (Grade3) per annum (Plus Benefits)
- CENTRE** : Bronkhorstspuit Hospital
- REQUIREMENTS** : Degree/ National Diploma in Diagnostic Radiography. Registered with Health Professional Council of South Africa. 3 years' experience as Diagnostic Radiographer (Independent practice). Experience as supervisor (provide proof) and in digital Radiography will be an advantage. Knowledge of relevant public service regulations, policies, acts and procedures. Ability to work under pressure. Supervisory, Organizing, Communication, Budgeting, Radiographic Quality Assurance, National Core Standards, Health information management, Performance Management and Development, Health & Safety and Infection Control.
- DUTIES** : To co-ordinate, manage and supervise Radiological service delivery efficiently to the vision and mission statements of Department of Health. Adhere and ensure compliances with Radiation Control Board and Health Profession Council of South Africa legislation. Provide professional advice in issues pertaining to policies and legislation related to health. Responsible for safe keeping of institutional assets. Attend and participate in institutional and provincial forum meetings. Compilation of reports, record-keeping and statistics.
- APPLICATIONS** : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001.
- ENQUIRIES** : Ms T Leshilo and Ms T Manthosi, Tel No: (012) 451 9035
- CLOSING DATE** : 03 November 2017

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

- APPLICATIONS** : Applications should be submitted strictly online at www.gautengonline.gov.za.
- CLOSING DATE** : 03 November 2017, 12H00 No late applications will be considered.
- NOTE** : Applications should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only 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. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s) Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POSTS

- POST 42/39** : **CHIEF WORKS INSPECTOR: ELECTRICAL SERVICES (Ref no: REFS/001822)**
- SALARY** : R281 418.00 per annum
- CENTRE** : Johannesburg
- REQUIREMENTS** : Applicants must be in possession of a 3 year National Diploma/Degree in Electrical Engineering or N3 Certificate with passed Trade Test. 3 – 5 years post qualification

experience in the electrical and building environment. Valid Drivers' License. Technical experience of electrical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations. Knowledge of the latest SANS 10142 [Electrical wiring code] compilation of specifications and tender regulations. Computer literacy (MS Office – Excel and Word) and excellent technical report writing skills. Good verbal and written communication skills. Good interpersonal relations. Customer focus and responsiveness; Quality Management; Scope Change Management; Problem solving and analysis; Planning and organizing; Contract Management; Ability to work well within a team.

DUTIES

: The incumbent of the position will be responsible for a wide variety of tasks which include, but not limited to the following: Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Facilitate and resolve technical problems. Project management and administration in respect of scheduled and unscheduled maintenance works, executed by contractors; manage the activities of contractors on sites, and exercise quality control on project. Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration. Implement condition assessment. Manage people and finances.

**ENQUIRIES
APPLICATIONS**

: Ms M Mamashela Tel No- (011) 355 - 4585.
: Please apply online at www.gautengonline.gov.za

POST 42/40

SENIOR HUMAN RESOURCE PRACTITIONER: RECRUITMENT & SELECTION (REF NO: REFS/001823)

**SALARY
CENTRE
REQUIREMENTS**

: R281 418.00 per annum
: Johannesburg
: Matric plus NQF Level 6/ National Diploma in Human Resource Management, NQF level 7/ Degree in Human Resource Management will be an added advantage. 2-3 years working experience in Recruitment & Selection environment. Skills: Report writing skills, Analytical skills, Good written, verbal communication skills, Planning and organizing skills, presentation skills and problem solving skills. The incumbent must be Computer literate, must have good Interpretation of HR Policies and relevant legislations and prescripts. Must have the ability to multitask and work under pressure, ability to deal with confidential information and the ability to work independently and as part of a team.

DUTIES

: Advertise critical and vacant posts as soon as they become vacant. Attend to shortlisting and interview processes and assist with secretariat functions. Give HR advise to the shortlisting and interviewing panel. Arrange all logistics pertaining to the shortlisting and interviews i.e. travel and accommodation arrangements, venue (boardroom), parking. Compilation of shortlisting and interview reports. Adhere and comply with the EE plan to achieve equity targets. Arrange competency assessments for SMS positions with the service providers. Prepare contracts of employment. Ensure comprehensive verification, validation and reference after the interviews. Ensure that managers are informed immediately on acceptance/ decline of offer by candidates. Ensure that all mandatory posts are evaluated once they become vacant. Give support to management and staff. Compilation of reports, i.e. creation and abolishment of posts. Compilation of monthly and annual reports. Provide line managers with reports on status of vacancies. File correspondence pertaining to Recruitment and Selection. Assist with providing inputs regarding to the Audit Findings. Assist with giving inputs pertaining to legislature questions. Adhere to set deadlines, policies and procedures. Provide good customer service.

**ENQUIRIES
APPLICATIONS**

: Ms Khosi Kunene - (011) 355 - 4285
: Please apply online at www.gautengonline.gov.za

POST 42/41

PRINCIPAL WORK INSPECTORS: PLUMBING SERVICES X2 (REF NO: REFS/001824)

**SALARY
CENTRE**

: R226 611.00 per annum
: Johannesburg

- REQUIREMENTS** : Applicants must be in possession of an N3 Certificate in Plumbing services and a passed Trade Test. 3 years' experience in the building and plumbing environment. A valid drivers' licence. Technical experience of plumbing matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations. Excellent technical report writing skill. Computer literacy (MS Office – Excel and Word). Good verbal and written communication skills .Good interpersonal relations. Customer focus and responsiveness; Quality Management; Scope Change Management; Problem solving and analysis; Planning and organizing; Contract Management; Ability to work well within a team
- DUTIES** : The incumbent of the position will be responsible for a wide variety of tasks which include, but not limited to the following: Prepare specifications for work. Develop proposals on associated costs. Undertake inspections of buildings and compilation of reports. Provide estimates of costs for proposed maintenance and minor work projects. Facilitate and resolve technical problems. Project management and administration in respect of scheduled and unscheduled maintenance works, executed by contractors. Manage the activities of contractors on sites. Supervise and exercise quality control on projects. Manage contract administration. Implement condition assessment.
- ENQUIRIES** : Ms M Mamashela Tel No- (011) 355 - 4585.
- APPLICATIONS** : Please apply online at www.gautengonline.gov.za

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

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

MANAGEMENT ECHELON

POST 42/42 : **HEAD CLINICAL UNIT: GRADE 1 REF NO: HRM 43/2017 – 01 POST**
Directorate: Urology

SALARY : GR 1: R1 550 331.00 – R 1 645 464.00 p.a. (All-inclusive salary package) plus commuted overtime on application

CENTRE : King Edward VIII Hospital (KEH)

REQUIREMENTS : MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as a Medical Specialist in Urology PLUS proof of current registration with the HPCSA as a Medical Specialist in Urology (2017/2018), 3 years post registration experience as a Medical Specialist in Urology Recommendation: 5 years Management experience will be an added advantage Knowledge, Skills, Training and Competencies required: an in-dept. knowledge of the functioning of the Urology department, ability to perform appropriate specialized procedures within the field of expertise, assessment, diagnosis and management of patients within the field of expertise, proven academic capabilities and training experience, sound knowledge of management and human resources, sound knowledge of current health and Public service legislation and policy, good communication and supervisory skills, ability to work within a team, stress tolerance and self-confidence, capacity to build and maintain relationships, good communication skills, leadership and decision making skills

DUTIES : Key Performance Areas: Management of designated areas of responsibility within the Urology department at King Edward and St. Aidens Hospital, conducting of clinics, ward rounds and consultations to other disciplines, drawing up of protocols for patients and ward/clinic management, performance of procedures relevant to the discipline, supervision of /participation in post graduate and undergraduate training, participation in the academic programs of the department, conducting relevant research within the Department of Urology, performing regular audits of the Department, liaising with the hospital management and other agencies to ensure the efficient provision of clinical Urology services at King Edward and St Aidens Hospital, providing consultative/support services to peripheral institutions as part of the departments outreach program

ENQUIRIES : Dr. S.A. Moodley – (031) 360 3854

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

CLOSING DATE : 27 October 2017

NOTE : People with Disabilities and African females are encouraged to apply

OTHER POSTS

- POST 42/43** : **MEDICAL OFFICER GRADE 1/2 REF NO: HRM 42/2017 – 02 POSTS**
Directorate: Dept. Of Paediatrics
- SALARY** : GR 1: R736 425.00 – R 793 341.00 p.a. (All inclusive salary package) None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner
GR 2: R842 028.00 – R 920 703.00 (All inclusive package) 5 years to less than 10 years experience after registration with the HPCSA as an Independent Medical Practitioner
- CENTRE REQUIREMENTS** : King Edward VIII Hospital (KEH)
: MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner plus Current Registration with The HPCSA (2017/2018). Knowledge, Skills, Training And Competencies required: Proven clinical care for Paediatrics and neonatology and after hours care, undertake procedures as well as supervising and assisting medical officers and interns, to train and guide fellow Medical officers, Interns and Students, assist with the maintenance of the standards of care and implementation of the Quality Improvement Program through clinical audits, clinical case presentations and attend clinical meetings, ability to ensure that the national and provincial protocols are adhered to.
- DUTIES** : Key Performance Areas: Diagnose and initiate management of Paediatric patients and neonates, provide care for inpatients and outpatients in the Paediatrics, diagnose and therapeutic procedures, supervise junior medical staff and assist in administrative tasks, participate in representative meetings with the relevant unit, Participate in academic training programs aligned to the Department of Paediatrics and Child Health, University of KwaZulu Natal, perform after-hours service with overtime duties, be aware of the District referral system.
- ENQUIRIES APPLICATIONS** : Dr. S.A. Moodley – (031) 360 3854
: 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** : 27 October 2017
: 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. People with Disabilities and African females are encouraged to apply
- POST 42/44** : **PROFESSIONAL NURSE SPECIALITY GRADE 1/2: REF NO: HRM 44/2017: 01 POST**
Directorate: Medical and Surgical-Trauma
- SALARY** : Gr. 1: R 340 431.00 – R 394 665.00 per annum A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse
Gr.2: R 418 701.00 – R 514 962.00 per annum Minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional

- nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.
- CENTRE REQUIREMENTS** : King Edward VIII Hospital
 : Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse, one year Post Basic registration Degree/Diploma in relevant specialty plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC, Knowledge, Skills, Training, and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills-verbal and written, Co-ordination and liaison skills, problem solving skills
- DUTIES** : Key Performance Areas: assist in planning/organizing and monitoring of objectives of the specialized unit, provide a therapeutic environment for staff, patients and public, provide comprehensive, quality nursing care, provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMDS evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, to complete patient related data and partake in research, promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, to assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, to partake in overall specialized unit functions, i.e. team building, effective and efficient management of all resources, liaise with professional Nurse in charge in Trauma Unit , allocation of Staff within the Directorate on rotational basis, to nurse a critically ill patient who is ventilated, on oxylog and on continuous monitoring, to nurse all types of patients regardless of diagnoses according to disease profile within the directorate, to nurse a pediatric ventilated/ trauma patient for close monitoring, to lead in resuscitation of critical patients, to be well versed with labor relations procedures, to be well versed with disaster management procedures, to implement national core standards and formulate quality improvement plans and projects to improve quality of care, to be knowledgeable about management of risks in a trauma unit and forensic nursing.
- ENQUIRIES APPLICATIONS** : Mr. B.B. Khoza – (031) 360 3026
 : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or posted to Private Bag X02, Congella, 4013.
- CLOSING DATE** : 03 November 2017
NOTE : African males and persons with disabilities are encouraged to apply

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 03 November 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).

MANAGEMENT ECHELON

POST 42/45 : **CHIEF DIRECTOR: PUBLIC & FREIGHT TRANSPORT MANAGEMENT (REF. NO. P 33/2017)**

Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY CENTRE REQUIREMENTS : R1 127 334 per annum (all Inclusive, flexible remuneration package)
: Head Office, Pietermaritzburg

: An undergraduate qualification in Transport Management / Transport Economics / Economics / Management Science and Logistics Management (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a senior managerial level; plus Possession of a valid driver's licence (minimum Code B).
Knowledge, Skills, Training and Competencies Required: Knowledge of legislation and policies pertaining to public transport, Knowledge of the Constitution, 1996, Public Service Act, 1994, as amended, Public Service Regulations, 2001 and relevant directives, determinations and collective agreements; Labour Relations Act, 1995; Basic conditions of Employment Act; 1997; Employment Equity Act, 1998 and other Public Services Legislation; Advanced knowledge of public policy analysis and public policy development processes. Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes. Advanced knowledge of modern systems of governance and administration. Advanced knowledge in public finance, human capital. Advanced knowledge of public communication, public transport education, public participation and public discourse management processes. Knowledge of national, regional and local political, economic and social affairs impacting on the provincial government. Knowledge of other relevant legislation.

DUTIES : Determine and manage the strategic direction of public transportation contracts, freight transportation and public transportation policy and planning services. Participation, interpretation and implementation of National policies and ensure the development, interpretation and implementation of Departmental policies and procedures, as well as provide input into National and Provincial policies. Ensure monitoring and compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources of the Chief Directorate. Facilitate and drive empowerment

ENQUIRIES
FOR ATTENTION
NOTE

- : projects with direct interventions, strategic policies and partnerships with the industry. Manage the resources of the component.
- : Ms F Sithole Tel no: (033) – 355 8870
- : Mr C McDougall
- : It is the intention of this Department to consider equity targets when filling this position.

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION**

Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply

- APPLICATIONS** : The Head Of Department, Department of Education, Private Bag X 9489 Polokwane 0700 or can be handed in at Office No. H03 [Registry, 113 Biccard Street, Polokwane,0700
- CLOSING DATE** : 08 November 2017, Time: 16h30.
- NOTE** : Applications should be submitted on the prescribed Form Z83 (obtainable from any Public Service Department or on the internet at www.gov.za/ document. Applications should be accompanied by a recent comprehensive C.V, certified copies of all qualifications and a copy of Identity document. The shortlisted candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record checks, verification of financial/ assets record check and security vetting).Note: Candidates who previously applied for the re-advertised post need to re-apply. The full contents of the advertised posts will be posted on the following websites www.limpopo.gov.za / www.education.limpopo.gov.za / www.dpsa.gov.za / www.vukuzenzele.gov.za.All shortlisted candidates for Senior Management Services (SMS) posts will be required to: sign SMS employment contract and performance agreement and disclose their financial interests. All shortlisted SMS candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment for SMS in compliance with Department of Public Service and Administration Directive. The Department reserves the right not to make any appointment to the post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. No Faxed, emailed and applications received after the closing date, whether posted or hand –submitted will not be considered. Failure to comply with the above requirements will result in the disqualification of the applicants. Applicants who apply for more than one position are requested to submit separate applications for each position. Due to large number of applications we envisage, correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000.

MANAGEMENT ECHELON

- POST 42/46** : **CHIEF DIRECTOR: INFORMATION COMMUNICATION AND TECHNOLOGY MANAGEMENT: REF NO: 26/17**
- SALARY** : R1 127 334.00 per annum (all inclusive) Level 14
- CENTRE** : Head Office-Polokwane
- REQUIREMENTS** : An undergraduate qualification or equivalent qualification at NQF level 7 as recognized By SAQA. Qualification in Information Technology / Information Systems/ Information Management will be an added advantage. Five (5) years' experience at a senior managerial level. Computer literacy. A valid driver's license. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Public Service Knowledge, Negotiations, Policy formulation and Analytical thinking.
- DUTIES** : Provide information technology services, knowledge management and information management and auxiliary services. Overall management of IT Business

Processes and Services. Management of IT infrastructure. Management of IT risks.

ENQUIRIES : Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.

POST 42/47 : **DIRECTOR: LABOUR RELATIONS: REF NO: 27/17**

SALARY : R948 174.00 per annum (all inclusive) Level: 13
CENTRE : Head Office-Polokwane
REQUIREMENTS : An undergraduate qualification or equivalent qualification at NQF 7 as recognised by SAQA. Qualifications in Labour Law / Labour Relations/ LLB will be an added advantage. At least five (5) years' experience at a middle/ senior managerial level. Computer literacy. A valid driver's license. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Public Service Knowledge, Negotiations, Policy formulation and Analytical thinking.

DUTIES : Develop, coordinate and implement policy regarding disciplinary and grievance Procedures. Ensure conduct management in compliance with disciplinary codes and procedures. Provide collective bargaining.

ENQUIRIES : Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.

POST 42/48 : **DIRECTOR: EXECUTIVE SUPPORT: REF NO: 28/17**

SALARY : R948 174.00 per annum (all inclusive) Level: 13
CENTRE : Head Office- Polokwane
REQUIREMENTS : An undergraduate qualification or equivalent qualification at NQF level 7 as recognizes by SAQA. Qualification in Public Management / Public Administration will be an added advantage. At least 5 years' experience at a middle/ senior managerial level. Computer literacy. A valid driver's license. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Public Service Knowledge, Negotiations, Policy formulation and Analytical thinking.

DUTIES : Manage Ministerial and other Head of Department (HOD) enquiries. Render executive administrative support services to the HOD. Provide support services to the departmental management committees, technical social cluster and, audit committee. Coordinate portfolio committee reports and other oversight reports. Ensure that complaints directed to the HOD's office are timeously resolved. Manage the document flow between the department and the MEC's office.

ENQUIRIES : Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.

POST 42/49 : **DIRECTOR: HUMAN RESOURCE ADMINISTRATION SYSTEMS: REF NO: 29/17**

SALARY : R948 174.00 per annum (all inclusive) Level: 13
CENTRE : Head Office- Polokwane
REQUIREMENTS : An undergraduate qualification or equivalent qualification at NQF level 7 as recognizes by SAQA. Qualification in Human Resource Management / Public Administration / Management will be an added advantage. At least 5 years' experience at a middle/ senior managerial level. Knowledge of PERSAL system will be an added advantage. Computer literacy. A valid driver's license. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus,

		Communication, Public Service Knowledge, Negotiations, Policy formulation and Analytical thinking.
<u>DUTIES</u>	:	Manage provisioning of human resources for Public Service Act staff and Employment Educators Act staff. Maintain the conditions of service for Public Service Act staff and Employment of Educators Act staff
<u>ENQUIRIES</u>	:	Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.
<u>POST 42/50</u>		<u>DIRECTOR: POLICY IMPLEMENTATION, MONITORING SUPPORT AND EVALUATION (FURTHER EDUCATION & TRAINING (FET), GENERAL EDUCATION & TRAINING (GET): REF NO: 30/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R948 174.00 per annum (all inclusive) Level: 13
	:	Head Office- Polokwane
	:	An undergraduate qualification or equivalent qualification at NQF level 7 as recognizes by SAQA. Qualifications in Policy Studies / Development Studies will an added advantage. At least 5 years' experience at a middle/ senior managerial level. Computer literacy. A valid driver's license. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Public Service Knowledge, Negotiations, Policy formulation and Analytical thinking.
<u>DUTIES</u>	:	Management and promotion of examinations and assessment policy and assessment ethics. Monitoring examinations and assessment policy implementation. Management, monitoring and moderation of School-based assessment (SBA) and external assessments. Reporting on learner achievement and feedback. Manage and ensure compliance with centre and learner registration requirements and concessions. Manage continual research projects and provision of assessment feedback. Quality assurance and verification of learner schedules and report cards in GET and FET Band. District examination and assessment coordination.
<u>ENQUIRIES</u>	:	Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.
<u>POST 42/51</u>		<u>DIRECTOR: PROCUREMENT SERVICES: REF NO 31/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R948 174.00 per annum (all inclusive) Level: 13
	:	Head Office- Polokwane
	:	An undergraduate qualification or at NQF level 7 as recognizes by SAQA. Qualification in Supply Chain Management / Finance/ Public Administration will an added advantage. *At least 5 years' experience at a middle/ senior managerial level. Computer literacy. A valid driver's license. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Public Service, Supply Chain Management Legislative Framework and LOGIS, Knowledge, Negotiations, Policy formulation and Analytical thinking.
<u>DUTIES</u>	:	Manage the procurement of goods and services within the department (provide demand, acquisition, contract and logistics management). Manage Departmental Annual Procurement Plans. Ensure compliance with Supply Chain Management Legislative Framework. Prepare management reports on procurement. Management of the Directorate staff and budget.
<u>ENQUIRIES</u>	:	Ms. Montja M.M at 015 284 6569 or Ms. Phalafala R.M at 015 284 6524 or Mr. Makama MM at 015 284-6507 or Mr. Thoka LW at 015 284-6528.
<u>POST 42/52</u>		<u>DISTRICT DIRECTOR: [4 POSTS]</u>
<u>SALARY CENTRE</u>	:	R948 174.00 per annum (all inclusive) Level 13
	:	Lebowakgomo District: REF NO: 32/17
	:	Riba Cross District: REF NO 33/17

Tzaneen District: REF NO 34/17
Tshitandani District: REF NO 35/17

- REQUIREMENTS** : An undergraduate qualification at NQF level 7 as recognized by SAQA. Extensive knowledge in curriculum, management, governance and public service administration will be an added advantage. Extensive knowledge of the relevant legislations and regulations in the Education sector. At least 5 years of experience at a middle/senior managerial level. Knowledge of legislations governing human resource and finance. Computer literacy. A valid driver's license. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving, data interpretation and Analysis, Client Orientation and Customer Focus, Communication and report writing skills, Public Service Knowledge, Negotiations, Policy formulation and Analytical thinking.
- DUTIES** : Provide strategic leadership pertaining to the administration and management of the District. Oversee coordination and support of the provisioning of teaching and learning services in the District. Oversee coordination of curriculum delivery and advisory support services for GET and FET. Ensure effective management and administration of examinations and other learner assessment programmes. Provide district management and governance services. Facilitate integrated planning, monitoring and evaluation of schools' performance. Oversee institutional development and quality assurance programmes. Provide support to teaching and learning programmes, learner support services and professional development of teachers, managers and administration staff. Provide oversight and ensure accountability at district, circuit and school levels. Ensure effective management of district operations (human resource, finance and Education Management Information System (EMIS)). Promote peaceful labour relations and cooperation in the District especially with regards to recognised social partners and other important stakeholders. Exercise control over all functions and personnel under his/her supervision.
- ENQUIRIES** : Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama M.M at (015) 284-6507 or Mr. Thoka L.W at (015) 284-6528.

OTHER POSTS

- POST 42/53** : **SENIOR LEGAL ADMINISTRATION OFFICER: REF NO 36/17 x2**
- SALARY** : R657 558.00 Per annum (all inclusive) Level: 11
- CENTRE** : Head Office- Polokwane
- REQUIREMENTS** : An LLB Degree coupled with at least 5 years post qualification experience in the legal environment. A Master's Degree and Admission as an Attorney or Advocate will serve as an advantage. Experience in a managerial position will serve as an added advantage. Knowledge and extensive experience in litigation, drafting of contracts and contract management. Ability to draft comprehensive and well researched legal opinions. Ability to draft, review vet policies, contracts, Service Level Agreements (SLA's) and Memorandum of Understanding (MOU). Basic understanding of legislation applicable to the Public Service including thorough knowledge of Promotion of Administrative Justice Act (3 of 2000), PAJA, Promotion of Access to Information Act (2 of 2002) (PAIA) and Labour Relations Act (66 of 1995). Public Service Act (108 of 1994). Employment of Educators Act. Computer literacy. A valid driver's license. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Public Service Knowledge, Negotiations, Policy formulation and Analytical thinking.
- DUTIES** : To provide litigation management services and support in all claims against and on behalf of the state. To conduct vetting of policies, contracts and related legal documents. To draft contracts, MOUs and SLAs, legislation, memoranda and letters on behalf of the Department. Render legal opinions and advice on complex issues relating to the operations of the Department. Ensure that the administrative and contractual decisions of the department are compliant with governing

legislation and to render advice on the impact of any new legislative requirements. To have sound knowledge of the various business units' operations and contractual requirements specific to the need of the business unit. Provide support in contract management services, support practitioners in the drafting of procurement contracts. Drafting, reviewing and vetting contracts after consultation with business units. Reviewing and carrying out the amendments to draft contracts. Management of correspondence in the event of breaches of contract or legal disputes including contract cancellation. Provision of the key enabling support to business units within the Department. Advise on departmental compliance with legislation and policy.

ENQUIRIES : Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.

POST 42/54 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT: REF NO 37/17**

SALARY : R657 558.00 per annum (all inclusive) Level: 11

CENRE : Thohoyandou District

REQUIREMENTS : An undergraduate qualification or equivalent qualification at NQF level 6 as recognizes by SAQA. Qualifications in Human Resource Management / Public Administration / Administration will an added advantage. At least 3- 5 years' experience in Human Resource Management. Knowledge of PERSAL system will be an added advantage. Ability to work independently and under pressure. Computer literacy. A valid driver's license. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Public Service Knowledge, Negotiations, Policy formulation and Analytical thinking.

DUTIES : Provide Human Resource Management for Educators Employment Act and Public Service Act Staff. Manage Labour Relations. Provide Human Resource Development. Manage Employment Equity plans. Manage payment of Integrated Quality Monitoring System (IQMS) and Performance Management Development System (PMDS). Keeping statistics dates of employees on the payroll. Control and updating organisational structure.

ENQUIRIES : Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.

POST 42/55 : **DEPUTY DIRECTOR: EMPLOYEE ASSISTANCE PROGRAMME REF NO 38/17**

SALARY : R657 558.00 per annum (all inclusive) Level: 11

REQUIREMENTS : An undergraduate qualification or equivalent qualification at NQF level 6 as recognizes by SAQA. Degree in Social Work will be an added advantage. Registration with the Health /Social Professional statutory body. At least 3-5 years' in Wellness field. Experience in the EAP/Wellness related field. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Public Service Knowledge, Negotiations, Policy formulation and Analytical thinking. Therapeutic skills,

DUTIES : Counsel and support employees on long-term leave. Offer advice or guidance to assist in dealing with stress and pressure on working in a busy department. Assist staff members in coping with domestic and financial difficulties and outlining available support options. Respond to death in service or traumatic incidents that may affect staff. Manage health and productivity in the workplace

ENQUIRIES : Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.

<u>POST 42/56</u>	:	<u>DEPUTY DIRECTOR: FLEET MANAGEMENT REF NO 39/17</u>
<u>SALARY</u>	:	R657 558.00 per annum (all inclusive) Level: 11
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification or equivalent qualification at NQF level 6 as recognizes by SAQA. Qualifications in Fleet/ Transport Management will be an added advantage. At least 3 - 5 years' experience in Fleet Management field. Ability to work independently and under pressure. Computer literacy. A valid driver's license. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Public Service Knowledge, Negotiations, Policy formulation and Analytical thinking.
<u>DUTIES</u>	:	Manage government fleet and subsidised vehicles. Develop and implement fleet management policy and procedure manuals. Prepare monthly, quarterly and annual fleet management reports. Staff supervision and management.
<u>ENQUIRIES</u>	:	Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.
<u>POST 42/57</u>	:	<u>DEPUTY DIRECTOR: EXAMINATIONS AND ASSESSMENT ADMINISTRATION: REF NO: 40/17</u>
<u>SALARY</u>	:	R657 558.00 per .annum (all inclusive) Level: 11
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Education or equivalent qualification at NQF level 6 as recognizes by SAQA. Sound knowledge of examination and assessment processes and procedures: paper provisioning Preparedness to work outside office hours during peak periods. Good understanding of Curriculum; Examinations and Assessment, and other education legislation and policies. At least 3 - 5 years' experience in Education/ Examination field. Ability to work independently and under pressure. Computer literacy. A valid driver's license. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Public Service Knowledge, Negotiations, Policy formulation and Analytical thinking.
<u>DUTIES</u>	:	Develop specifications for printing of examination Logistics material. Develop printing and packaging statistics for question papers. Manage the Archiving of examination material and development of Auditing Instruments for the sections activities. Manage Printing, production and dispatch of question papers. Quality assure printing work and assessment tools. Oversee storage facilities and ensure proper security of all assessment and examination material. Administer the training of district officials and ensure that confidentiality agreements are signed and filed. Ensure proper strong room management for the safekeeping of question papers and scripts. Arrange for Braille format question papers. Liaise with respective District and National role-players on Examinations and Assessment related matters. Ensure proper management of officials in the sub-directorate. Ensure effective and efficient usage of examination materials
<u>ENQUIRIES</u>	:	Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.
<u>POST 42/58</u>	:	<u>ASSISTANT DIRECTOR: ASSETS MANAGEMENT REF NO 40/17</u>
<u>SALARY</u>	:	R334 545. Per annum Level: 09
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification or equivalent qualification at NQF level 6 as recognizes by SAQA. Qualifications in Finance / Logistic Management will be an added advantage. At least 3 - 5 years' experience in Assets Management. Ability to work independently and under pressure Computer literacy. A valid driver's license. Competencies: Leadership, People Management and Empowerment,

		Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Public Service Knowledge, Negotiations, Policy formulation and Analytical thinking.
<u>DUTIES</u>	:	Updating and maintenance of asset register on monthly basis. Perform asset reconciliations. Prepare monthly, quarterly and annual asset management reports. Coordinate asset verification processes. Staff supervision and management.
<u>ENQUIRIES</u>	:	Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.
<u>POST 42/59</u>	:	<u>ASSISTANT DIRECTOR: PUBLICATION AND EVENTS [RE-ADVERTISEMENT] REF NO 41/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per. annum Level: 9
	:	Head Office- Polokwane
	:	An undergraduate qualification or equivalent qualification at NQF level 6 as recognizes by SAQA. Qualifications in Communications / Publications / Graphic Designer field will be an added advantage. At least 3 - 5 years' experience in Publication Management. Computer literacy. A valid driver's license. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Public Service Knowledge, Negotiations, Policy formulation and Analytical thinking.
<u>DUTIES</u>	:	Manage new publishing projects. Design layout and edit manuscripts. Arrange preparation of image/artwork (photography or line drawing). Conduct research and write reports and articles .Manage production of print and online publications. Manage the creation of technical documents and marketing procedures. Event coordination. General administrative work pertaining to editor's role
<u>ENQUIRIES</u>	:	Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.
<u>POST 42/60</u>	:	<u>ASSISTANT DIRECTOR: BURSARY MANAGEMENT REF NO 42/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum Level: 9
	:	Head Office- Polokwane
	:	An undergraduate qualification or equivalent qualification at NQF level 6 as recognizes by SAQA. Qualifications in Human Resource Development /Management will be an added advantage. At least 3 - 5 years' experience in Human Resource Development/ Training field. Computer literacy. A valid driver's license. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Public Service Knowledge, Negotiations, Policy formulation and Analytical thinking.
<u>DUTIES</u>	:	Manage and Administer Initial Teacher Education for Post Matric students as well as Institution and Office – based Educators and Public Service Act Employees. Liaise with Institutions of Higher Learning. Bursary Contract and Service Level Agreement Management. Manage the constant communicate with bursary holders. Manage and update all bursary records. Facilitate the process of bursary account payments. Quality assure bursary records and bursary accounts. Facilitate the advertisement, selection, award and approval process of bursaries. Attend to bursary road shows and career exhibitions. Assist with the implementation of Funza Lushaka Programme.
<u>ENQUIRIES</u>	:	Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.

POST 42/61 : **PERSONAL ASSISTANT (2 POSTS)**
 Deputy Director General (DDG) Curriculum Management and Delivery: REF NO 44/17
 Deputy Director General (DDG) Corporate Management: REF NO 45/17

SALARY : R226 611 Level: 7
CENTRE : Head Office- Polokwane
REQUIREMENTS : A recognized three years diploma or equivalent qualification (NQF Level 6). Computer literacy. Be prepared to work under pressure. Competencies: excellent verbal & written communication skills. Excellent administrative skills (planning, recording, filing, diary management, organizing and co-ordination) and manage and prioritize official activities in the said office Interpersonal skills, Time management skills, Teamwork skills, and group dynamics.

DUTIES : Act as Personal Assistant to DDG. Execute administrative and logistical duties rendered by the said office. Attend to daily administration, office management Dairy management as well as co-ordination of all activities falling under the said office. Handling and filling of all correspondences and other office records and reports, co-ordinate logistical arrangements, organize and record meetings and workshops. Manage and prioritize official activities in the said office.

ENQUIRIES : Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF PROVINCIAL TREASURY**

This Department is an equal opportunity, affirmative action Employer, It is our intention to promote representatively race, gender and disability) in the Department through the filling of these posts, and candidates whose transfer/promotion/appointment will promote representatively will receive preference.

- APPLICATIONS** : Applications quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resource Management, Department of Provincial Treasury, Private Bag X5054, Kimberley 8300 or delivered to at the Metlife Towers Building, Cnr Knight & Stead, 5th Floor, Post Office Building, Kimberley
- FOR ATTENTION** : Ms D Barnett
- CLOSING DATE** : 03 November 2017
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be originally signed (an unsigned or scanned Z83 form will disqualify an application). The application should be accompanied by a recently updated comprehensive CV as well as originally certified copies of all qualifications (matric certificate must also be attached) as well as an ID Document and Driver's license. Non-RSA citizens/Permanent residents permit holders must attach a copy of their Permanent Residence Permit to their application. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The specific reference number of the post must be quoted; Failure to submit all the requested documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The department reserves the right not to make appointments to the advertised posts. Please forward the applications for the post quoting the relevant reference number to. Please note that the following post is a re-advertisement and candidate who previously applied are encouraged to re-apply.

OTHER POST

- POST 42/62** : **ASSISTANT DIRECTOR – MONITORING AND EVALUATION REF NO: NCPT/2017/25**
- SALARY** : R417 552.00 (Level 10)
- CENTRE** : Kimberley Office
- REQUIREMENTS** : A Degree (NQF 7) in Economics, Statistics, Social Sciences or related qualifications. 2-3 year's relevant experience in research and analysis. A valid driver's license. Knowledge of social research and analysis, Medium Term Expenditure Framework and intergovernmental relations. Knowledge and understanding of the PFMA, National Treasury Regulations, Expenditure Framework Budget process and procedures, Division of Revenue Act, Provincial Directives and Treasury Regulations. Knowledge and understanding of the functioning of Provincial Departments.
- DUTIES** : Research the impact of the resource allocation on services delivery and the economy of the province. Collect, capture, edit, tabulate, analyse, research and interpret key socio-economic variables that impact on budget decisions and outcomes. Identify and analyse development constraints that contribute to the budget process and fiscal development of the province. Assist in compiling the annual Socio-Economic Review of the Province and the Medium Term Budget Policy Statement. Assist with the development, coordinating and updating of the directorate's statistical/ economic database. Disseminate data and research finding to provincial departments, municipalities and other related stakeholders. Presentation and report writing.
- ENQUIRIES** : Mr M Gantana, tel. (053) 8025138

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

CLOSING DATE : 03 November 2017 @ 16:00
NOTE : Only applications submitted online will be accepted. 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. Kindly note that technical support is only available from 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 42/63 : **LECTURER: POMOLOGY STRUCTURED AGRICULTURAL EDUCATION AND TRAINING, REF NO. AGR 2017-69**

SALARY : R 281 418 per annum (Salary level 8)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : A 4-year Degree in Pomology/ Horticulture or applicable Agricultural field with a minimum of 3 years practical experience in education and training. Recommendations: Formal training and presentation skills; valid drivers' licence (Code B). Competencies: Proven knowledge of fruit production practices; Good knowledge of the subject field; Proven computer literacy in MS Office; Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Leadership, planning and organising skills; High levels of assertiveness and professionalism.

DUTIES : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Administrative responsibility; Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES : Mr E Möller at (021) 808 5456
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 42/64 : **ACCOUNTING CLERK: SALARY DEDUCTIONS, REF NO. AGR 2017-68**

SALARY : R 152 862 per annum (Salary level 5)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (or equivalent qualification) with Accounting and or Mathematics as a passed subject; A valid driver's licence (Code 8). Recommendations: A minimum of 2 years 'experience in financial environment; Experience in working with financial/ information systems and personnel tax. Competencies: A good understanding of the following: BAS and PERSAL; Relevant legislation, directions and procedures with regard to personnel administration; Record keeping procedures; Planning and organising; Proven computer literacy; Able to solve financial problems and work under pressure; Good communication skills (writing and reading) in at least two of the official languages of the Western Cape; Good interpersonal skills; Ability to work independently and as part of a team; Ability to manage many tasks simultaneously.

DUTIES : Capturing of all Persal Documentation: Capture all private telephone calls and kilometer claims, deductions, allowances and tax on Persal; Collecting and maintaining of salary slips and schedules and compiling and capturing of all relevant payments and journals on BAS: handling, sorting, and posting of salary slips and schedules, compile and capture of all relevant payments and journals on BAS, capturing of S and T on BAS or Persal and other sundry payments; Reconciling of all relevant Persal deductions and receive and distribute Telkom accounts: Posting of Telkom accounts to outside offices and maintaining a database of accounts and going out and coming in every month, reconciling of bus, parking, salary and garnishee recons; Ensure that all transactions is correct

- (SCOA structures): Compile and capture all transactions according to SCOA and the Department Budget structures, ensure that all journals are handed to the Supervisor according to the Standard Operating Procedure.
- ENQUIRIES APPLICATIONS** : Ms R Valentyn at (021) 808 5036
: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- POST 42/65** : **GROUNDSMAN: ANIMAL HEALTH, BEAUFORT WEST, REF NO. AGR 2017-70**
- SALARY CENTRE REQUIREMENTS** : R 90 234 per annum (Salary level 2)
: Department of Agriculture, Western Cape Government
: Ability to read and write; a valid driver's licence. Recommendations: Experience in gardening and maintenance service. Competencies: Ability to work independently and in a team; Communication skills in at least two of the three official languages of the Western Cape; Basic interpersonal skills; Ability to do routine tasks.
- DUTIES** : Cleaning, gardening and maintenance service of the building; Good maintenance of stores and gardening supplies; Good maintenance of the incinerator; Assistance to Animal Health Technicians and admin clerk; Good maintaining of post mortem rooms; Collection of post at the post office as required; Assist with the packaging and sending of residue samples to Laboratory.
- ENQUIRIES APPLICATIONS** : Dr J Pienaar at (082) 907 1140
: To apply, you may submit an online or manual application. If you want to hand deliver the application, please use the following address: For attention Chantal Ross, Water Solutions (PTY) LTD, FPG House, 1st Floor, No.1 Fairway Close, Parow or you may post it to the following postal address: For attention Chantal Ross, Water Solutions (PTY) LTD, PostNet Suite # 116, Private Bag X23, Parow, 7499
- NOTE** : If you submit a manual application, please complete an application form (Z 83) and current CV (5 pages maximum). The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. If you submit an online application, and you experience any technical difficulties, please contact the Helpline on 0861-145465. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Please ensure that you submit your application before the closing date as no late applications will be considered.
- POST 42/66** : **FARM AID: LANGGEWENS RESEARCH FARM (2 POSITIONS AVAILABLE) REF NO. AGR 2017-66**
- SALARY CENTRE REQUIREMENTS** : R 90 234 per annum (Salary level 2)
: Department of Agriculture, Western Cape Government
: Must be able to read and write with basic experience. Recommendations: Grade 5 and higher; a valid driver's licence; a minimum of 2 years' appropriate experience. Competencies: Good understanding of the following: Activities regarding Small Grain Production and Research; Knowledge of activities regarding Animal Production and Research task; Handling of machinery and power tools regarding maintenance of infrastructure; Good communication skills; Ability to work independently and in a team.
- DUTIES** : Perform routine activities in respect of crop production; Routine activities in respect of livestock; General routine farm activities; General routine farm activities in respect of infrastructure.
- ENQUIRIES APPLICATIONS** : Mr S Laubscher at (022) 433 2370
: To apply, you may submit an online or manual application. If you want to hand deliver the application, please use the following address: For attention Chantal Ross, Water Solutions (PTY) LTD, FPG House, 1st Floor, No.1 Fairway Close, Parow or you may post it to the following postal address: For attention Chantal Ross, Water Solutions (PTY) LTD, PostNet Suite # 116, Private Bag X23, Parow, 7499
- NOTE** : If you submit a manual application, please complete an application form (Z 83) and current CV (5 pages maximum). The position being applied for and the reference

number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. If you submit an online application, and you experience any technical difficulties, please contact the Helpline on 0861-145465. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Please ensure that you submit your application before the closing date as no late applications will be considered.

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- CLOSING DATE** : 03 November 2017 @ 16:00
- NOTE** : Only applications submitted online will be accepted. 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. Kindly note that technical support is only available from 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 42/67** : **STATE ACCOUNTANT: FINANCIAL MANAGEMENT, REF NO. DEDAT 2017-18**

- SALARY** : R 281 418 per annum (Salary level 8)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : A relevant B-Com qualification (Majors in Accounting and Internal Auditing or B-Tech Degree in Internal Audit with a minimum of 3 years' relevant experience in an audit environment. Recommendations: B-Com Honours in Accounting and Auditing; Working knowledge of the following: National Treasury Regulations and Provincial Treasury Instruction; Auditing and Accounting Standards. Competencies: Knowledge of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service Financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual); Risk Management Systems; Strategic thinking; Budgeting skills; Communication (written and verbal) in at least two of the three official languages of the Western Cape; Proven computer literacy; Ability to analyse, conceptualise and implement policy; Monitoring, evaluation and reporting skills; Problem solving skills.

- DUTIES** : Provide inputs into policies, procedures and processes pertaining to the internal control unit; Compliance monitoring and testing; Evaluate the effectiveness of financial prescripts (inspections); Ensure implementation of corrective measures and preventative controls with regard to CGRO, Internal Audit and Auditor General; Conduct analytical review procedures; Report on any control deficiencies or non-compliance within financial management; Render advice on policy development in terms of compliance and control; Provide support with the management of fraud prevention, detection and correction in the department.

- ENQUIRIES** : Ms B Mott at (021) 483 9088

- POST 42/68** : **PROCUREMENT OFFICER: SUPPLY CHAIN MANAGEMENT, REF NO. DEDAT 2017-19 (2 POSITIONS AVAILABLE)**

- SALARY** : R 281 418 per annum (Salary level 8)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : A 3-year tertiary qualification in Finance/ Economics/ Commercial Law/ Supply Chain Management with a minimum of 2 years' relevant experience in a Financial Management environment. Recommendations: Working knowledge of the following: Bidding and Procurement; PFMA, NT Regulations and PT Instructions. Competencies: Knowledge of Supply Chain Management; Communication (written

- and verbal) in at least two of the three official languages of the Western Cape; Proven computer literacy; Problem solving and interpersonal skills.
- DUTIES** : Responsible for Demand Management, Acquisition Management, Contract Management, and LOGIS Payments; Ensure that compliance is adhered to; Responsible for effective management within the SCM unit; Ensure that relevant prescripts are adhered to throughout the procurement process.
- ENQUIRIES** : Mr M Hartman at (021) 483 9148

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- CLOSING DATE** : 03 November 2017 @ 16:00
- NOTE** : Only applications submitted online will be accepted. 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. Kindly note that technical support is only available from 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 42/69** : **TECHNICAL ASSISTANT: POLLUTION AND CHEMICAL MANAGEMENT, REF NO. EADP 2017-28 (1-YEAR CONTRACT POSITION)**
- SALARY** : R 281 418 per annum (Salary level 8) plus 37% in lieu of benefits.
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : 4-yr B-Degree in the Natural / Environmental / Engineering Sciences, or relevant qualification with a minimum of 3 years' relevant post graduate qualification; Technical experience in an environmental field, including pollution and/or water resource management or other such related sectors; A valid driver's licence (code EB/B). Recommendations: Experience in integrated environmental resource management; Knowledge and experience in the following: Application of environmental legislation, especially related to pollution management; Project development and management; Undertaking data analysis and research report writing; Effective report writing and administrative abilities; Project Management experience. Competencies: Knowledge of environmental legislation, especially related to pollution management; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape; Excellent report writing and data management skills; Strong computer literacy skills; Attention to detail and time management; Ability to research scholarly articles and source information; Ability to work well within a team.
- DUTIES** : Support the administrative requirements linked to project development and implementation; Provide specialist environmental comment with regard to developing business case studies, project specifications and scope of work and reviewing of strategic frameworks, policy and legislation; Support specific projects regarding report writing, environmental monitoring, data analysis and rehabilitation; Support stakeholder engagements and communication initiatives with regards to the projects being implemented.
- ENQUIRIES** : Ms M Kunneke at (021) 483 2898

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 42/70** : **MEDICAL SPECIALIST (SUB-SPECIALITY: GASTROENTEROLOGY)**
- SALARY** : Grade 1: R 1 151 088 per annum
Grade 2: R 1 316 136 per annum
Grade 3: R 1 439 112 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 REQUIREMENTS** : Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Gastroenterologist. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Gastroenterologist. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Gastroenterologist. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Gastroenterology. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA or recognised foreign Health Professional Council in respect of foreign qualified employees as Medical Specialist in Gastroenterology. Competencies (knowledge/skills): Experience in delivery of a diagnostic and therapeutic gastroenterology and hepatology service. Experience in undergraduate and postgraduate teaching. An academic background and an active research interest. Note: No payment of any kind is required when applying for this post. Applicants may be subjected to a competency assessment test. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).
- DUTIES** : Teaching of clinical Gastroenterology and Hepatology at undergraduate and postgraduate levels. Management of acute and chronic Gastroenterology and Hepatology patients. Assist in the development of the teaching and training programme for clinical Gastroenterology and Hepatology Initiation of research programmes and active participation in research. Prepare applications for research grants. Assist with execution and interpretation of capsule endoscopy and pH and manometric studies. Supervision, teaching and training of junior personnel, postgraduate students and MMed and Mphil candidates). Assist in management functions at Faculty, Departmental and Divisional level. Participation in the Cert of Gastro (Phys) exit examinations.
- ENQUIRIES APPLICATIONS FOR ATTENTION CLOSING DATE** : Prof CJ Van Rensburg, tel. no. (021) 938-4336
: The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
: Ms V Meyer
: 03 November 2017
- POST 42/71** : **DEPUTY DIRECTOR: ADMINISTRATION (SYSTEMS DEVELOPMENT AND IMPLEMENTATION SUPPORT)**
Directorate: Information Management
- SALARY** : R 657 558 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Head Office, Cape Town
: Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Extensive experience in Project Management and Systems Development. General understanding of COBIT and ITIL principles. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel

and/or be on standby. Competencies (knowledge/skills): Proficient understanding in the systems development life cycle and other methodologies such as agile and the like. Extensive knowledge of health service delivery systems. Skilled at identifying and evaluating new technological developments and determining their appropriateness for application and the re-engineering of business processes. Note: No payment of any kind is required when applying for this post. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment.

DUTIES : Plan, manage and guide delivery of multiple ICT projects. Utilise agreed project management best practice and governance standards to ensure successful delivery of assigned ICT projects. Assist with the development and review of ICT Strategic and Operational Plans. Manage the development and deployment of new application, systems software and/or enhancements to existing applications throughout the organisation. Maintain issue, risk logs, and make these available in detail as well as through regular status reporting. Manage multiple resources both internally and externally to achieve the projects objectives.

ENQUIRIES : Mr I de Vega, tel. no. (021) 483-8801

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

FOR ATTENTION : Ms C Dawood

CLOSING DATE : 03 November 2017

POST 42/72 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Cape Winelands Health District

SALARY : R 499 953 (PN-B3) per annum

CENTRE : Kylemore Community Clinic

REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification in the relevant specialty. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, leadership, communication skills, strong sense of responsibility and ability to effectively communicate in at least two of the three official languages of the Western Cape. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in depth knowledge of nursing and public service legislation and knowledge of Human resource and financial policies. Computer literacy (MS Word and Excel). Note: No payment of any kind is required when applying for this post.

DUTIES : Manage, control and act in facet of Health, Support, Security, Cleaning Infection control and Ground services. Personnel matters including Supervision and Performance Management, Finances and Procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Management planning to practice a holistic health service on a short, medium and long term basis. Render Clinical services and organise a cost effective service on a daily basis. Ensure all personnel undergo training according their Individual Development and Performance Plan. Participation in Community involvement. Collect, verify and timeous submit accurate statistics.

ENQUIRIES : Ms DM Johnson, tel. no. (021) 808-6108

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

FOR ATTENTION : Ms JB Salie

CLOSING DATE : 03 November 2017

POST 42/73 : **THERAPEUTIC AND MEDICAL SUPPORT SERVICE PROGRAMME
COORDINATOR GRADE 1 (RADIOGRAPHIC PACS/RIS)**

Directorate: Information Management

SALARY : R 414 069 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as Diagnostic Radiographer. Experience: A minimum of 3 years appropriate experience in Diagnostic Radiography after registration with the HPCSA. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Medical Imaging domain knowledge is required, coupled with strong business orientation and a broad experience in managing Information Management, Information Technology related activities and medico legal risks. Knowledge of PACS/RIS Systems, solutions and applicable international standards (DICOM, IHE, HL7). Knowledge of CR and Digital imaging modalities and medical imaging workflow. Excellent communication skills, in order to manage the change management process within the facility and to achieve full acceptance of the system after clinical go-live, with all users and relative parties. Good people management skills and a positive attitude towards working co-operatively with colleagues and stakeholders at all levels of authority. Demonstrated experience and skills in project management and appropriate experience in PACS/RIS systems. Note: No payment of any kind is required when applying for this post. Applicants may be subjected to a competency assessment test.

DUTIES : Manage the PACS/RIS programme for the province in its central, regional and large district hospitals; this includes standardised design parameters, implementation, monitoring and evaluation. Document the workflow and current business processes applicable to the RIS system in designated PACS/RIS hospitals. Ensure integration of the RIS with the HIS system and coordinating of the implementation. Prepare the sites (including server rooms and technical infrastructure) and install the PACS/RIS solutions at designated hospitals. Manage and support all technical aspects of PACS/RIS and the Vendor Neutral Archive. Monitor the effective and efficient functioning of PACS/RIS within the Western Cape including the Vendor Neutral Archive.

ENQUIRIES : Ms D J Purdy, tel. no. (021) 938-5764 / (082) 373-6049
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Dawood
CLOSING DATE : 03 November 2017

POST 42/74 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MIDWIFERY)**
Eden District

SALARY : Grade 1: R 340 431 (PN-B1) per annum, Grade 2: R 418 701 (PN-B2) per annum (Plus a non-pensionable rural allowance of 8 % of basic annual salary)

CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration for 2017/2018. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work overtime and on public holidays if and

when required. Competencies (knowledge/skills): Good communication (verbal and written) in at least two of the three official languages of the Western Cape. Good Interpersonal, problem solving and organisational skills. Knowledge of relevant legislation, policies and manuals. Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status").

DUTIES : Provide an optimal holistic perinatal care, and education according to individual needs of patients' family and communities. Participate in training, development and research. Effective utilisation of resources. Deliver a support service to the Nursing Service and the institution. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms H Human, tel. no. (044) 203-7203
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 10 November 2017

POST 42/75 : **PROJECT MANAGER -MHEALTH (CONTRACT POST UNTIL 31.8.2018)**
 Directorate: Information Management

SALARY : R 334 545 per annum
CENTRE : C11 HIS application Centre (Tygerberg Hospital)
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in project management. Appropriate experience in implementing information systems. Knowledge and experience of programme design and implementation. Appropriate experience in Prince2 or PMBOK methodology. Inherent requirements of the job: A valid driver's licence (Code B/EB). Willingness to travel and be away from home. Competencies (knowledge/skills): Advanced MS Office. Ability to implement internal systems and controls. Excellent interpersonal and communication skills (written and verbal) in at least two or the three official languages of the Western Cape. Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to manage vendor contracts and SLA's. Knowledge of Systems Development Lifecycle. Note: A competency test will form part of the interview process. No payment of any kind is required when applying for this post.

DUTIES : Plan and co-ordinate key client projects. Manage project resources and co-ordinate project forums/meetings. Manage risks related to key client projects. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements. Oversee user support and maintenance of systems implemented. Implement systems/applications

ENQUIRIES : Mr A Mkosi, tel. no. (021) 483-6293
APPLICATIONS : To the Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms C Dawood
CLOSING DATE : 03 November 2017

POST 42/76 : **PROJECT MANAGER: CLINICAL WORKFLOW**
 Directorate: Information Management

SALARY : R 334 545 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in project management. Appropriate experience in implementing information systems. Inherent requirements of the job:

A valid driver's licence (Code E/EB). Willingness to travel and be away from home. Competencies (knowledge/skills): Advanced MS Office (A high level of computer literacy). Ability to implement internal systems and controls. Excellent interpersonal and communication skills (written and verbal) in at least two of three official languages of the Western Cape. Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to manage vendor contracts and SLA's. Knowledge of Systems Development Lifecycle. Note: No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical and competency test as part of the interview process.

DUTIES : Plan and co-ordinate key projects related to Clinical Workflow Management. Document the current and future workflow and business processes. Manage risks related to key client projects. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements. Oversee user support and maintenance of systems implemented. Implement systems/applications.

ENQUIRIES : Ms D Purdy, tel. no. (021) 938-5764 / (082) 373-6049

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

FOR ATTENTION : Ms C Dawood

CLOSING DATE : 03 November 2017

POST 42/77 : **COMMUNITY LIAISON OFFICER (WELLNESS)**
Directorate: Community Based Programmes & Innovation

SALARY : R 226 611 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: A post Matric qualification in a related field or equivalent qualification in a health-related field. Experience: Appropriate experience/competencies that focuses on the Key Performance Areas (KPAs) of the post. Inherent requirement of the job: Valid (Code E/EB) driver's licence. Competencies (knowledge/skills): Planning and report-writing skills. Intermediate computer skills in MS Word, Excel and PowerPoint. Good analytical and interpersonal skills. Understanding of the NGO sector and knowledge of community engagement. Ability to communicate effectively 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 : Liaise with wellness-orientated community organisations and groups, and with CLOs and Health Promoters in Districts and Sub-Districts, to ensure effective multi-way communication with the Departmental Wellness team. Coordinate and monitor the overall on-going activities of the WoW! (Western Cape on Wellness) initiative Community Champions and Clubs. Organise, coordinate, participate in and monitor effective capacity building programmes for WoW! Community Champions. Network with and mobilise CLOs in Districts and Sub-Structures, WoW! Community Clubs, and other community structures/ volunteers, to assist in agreed wellness-promoting campaigns and activations as part of intersectoral collaboration and building healthy communities. Consolidate and prepare all programme reports on a quarterly and annual basis.

ENQUIRIES : Dr F Marais, tel. no. (021) 483-0887

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

FOR ATTENTION : Ms C Dawood

CLOSING DATE : 03 November 2017

POST 42/78 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)**
Eden District

SALARY : R 152 862 per annum

CENTRE : Knysna Hospital

REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Supply Chain Management environment. Inherent requirements of the job: Valid (Code B/EB)

driver's licence. Competencies (knowledge/skills): Knowledge and experience of LOGIS. Knowledge and experience of warehouse / stores management. Ability to prepare and analyse figures and amounts. Computer literacy (Word and Excel). Knowledge of Accounting Officers System and SCM delegations of department. Excellent (written and verbal) communication skills in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post. Short listed candidates may be subject to competency testing. CV's should address experience and knowledge extensively with regard to duties above.

DUTIES : Inventory control and warehouse management. Receive stock from suppliers. Capture requisitions, issue stock to end users and do issue voucher control. Update bin cards, check expiry dates of inventory and do regular spot checks on inventory. Do regular follow-ups with contractors and suppliers and keep clients informed. Ensure all documents are audit compliant.

ENQUIRIES : Ms A Rein, tel. no. (044) 302-8486
APPLICATIONS : To the Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 10 November 2017

POST 42/79 : **ADMINISTRATION CLERK: FINANCE/ADMIN (HOSPITAL FEES) (2 POSTS)**
 Overberg District

SALARY : R 152 562 per annum
CENTRE : Swellendam Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a financial debt collection environment. Inherent requirement of the job: Relief in other areas when required. Valid (Code E/EB) driver's licence. Competencies knowledge/skills: Knowledge of CLINICOM/DELTA 9/Admission related systems. Ability to work in a team environment and independently. Proficiency in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Computer literacy (MS Word, Excel). Appropriate knowledge of the PFMA, Finance Instructions, National and Provincial Treasury. Note: No payment of any kind is required when applying for this post.

DUTIES : Bill hospital accounts. Attend to patients queries (verbal and written). Do monthly reconciliations. Draw reports and do reporting. Reclassify accounts and follow-up on outstanding accounts. File and keep record. Handle and receive public money.

ENQUIRIES : Ms K T Mitchell, tel. no. (028) 514-1142
APPLICATIONS : The District Director: Overberg District Office, Private Bag X7, Caledon, 7230.
FOR ATTENTION : Ms A Brits
CLOSING DATE : 10 November 2017

POST 42/80 : **HANDYMAN**
 Eden District

SALARY : R 127 851 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Handyman experience within a Health environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime and do standby duties. Must be physically able to perform duties required. Competencies (knowledge/skills): Ability to function independently, plan ahead (pro-active) and work in a team. Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations. Note: A practical test may be conducted during the interview process. No payment of any kind is required when applying for this post.

DUTIES : Assist with repairs and installation of projects, emergency breakdowns, supervise and in-service training of co-workers. Maintain and repair equipment, repair of plant equipment, furniture, fixtures and fittings mechanical. Basic electrical repairs and installations. Assist in preventive maintenance procedures, including autoclave, steam generators, water tanks, chlorifiers and standby generators.

Basic plumbing refrigeration, carpentry, welding repairs and installations. Obtaining quotations, order and control of materials as needed to complete requisitions. Strictly adhere to the Occupational Health and Safety Act.

ENQUIRIES : Mr A Roets, tel. no. (044) 203-7267
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 10 November 2017

DEPARTMENT OF THE PREMIER

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
CLOSING DATE : 03 November 2017 @ 16:00
NOTE : Only applications submitted online will be accepted. 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. Kindly note that technical support is only available from 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 42/81 : **CALL CENTRE MANAGER, PEOPLE MANAGEMENT, REF NO. DOTP 2017-90**

SALARY : R 334 545 per annum (Salary Level 9).
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : 3-year National Diploma (or equivalent qualification) in Human Resources or Public Management with a minimum of 3 years' relevant HR experience in a management environment; Valid Code B drivers licence. Recommendations: B-Degree qualification; Extensive experience in a HR and client services environment. Competencies: Deciding and Initiating Action; Planning and Organising; Applying Expertise and Technology; Delivering Results and Meeting Client Expectations; Relating and Networking; Persuading and influencing; Presenting and communicating information; Data Analyses; Writing and reporting; Personal attributes: Outstanding communication and interpersonal skills; Excellent organizational and leadership skills with a problem-solving ability.

DUTIES : Manage the HR Contact Centre enquiries at the Call Centre and Walk-In Centre; Management and quality assurance of the HR Call Centre systems and processes; Management of Contact Centre Analytics for business improvement; Determine HR Trends and submit reports to senior management using Contact Centre Data; Responsible for providing HR Call Centre inputs into the operational and business plans of the Unit; Stakeholder engagement; Performance management of the HR Call Centre staff; Conduct effective resource planning to maximize the productivity of resources (people, and technology); Evaluate the Contact Centre's performance in key metrics such as accuracy, contact - waiting time, quality assurance, etc; Provide for the continuous coaching and mentoring of Contact Centre Agents to ensure high quality responses to client enquiries.

ENQUIRIES : Ms Helen Ward at (021) 483 5640

POST 42/82 : **HR PRACTITIONER: PEOPLE ANALYTICS – (STRATEGIC ALIGNMENT AND IMPROVEMENT), REF NO. DOTP 2017-91**

SALARY : R 281 418 per annum (Salary Level 8)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : B-Degree (or equivalent qualification) in Business Computer Science/ People Management/ Statistics/ Organisational Psychology/ Management Information Science or other relevant qualification within the business management and systems environment; A minimum of 3 years' relevant experience in a people management / business analytics environment. Recommendations: Working knowledge of HR Systems; Proven presentation and research skills; a valid driver's licence. Competencies: Knowledge of the following: Regulatory framework

governing the PM function; PM practices and strategies Monitoring and Evaluation of projects and programmes; Systems and business processes based on global lead practice; Research and product design; Good communication (written and verbal) skills in at least two of the three the official languages of the Western Cape; Advanced computer literacy (MS Word, Excel, PowerPoint); Excellent report writing skills.

- DUTIES** : Conduct evaluations and assessments of People Management Practices, projects and programmes; Conduct research on global People Management trends to inform lead practices and improvement; Provide support for the management and implementation of People Management Strategic Frameworks; Monitor People Management compliance and report on People Management functional improvement; Provide People Management Oversight reports and trend analysis to stakeholders; Convene stakeholder workshops/meetings for data enhancement and strategic People Management data integration; Establish stakeholder partnerships and client liaison; Assist in the establishment of province-wide PM standards and input into national people analytics practices and metrics development; Motivation, training, evaluation and supervision of subordinates.
- ENQUIRIES** : Ms L Barron at (021) 483 4923

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- CLOSING DATE** : 03 November 2017 @ 16:00
- NOTE** : Only applications submitted online will be accepted. 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. Kindly note that technical support is only available from 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 42/83** : **PROFESSIONAL ENGINEER: TRAFFIC ENGINEERING, REF NO. TPW 2017-220**
- SALARY** : R 637 875 per annum (OSD as prescribed). The final offer will be determined by the Occupational Specific Dispensation notches as prescribed.
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
Civil Engineering degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer; A valid driver's licence. Recommendations: Post graduate studies, in the field; Extensive experience in the field. Competencies: Knowledge of the following: Programme and Project Management; People Management; Engineering design and analysis knowledge; Skills in the following: Computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province; planning and organizing skills. Behavioural competencies: Problem solving and analysis; Decision making; Team work; Creativity; research and development; customer focus and responsiveness.
- DUTIES** : Plan, design operate and maintain the provincial road network in a cost effective way; Human capital development including training of technical staff; Office administration and budget planning; Provide inputs for standardization of plans, project procedure manual, improvement of standard documentation and administrative procedures; Provide assistance to local authorities, contractors and consultants; Ensure adherence to regulations, procedures and standards; Liaise with relevant bodies/ councils on engineering matters; Keep abreast of new technological changes.
- ENQUIRIES** : Ms M Hofmeyr at (021) 483 3999 `

POST 42/84 : **ASSISTANT DIRECTOR: CONTRACT DEVELOPMENT, REF NO. TPW 2017-207**

SALARY : R 334 545 per annum (Salary Level 9)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A 3-year National Diploma or equivalent qualification with a minimum of 3 years' relevant experience. Recommendations: None. Competencies: Knowledge of the following: Public Administration; Project Management; Monitoring and evaluation methods, tools and techniques; Legislation, regulations and policies impacting in public transport activities; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Planning and organising skills.

DUTIES : Assist with the establishment of legal and financial arrangements with contracting authorities (inter-governmental relations); Research, benchmark and analyse information from stakeholders, liaison/ negotiation with stakeholders; Develop and drafting of contracts / agreements, ensuring that the contract terms and conditions are in line with government legislation and policies; Actively involved with the negotiation and development of auxiliary contracts with stakeholders (public transport infrastructure such as bus depots, ACSA, etc.) service providers and operators; Amend contracts/ Service Level Agreement's; Human Resource Management.

ENQUIRIES : Mr R Collins at (021) 483 8940

POST 42/85 : **GEOTECHNICAL ASSISTANT, REF NO. TPW 2017-192 (2 POSITIONS AVAILABLE)**

SALARY : R 152 862 per annum (Salary Level 5)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate or equivalent qualification with Mathematics as passed subject. Recommendations: Experience in Road Building material; Experience in a Materials Lab; Minimum of 3 years relevant experience. Competencies: Knowledge of the following: Testing of concrete, asphalt and gravel; Processing of test data with the help of computer programme MTS programme; Environmental conditions and laboratory safety; Internal audits, non-conformances and corrective and preventive actions; Skills in training and supervision; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province.

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

ENQUIRIES : Ms Melanie K Hofmeyr at (021) 483 5713

NOTE : These positions were previously advertised. Candidates who previously applied, must re-apply as their previous applications will not be considered.